

The St Michael Steiner School

School Gates Monitoring Policy & Procedure

Gates

- The school has a pedestrian gate, a driveway with a gate at the top and bottom, and a back gate.
- The back gate is kept permanently padlocked. **P.E. staff can use this gate to access the playing field.** All staff have a key for use in an emergency.
- The pedestrian gate can be opened from both sides using a code entered on the keypad. All staff **and High School students** have the code.
- Visitors and parents can gain access via the pedestrian gate by pressing the buzzer.
- The driveway gates are locked and unlocked using padlocks. All staff have keys to the padlocks.
- Pedestrians must not use the driveway.

Timed Opening and Monitoring Procedures

- The pedestrian gate is opened and closed daily to allow children and parents to enter and leave at the beginning and end of the school day. Opening times are:

Beginning of the day: 8:00 - 8:25

Kindergarten pick up: 12:30 - 12:45

End of the school day: 15:00 - 15:15

- The pedestrian gate is monitored by staff on a rota when it is open in the morning, at lunch time and at the end of the day.
- The rota is posted on the wall in the staff kitchen.
- Staff who are unable to do their monitoring duty must find cover.
- During the winter months if the children are taken to the off-site playground, the gate is also opened at break times. Opening times are:
 - First break: 10:30 - 11:00
 - Lunch break: 13:30 - 14:00
- If children are using the off-site playground, one of the staff members on duty at break times must monitor the gate. It should be made clear whose responsibility this is. (see Supervision of Pupils Policy)
- Staff supervising children during breaks when the children are being taken off-site must be at the gate at the advertised opening times.
- At other times, people wishing to come in must use the pedestrian gate and press the buzzer. The receptionist can see who is there and if she doesn't recognise them, she will ask the person to identify themselves and why they want to come in, before opening the gate.
- The drive gates are opened by the first driver to arrive in the morning. The gate at the top of the drive (nearest to the school building) is locked at 8:00 am, when all staff should have arrived and the children are allowed onto the premises via the pedestrian gate.
- This gate is kept locked for the rest of the day; anyone opening it must lock it behind them.
- **Refuse and recycling collectors have keys and should lock it when they leave.**
- There is a sign on the gate asking visitors and people with deliveries to phone the reception to be let in¹.

¹ When necessary, the receptionist will open the drive gate to allow the emergency services immediate access.

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- Both drive gates must be locked by the last driver to leave the premises at the end of the day.

Next review date: January 2027

Red indicates changes at last review.