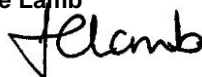
	Name of School	Corbets Tey School
	Last Review Date	06/02/2019
	Next Review Date	06/02/2020
	Reviewed by	Governor Name: Julie Lamb Governor Signature: 

Security Access/ID Card Policy

Equality Impact Assessment

The school aims to design and implement services, policies and procedures that meet the diverse needs of our provision, population and workforce, ensuring that none are placed at an unreasonable or unfair disadvantage over others. We are confident that this policy does not place anyone at an unreasonable or unfair disadvantage, and is compliant with relevant equalities legislation.

1 PURPOSE

- 1.1 This policy outlines Corbets Tey School's management principles that apply to the eligibility for and the issuing of access control/staff identification (ID) cards and visitor access cards.
- 1.2 A staff card will enable:
 - a. The positive identification of staff;
 - b. Access to enter and exit all doors within the main building and entry to other external classroom doors.
- 1.3. Visitor access card will provide:
 - a. Easy identification of legitimate visitors on the school site;
 - b. An appropriate visitor level of access to the school (a defined time of the day and specific door access);
 - c. A system to distinguish visitors from staff;
 - d. A system of green and red lanyards to identify the status of visitors with regard to DBS checks
 - green = DBS check has been seen/verified (can move around the school unaccompanied)
 - red = no DBS check has been seen/verified (cannot move around the school unaccompanied)
 - e. A visitor procedure to ensure that required ID and DBS checks have been carried out for all visitors to the school.
- 1.4 Staff and Visitor cards will provide access to the school's facilities and services, and provide a greater level of security for the school, visitors, staff and pupils.

2 ELIGIBILITY

2.1 To be eligible for a Staff Access Control/ID Card:

- a. individuals must be current employees of Corbets Tey School
- b. employees must hold either a permanent contract or be employed regularly as a relief/temporary worker

2.2 To be eligible for a Visitor Access Control Card:

- a. Individuals must be invited and verified as a legitimate visitor to the school and must sign in at reception and provide ID.

3 RESPONSIBILITIES

3.1 The senior management team and school governors are responsible for providing accurate information to the administration staff for the purpose of producing Security Access/ID Cards;

3.2 Members of the administrative team are responsible for identifying eligibility for the issuing of Staff and Visitor Security Access/ID Cards;

3.3 Members of the administrative team are responsible for carrying out the appropriate checks on any visitors to the school, that the checks are recorded and that the visitor is given the correct level of access to the school building:

- a. Individuals must sign in at reception on arrival;
- b. A member of staff must see photographic ID and record this in the signing in book;
- c. Any visitor having unaccompanied access to the school must have produced a DBS certificate and the details of this must be entered onto the Single Central Register or on the sign in book in reception for a one-off visit;
- d. The details of the individual and the issued visitor ID card must be recorded in the Visitor Sign-In Book in reception
- e. The visitor ID card must be returned when the visitor exits the school and signs out through the reception.
- f. All recorded identification is kept securely in the reception office.

3.4 See School Security Policy and Visitor Protocol Flowchart for further guidance.

4 CONDITIONS OF USE

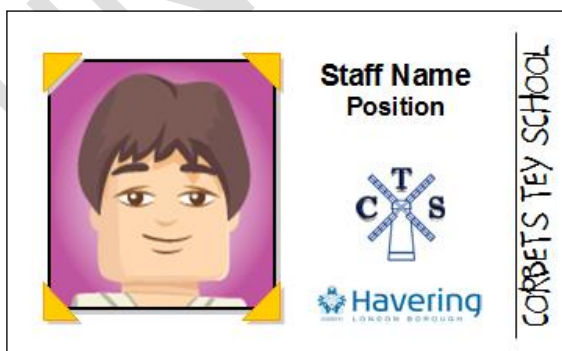
4.1 It is the responsibility of the cardholder to ensure the proper use of his/her Security Access/ID Card.

4.2 The school accepts no responsibility for actions or consequences which take place as a result of misuse of the card, whether such action is by the nominated cardholder or other persons.

4.3 The following conditions apply to the use of a Security Access ID Card:

- a. The card may not be used by a person other than the person to whom it is issued and should not be given to any other person (staff, pupil or other) to use the card or the facilities to which the card gives access;
- b. The card should be carried at all times when on the school site;
- c. The card remains the property of the school and must be returned to the admin office at the time of resignation, termination of employment or when requested to do so by senior management or the admin office, including all card holders and lanyards issued with the card;
- d. The card holder is responsible for ensuring that they follow correct procedures when entering/exiting the school building on any doors that have security swipe system fitted (swiping upon each entry/exit and not following another person through a door without swiping);
- e. The system should not be relied upon to identify missing persons on the school site during any emergency evacuation and so staff and visitors should all sign in and out using the sign in lists and books in reception.
- f. Staff and visitors should not let other people through swipe doors, if you suspect that someone is using someone else's card, please report this to the admin team or the Headteacher;
- g. If a card is lost, stolen or damaged, then the loss or damage must be reported to the Headteacher as soon as the cardholder is aware of the loss or damage. The card will be deactivated immediately;
- h. In exceptional circumstances a temporary card can be issued for staff use but must be returned to the office at the end of the day. This card will be removed from the system at the end of the day. A temporary card can only be issued to staff for a maximum of three days when a replacement, permanent ID card must be ordered and paid for.

Example Staff Security/ID Card



Example Visitor Card

