

Evolution International School

Security Policy

April 2018

Rationale

All staff members have a duty towards making sure the school is a safe working environment for students and staff.

ID Badges

Staff – all staff should be wearing an ID card or an identifiable uniform so that all stakeholders can be easily identifiable. Staff should use the scanners on arrival and departure.

Students – all students should be scanned on arrival and departure. Bus students will be scanned by matrons whilst on the bus. Car students must scan their own ID cards or parents must come and scan for them. Students leaving early or arriving late must also scan. Students/parents who forget the ID card will have to wait in a separate queue until the relevant staff member has the time to manually enter their details.

Parents – wanting to enter the campus without an appointment must be wearing/carrying their parent ID card and must sign in at the main office. Parents should only enter the campus without an appointment to drop off or pick up students. For all other matters parents should call for an appointment. Any parent walking around the school should be escorted to the reception.

Visitors – must register with security for a visitors pass and then go to the reception area.

Strangers – any person walking around the school without an ID or a recognizable uniform should be challenged and escorted to the reception or to a security guard. Should the person identify themselves but still not produce an ID they should still be escorted to the reception. The safety of students is of paramount importance at all times.