



Vita et Pax
PREPARATORY SCHOOL

Security Procedures

The school prides itself on being a safe and friendly place for pupils, staff and visitors to come and learn.

Therefore, we place a strong emphasis on site security and procedures.

- We use the clocks in the playground to tell us what time to ring the bell. If you arrive after the bell has rung, this means you are late.
- If you are late, please go to the school entrance, where your child will be signed in, before going to class.
- Please help to ensure the children arrive at school on time so they do not miss valuable learning.
- Parents/Carers are asked to provide class teachers with a list of adults whom have permission to collect your child at home time. Staff members will not allow your child to leave with anyone else, so it is vital this list is kept up to date.
- Parents are welcome to join some of our assemblies. Parents / carers wishing to attend must sit in the hall.

If you are visiting our school, whilst on our premises, you must observe the following:

- All staff and visitors must enter through the front entrance.
- All visitors, including volunteers, must wait in the visitors area and sign in before entering the school and will be given a visitors badge. All visitors must sign out at the end of their visit.
- All visitors to the school are required to produce PHOTO ID at the reception desk, and to wear a Visitor's Badge.
- Please do not enter the school unless escorted by a member of staff or by prior arrangement.
- If you have a parents meeting, you will need to wait in the visitors area and a member of staff will escort you through the building.
- If you are collecting early please wait in the visitors area and your child will be brought to you.
- Please do not open doors leading onto secure school premises.

Vita et Pax School (Cockfosters) Ltd | 6a Priory Close, Green Road, Southgate, London N14 4AT | Tel: 020 8449 8336 | email: info@vitaetpax.co.uk



INVESTOR IN PEOPLE

Members of CISC and AGBIS

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- If your visit involves working independently with the children you will be asked to produce a current enhanced CRB certificate along with your Photo ID.
- Your safety and wellbeing during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.
- If the Fire Alarm should sound please leave the building by the nearest exit and proceed to the assembly point. **DO NOT RE-ENTER THE BUILDING** until you are told it is safe to do so.
- Vita et Pax School operates a **NO SMOKING POLICY** which we ask you to respect.
- We do not allow the use of mobile phones whilst on the school premises.
- Staff have the right, and are encouraged, to question anyone on the school premises who they do not recognise.

Visitors can expect to be treated with respect by our staff; in turn we ask that you be polite and respectful whilst on our premises.

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