



# Dale Community Primary School and Stonehill Nursery School Federation

## Physical Site Compliance Policy

**Head Teacher:**

**Louise Foster**

**Chair of Governors:**

**Russell Langley**

**Policy Approved by:**

Policy reviewed by:

Date:

Policy reviewed by:

Date:

Policy reviewed by:

Date:

Policy reviewed by:

Date:

## Site and Physical Controls, Premises and Security:

- ALL visitors and volunteers to enter/leave by the Main Entrance and sign in/out.
- ALL staff to enter/leave by the Main Entrance or Kitchen Entrance, using electronic fobs. If staff have forgotten their fob, they must use sign in as per visitor/volunteer and inform a member of the admin team.
- Deliveries are NOT permitted past the Entrance Hall.
- ALL visitors to be recorded and wear a visitor badge.
- Breakfast and After School Club to access Downstairs Hall off Porter Road (Maglock)
- Playground and FS gates open at 8.40am. Staff are allocated to morning gates and must remain there until closed at 8.50am.
- All latecomers to access the building via the main entrance and documented by 'School Attendance Officer'.
- Playground gates (off Meynell Street), opened and closed during the day to allow the minibus on/off the playground as/when required. One staff member to drive the bus, one to open/lock the gate.
- Playground gates (off Belvoir Street), opened for fire evacuation procedure and monitored by Site/Admin. Gates locked by site once the procedure is completed.
- Kitchen door (off Porter Road) can be accessed for food deliveries. Kitchen team to monitor. Deliveries are not permitted access to the main school.
- Head's Office to be locked by site team when the last member of SLT leave.  
Last member of SLT to inform a member of the site team so that they may do this.
- Main office to be locked by Site at 4.30pm when the admin team leave
- SBM office to be locked when the SBM/LP leaves.
- Inclusion Room to be locked\* when the last member of the Inclusion Team leaves.  
*\*This door is damaged and currently in the process of being replaced.*
- Site/IT Manager's Room to be locked whenever they are not accessing the space.

- Maglock doors to be closed and in operation at all times. Signage in place.
- Parents are only allowed in the school building for supervised activities or by invite.
- There will be an emergency contact folder in the community room and the community room phone may be used to make any phone calls for children left at after school clubs. Once the medical room is locked, the nearest first aid box can be found in the staffroom. Please refer to our **Security Policy** for more information.

### Record Management:

Please refer to our **Records Management Policy, UK Data Protection Policy** and **Retention Schedule(s)**. Record Management is overseen by the SBM, SLT and Admin Team.

### Disposal Arrangements and Hardware Destruction:

Secure shredding is mandatory for all documentation containing personal data.

The IT Manager is responsible for electronic data and hardware destruction.

### Compliance Training:

Teachers receive annual GDPR training to ensure they are aware of their responsibilities for data handling in classrooms. Data held in classrooms is kept to a minimum and for essential teaching and learning and medical purposes only. Classrooms are not locked. Staff are expected to keep sensitive data out of site/reach and put any data away before leaving the area(s) they are working.

Areas in which Data is held: are there controls in place?

The staff room, medical room, inclusion room, main office and kitchen hold essential medical information.

The Inclusion Room holds sensitive and safeguarding information. Staff are required to return and sensitive data to locked drawers or cabinets or to lock the room when they leave. \* Any data or information held in the Community Room is locked away or returned to the Inclusion Room if a staff member is not present. The Community Room door does not lock and cannot be made secure. Only essential emergency contact information is stored here, for use after school hours. *\*This door is damaged and currently in the process of being replaced.*

The Head's Office holds assessment data and data relating to staff performance and management. Doors are locked once the last member of SLT leaves the building.

### Key Storage

Keys are stored in the main office and the Site Manager's office. Please see above for details of site controls in these areas. The Medical cupboard is locked when the admin team leave (4.30pm)

**The Compliance Check must be completed annually and signed by the Head Teacher, Site Manager and School Business Manager.**