

# **Hemingford Grey Primary School**

## **Protocol for Locking and Unlocking Doors in School**

1. Keys are held by the following people:

Mrs Kate Fox – Head teacher  
Mr Jonathan Clarke – Deputy Head teacher  
Mr Birkin – Site Manager  
Andrea Jakes - Lettings

2. The school is generally opened at 7.30 am by Mr Birkin or the Headteacher or Deputy Headteacher if they arrive first.
3. School is generally closed in the evening by Mr Birkin, at 6.30pm unless there is a letting in the evening and school is then locked by either, Mr Birkin or Mrs Jakes.
4. Door codes are issued to staff via email. Skools out staff are also given the codes as they arrive at school very early in the morning. Door codes are change termly.
5. Visitors to the school gain entry by the front/reception area door and are let in by an adult.
6. Children are made aware that they may not let adults into school without the permission of an accompanying member of staff.
7. All visitors to school undergo the appropriate checks (following the strict guidelines of DBSs etc). Any visitors into school have a DBS check. If they have not had this check and they have access to children they are escorted by a member of staff for the duration of their visit.