



NID DYSG HEB FOES

Ysgol Brynhyfryd

School Opening and Closing Procedures

Updated: September 2023
Review Date: September 2024

Contents

1. Introduction
2. Roles and Responsibilities
3. Opening and Closing School Site Procedure
4. Alarms and Systems

Appendices:

1. School Key Contacts
2. Fire Alarm Panel Procedures
3. Rules In The Event of Fire Procedures
4. Fire Emergency Plan

Links with other Policies & Documents:

1. Lettings Policy

1. Introduction

The School Opening and Closing Procedures should be seen as a sensible and informative guide to assist site staff and the Senior Leadership Team (SLT). Within

this document, all processes regarding opening and closing procedures will be set out along with the following;

- Site security
- Clear and concise instructions and guidance
- Source of information on site systems, processes and procedures
- Term-time and School Holiday variations

2. Roles and Responsibilities

2.1) Headteacher / Business & Finance Manager

The overall responsibility for site security is designated to the Headteacher.

The Headteacher and Business & Finance Manager will ensure that the Caretaking Site Staff receive the appropriate training on all systems and procedures.

The Headteacher and Business & Finance Manager will provide supervision along with support and guidance where necessary.

2.2) Caretaking Site Staff

Ensure the site is open at the beginning of the day and made secure at night.

Ensure site safety through the monitoring and operation of intruder and fire alarms, reporting any malfunctions to the Business & Finance Manager.

Attending site as necessary outside of normal working hours, in cases of alarm activation or any other emergency.

The current shift pattern at Ysgol Brynhyfryd is as follows;

Caretaker 1 - 07:00 –15:00

Caretaker 2 - 11:00 – 19:00

Housekeeper - 13:00 -17:00 (Term Time only)

By prior Manager authorisation, these shifts can be changed or adjusted in order to suit staff absences, school holidays and any other instances.

3. Opening and Closing School Site Procedure

3.1) Term-Time

From 07:00am the On-Duty Caretaker will begin opening the school site.

Staff typically arrive on school site from 07:30am onwards.

Pupils will arrive on school site from 08:00am onwards.

The school day runs from 08:50am - 15:35pm.

The Canteen staff are on site between 07:30am – 15:00pm.

From 15:20pm pupils will begin to depart from the school site.

The Cleaning staff are on site between 15:30pm – 18:30pm.

All school staff are expected to be off school site by 18:30pm.

At 18:30pm the On-Duty Caretaker will check the Inventory System (Electronic Sign In and Out System) to ensure all members of staff, visitors, or contractors have left the school site.

From 18:30pm the On-Duty Caretaker will begin to lock and secure the school site (Including internal doors and windows). In doing so, checking that no areas are occupied and no staff or pupils remain.

At 19:00pm, the On-Duty Caretaker will set the school intruder alarm system and lock and secure the school site.

3.2) School Holidays

From 08:00am the On-Duty Caretaker will begin opening the school site.

Staff typically arrive on school site from 08:00am onwards.

Contractors and Visitors will arrive on school site from 08:00am onwards.

The day runs from 08:00am – 16:00pm. Any amendments to this, must be agreed beforehand with the Head Teacher.

The Cleaning staff are on site during some School Holidays at an agreed time.

All staff are expected to be off school site by 15:30pm.

All Contractors and Visitors are expected to be off school site by 15:30pm.

At 15:30pm the On-Duty Caretaker will check the Inventory System (Electronic Sign In and Out System) to ensure all members of staff, visitors, or contractors have left the school site.

From 15:30pm the On-Duty Caretaker will begin to lock and secure the school site (Including internal doors and windows). In doing so, checking that no areas are occupied and no staff, contractors or visitors remain.

At 16:00pm, the On-Duty Caretaker will activate the school intruder alarm system and lock and secure the school site.

3.3) Evenings and Weekends

All evening and weekend school site usage must be agreed beforehand with the Headteacher and Business & Finance Manager.

This includes Parents Evenings, Governors Meetings and Third-Party Usage. For more information regarding Third-Party Usage, please refer to the school's 'Lettings Policy'.

The school site opening and closing procedure for evenings and weekends is as above, however times may differ.

4. Alarms and Systems

4.1) Fire Alarm System

The school fire panel can be found next to the Headteacher's Office (Building 1, Room 022).

The school fire panel is monitored 24 hours a day by Securiguard, as issued by Snowdonia Fire.

For further information and instructions regarding using the fire panel, please see **Appendix 2**.

In the event of a fire alarm, guidance on school evacuation and emergency procedures can be found in the 'Rules In The Event of Fire Procedures' document, **Appendix 3** and the school 'Fire Emergency Plan', **Appendix 4**.

4.2) Intruder Alarm System

The school intruder alarm panels can be found in the CCTV room (Building 1, Room 019) and the school Canteen Office (Building 21, Room 0/005).

Once the On-Duty Caretaker has secured the school site at the end of the day, the intruder alarm will be set and the system monitored by Chubb.

The below members of staff have access to the intruder alarm code;

- Caretaking Site Staff
- Business & Finance Manager
- Denbighshire County Council Canteen Head Cook
- The John Ambrose Theatre Technician

In the instance where the intruder alarm is activated, external keyholding service AGS would be contacted to investigate and secure the school site.

Please see **Appendix 1** for the list of current keyholders at Ysgol Brynhyfryd.

Policy version:

This policy was agreed by Ysgol Brynhyfryd Governing Body October 2023