	DOC REF	Access control during operational hours June 2017
	Create DATE	13 June 2017
	PAGE	1 of 2
SECTION	PROCEDURES	
SUB-SEC	EMERGENCY MANAGEMENT	
SUBJECT	ACCESS CONTROL DURING WORKING HOURS: WOODLAND HEIGHTS	

1. PURPOSE

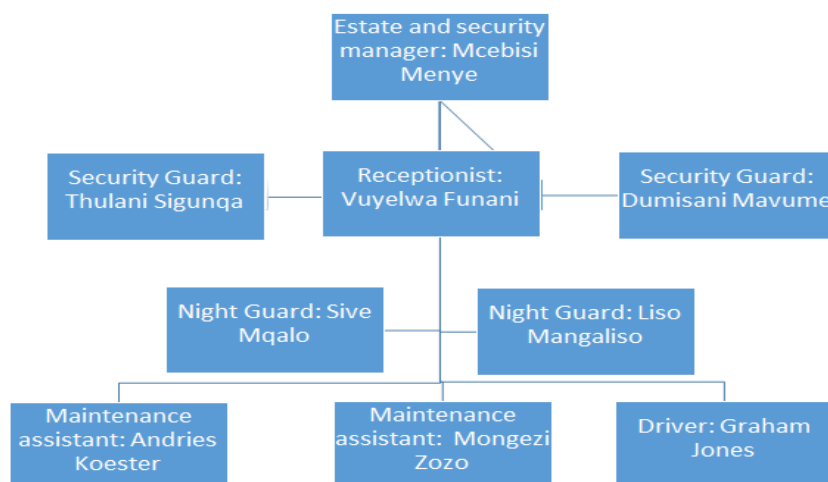
To define who may access the Woodland Heights campus during normal working hours and how this should be controlled.

2. SCOPE

This guideline applies to all staff, students and visitors who come to the Woodland Heights campus.

3. RESPONSIBILITY

Access control is the primary responsibility of the Security guards at the main gate assisted by the Receptionist and the other grounds and maintenance staff.




4. PROCEDURE

First session 07:00 to 08:00

- The gates will be opened from 06:30 each morning and will be closed after the initial drop off at 08:00.
- From 07:00 there will be Security guards on duty to monitor the cars and parents coming onto the school property.
- One Security guard will be at the main gate whilst the other will monitor access to the front door and the Pedestrian gate. Any adult not with a student will need to provide identity.
- The electronic switch at the front door will only be deactivated once the receptionist is in reception. The front door must be kept closed at all times.
- All parents cars will be expected to have the school badge sticker displayed inside their front windscreen.
- Teaching staff will be on duty in the car park from 07:30.
- The staff car gate will be closed at 08:00.
- The sliding gate onto the Loggia to be closed at 08:00 and re-opened at the start of breaks and closed at the end of breaks.

Second session 08:00 to 13:00

	DOC REF	Access control during operational hours June 2017
	Create DATE	13 June 2017
	PAGE	2 of 2
SECTION	PROCEDURES	
SUB-SEC	EMERGENCY MANAGEMENT	
SUBJECT	ACCESS CONTROL DURING WORKING HOURS: WOODLAND HEIGHTS	

- Between 08:00 and 13:00 access will only be granted after clearance is received from the guard at the gates.
- All visitors will need to check in at the main gate. They will be given an identity tag and will wait at Reception until they are collected by the staff member they have come to see.
- Parents coming into the school during these times will need to identify themselves as bona fide parents.
- Any student being collected during this time will have to be signed out at Reception by the adult doing the collection.
- Year 13 students coming in and out during these times will need to sign the register in and out.
- External examination candidates will need to produce proof of entry for the examination as well as an identity document/ passport as they enter the property. They will then report to reception where they will be given a pre-arranged identity tag for the examination.
- The guards at the gates will be made aware of any pre-arranged visitors by way of a google calendar invitation.

Final session from 13:00 to 17:00

- The gate will be open to allow parents to collect their children. The security guard will check for the school badge identity sticker inside all parents' car windscreens.
- During this time one guard will control the main gate while the other one monitor the area around the pedestrian crossing as well as the front door.
- The staff car gate will be opened at 14:30
- The electronic switch at the front door must be activated at 16:00
- After 16:00 access to the front door will only be via the keypad.
- Lock up procedures will commence at 16:30 by one of the security guards while the other monitors the entrance to the school.
- The main gate will be closed at 17:00 when Aftercare closes.

Staff access to the school grounds:

All staff are entitled to bring their vehicles onto the school premises at their own risk. The school accepts no responsibility for any damage caused to staff vehicles whilst at school.

All staff vehicles need to be identified with a school windscreen sticker. Staff may park in pre-arranged parking spaces on the school premises.

Night duty and after hours alarm activation protocols.

24 hour a days security has been implemented w.e.f February 2018. Night duty starts at 18:00 and ends at 06:00. Weekend day duty is from 06:00 to 18:00, Saturdays and Sundays. Anyone coming onto the premises After ours will be expected to sign in with the guard on duty.

In the event of the alarm going off after hours the following protocols will apply:

ADT the alarm supporting company will contact the following numbers:

Woodland Heights:	Estate manager: Mcebisi Menye: 0834888239. Principal: David Hunter: 0837785198.
Struben House:	Estate manager: Cedric Kay: 0834888238. Principal: David Hunter: 0837785198.

The member of staff contacted will make a decision based on the information provided to him by ADT as to whether the school buildings need to be unlocked.