



'Let your light shine' - Matthew 5 v16

Policy:	Locked Gates	
Date Agreed:	September 2025	
Agreed by:	Chair of Governors	Headteacher
Review by:	September 2027	

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PERSEVERANCE**

Safeguarding Policy on Locked Gates and Pupil Safety

1. Purpose

The safety and security of pupils is paramount. This reviewed policy sets out the arrangements for the management of school gates during the school day to safeguard pupils, staff, and visitors while ensuring safe access and egress in the event of an emergency.

2. Scope

This policy applies to:

- All pupils enrolled at the school
- All staff and volunteers
- Parents, carers, and visitors
- Contractors working on site

3. Principles

- Pupil safety and safeguarding are the school's highest priority.
- The school site must be secure from unauthorised entry at all times.
- Pupils must never leave the premises without adult supervision and appropriate authorisation.
- Emergency evacuation routes must remain accessible at all times.

4. Responsibilities

- **Headteacher / Designated Safeguarding Lead (DSL):** Overall responsibility for ensuring this policy is implemented and reviewed.
- **Site Manager / Caretaker:** Responsible for the daily opening, locking, and monitoring of gates.
- **Staff:** Must supervise children during arrival, departure, and break times, and report any concerns about site security immediately.
- **Parents/Carers:** Must support school procedures and not attempt to open gates themselves except during designated drop-off/pick-up times.

5. Procedures

5.1 Morning Drop-off

- Main pedestrian gate is unlocked from *6.30am until 9.05am*. *Vehicular gates is from 6.30am until 8am*.
- A member of staff supervises entry.
- Gates are locked promptly after registration closes.

5.2 During the School Day

- All external gates remain locked.
- Entry is via the school office only, with controlled access (e.g., intercom, buzzer, visitor sign-in).
- Pupils may not leave the site during school hours unless collected by a parent/carer or authorised adult, verified by staff.

5.3 Break and Lunchtimes

- Staff ensure playground areas are secure before pupils go outside.
- Gates remain locked during these times.

5.4 Home-time Collection

- Main pedestrian gate is unlocked *from 2.45pm until 6pm*. *Vehicular gates from 4.30pm until 6pm*.
- Pupils are released only to known parents/carers or authorised adults.
- Staff remain at gates to supervise departure.

6. Emergency Procedures

- All gates must have quick-release mechanisms accessible from inside to allow immediate evacuation.
- In the event of a fire or emergency evacuation, staff are responsible for ensuring gates are opened.
- Regular fire drills must test that exit routes are accessible.

7. Visitors and Contractors

- All visitors must enter through the school office, sign in, and wear a badge.
- Contractors are supervised while on site unless safeguarding clearance has been verified.

8. Monitoring and Review

- The Site Manager will check gates daily for faults or security concerns.
- The Headteacher will review this policy annually, or sooner if required by safeguarding incidents, new guidance, or risk assessments.

9. Linked Policies

- Safeguarding and Child Protection Policy
- Health & Safety Policy