
CCTV

There are six security cameras positioned around the school

The cameras allow us to

- monitor and control access to the school
- Deter and help resolve crime

The cameras are positioned in accordance with the Data Protection Act and registered with the Information Commissioner's Office

Cameras record 24 hours a day and are managed in accordance with the school CCTV policy which can be viewed on the school website.

The school CCTV policy has been drawn up in accordance with the Data Protection Act and there are strict procedures as to who can view recorded footage and why. It is not the case that Parents, carers or members of the public can ask to look at camera footage and expect to see it. Any such requests will be handled in accordance with the school CCTV policy.



Key Points

- Gates lock and unlock on a timer. The gates open at drop off and pick up times automatically. On a routine day to day basis please be patient and let the system operate as it is set up to do!
- If you are visiting the school at other times for an appointment etc. press the green bell button on the intercom.
- If you don't press the button on the intercom we can't let you in, even if we can see you!
- To get back out press the weatherproof switches on the wall a few metres back from the gates.
- Staff have the ability to open all doors and gates manually in the event of an emergency.



Thank you for your help with this.

If you require any further information about this policy or procedures please contact the school office.

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www.forgeips.co.uk



Forge Integrated Primary School

Access & Security Arrangements

We have recently seen completion of an upgrade to our safety and security systems at school. This leaflet explains what the purpose of it and how it works.

Purpose.

- Security fencing and access systems installed at the school help us to:
 - Keep children safely enclosed on site and away from traffic.
 - Manage access to the site so that we know who is and who is not on our grounds at all times.
 - Reduce the potential for unauthorised access to the school.
 - Monitor access to the school
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Access

- Our Open Door Policy remains in place and can be viewed on the Documents page of our website, www.forgeips.co.uk.
- At Drop off/Pick up times gates open automatically . We therefore ask parents and carers coming for routine pick-ups to wait for the gates to open on the timer to avoid crowding in playground areas at times when lessons may still be going on.
- At all other times the gates and doors will be locked. Visitors to the school during these times gain access by pressing the green button with a bell symbol on the intercom unit found close to each gate.
- The intercom units are set to the side or a few metres back from the gates. This is to allow wheelchair users space to have clearance as gates open.
- Gates open slowly because we work with young children. Please do not try to rush or pull the gates.
- Staff may ask why you are here. Please do not be offended by this—it's our job!
- All visitors to the primary school outside Open Door Policy times should report to reception at the office.
- All Pre School Visitors should report to reception via the intercom. Visitors without prior appointment will be asked to report to reception.

Getting Out

There are waterproof switches on the wall a few metres in front of the gates. Press the switch to open the gates. The lower of the two switches may be turned off to reduce accidental/mischievous opening by children so use the upper switch if possible. We will always ensure the lower switches are operable if necessary for use by wheelchair users.

Limitations to Access

The points below aren't new and are directly copied from our Open Door Policy...

At 9.00am we want to get lessons started and the open door period is over.

We ask you to be back out of the school building by 9.00am. If you are still in the classroom at this time you are holding up the teaching and learning of all of the children.

We also need to ensure that we have authorised persons only in school during the school day in keeping with Child Protection Guidance. Therefore, unless specifically asked to be in class, parents should not be in school after 9.00am.

For Child Protection reasons parents are not permitted to wait in the school playgrounds between 2 and 3pm. When you collect your children at 2pm you should either leave the premises or wait in the designated area at the front of the school outside the fenced playground areas.

Remember that during this period lessons are still in progress. It is the parent's responsibility to supervise their children after they have been collected from school.

Please do not be surprised or offended if you are asked to leave part of the school grounds because we need to have the area cleared to ensure that only authorised and appropriately vetted persons are on site or in that area.