



NORTH KIDLINGTON SCHOOL
Oxfordshire County Council
Benmead Road, Kidlington, Oxon. OX5 2DA
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North Kidlington School inspires and develops every individual to enjoy, achieve and succeed

Safeguarding Procedures At North Kidlington School

As you may be aware since September 2009 OFSTED legislation and framework for schools has highlighted the issues of Safeguarding of Children and Security of Sites. Some schools have been categorised as inadequate in these areas. For all schools it is necessary to ensure that we provide the safest possible environment for our children.

The following actions help us ensure a safe environment for our school community:

- The main gate is closed and locked at 8:30am every morning. This prevents goods vehicles entering the site whilst children are moving around. The side gates for the footpath are left shut but unlocked for pedestrian access.
- Please do not enter the school grounds before 8:30am. If you do need to come onto the school grounds before 8:30am please report to the School Reception where a member of staff can deal with your enquiry.
- The gate at the bottom of the school field is locked at 9:05am. This allows for all parents to exit the site after dropping children off at 8:45am.
- A senior member of staff will stand by the front gates from 8:45am-9:00am to ensure no child can leave the school premises unaccompanied by an adult.
- The school gate outside Class Ash, that allows access to the Foundation Stage Unit via the Magpies Pre-School Unit will be checked that it is locked at 9:05am and will then be unlocked at 3:10pm by a designated member of staff (Either the Head Teacher or a designated member of staff).
- The gate to the Foundation Stage will be secured during the school day and can be quickly undone by staff when needed to be.
- At the start of each day the Infant, Lower Junior and Upper Junior Classes will line up in their classes, on the relevant playground, when the bell is rung at 8:45am. This will allow for any other areas to be less congested.
- No-one must enter classrooms before 8:45am and only then if a member of staff is present.
- Please do not enter the classrooms to use the toilet. If you need to use the toilet then please go to the school office and ask to use the toilet situated there..
- No adults must enter Class Ash, Maple or Oak's toilet areas.
- No adult must enter other areas e.g. toilets, halls, spare classrooms.
- Please ensure that you have left the site promptly by 9:05am.
- If your child is late they must be dropped off at the School Office so that they can be signed in. They will then be taken to their classroom.
- If your child has to be picked up during school hours please report to the School Office to sign your child out. They will then be collected from their classroom and brought to the School Office. Please do not go directly to their classroom.
- At the end of the day, the gate at the bottom of the field will be unlocked at 3:05pm. It will then be locked again for the evening at 3:30pm-3:45pm.

- Please do not park your vehicle in the school drive way or in a manner on Benmead Road so that it restricts the movements of our local residents trying to leave or enter their properties.

Please help us to keep the school grounds safe by following the procedures above.

We constantly monitor our arrangements and do adjust them as necessary.

It is everyone's responsibility to be vigilant in order to ensure our children are safe.

If you do notice anything that does not follow the above procedures or seems to be unusual please inform a member of staff straight away.

Information Sharing

The sharing of information is done on a need to know basis. We are required to share information with other agencies and schools in the best interest of the child.

Thank you for your assistance with this matter.

Gary Kemp
Head Teacher
September 2017