



British International School of Cracow

School Security and Access to the Premises

June 2019

The outside door of the building is always closed during the school day and can be opened by an intercom system operated by the porter or from the main office. The porter, on duty from 8.00 to 16.00, is responsible for allowing staff, students, and parents/guardians in the school. Unknown persons must sign in and show ID. Visitors must wear a visitors badge to identify them throughout the school. Staff must wear an ID badge.

Wall-mounted security cameras are located in the entrance and monitored from the main office. Ancillary staff is positioned on each floor as an extra safety measure. The building has a burglar alarm.

Security of Pupils

The security and safety of the pupils in our charge is of paramount importance.

Foundation and Primary pupils are not allowed to leave the building at any time, unless accompanied by a teacher, or collected by their parents/representatives.

Secondary pupils can leave the building during the 15 minute morning break and at lunchtimes, but only if they have been given permission from their parents/guardians. The school's financial contract contains a page which covers both 'Permission to leave the school supervised by staff' and 'Permission to leave the school unsupervised.' Parents sign this during the enrolment procedure. All pupils from Year 7 to IB2 that leave the school premises at the 15 minute break or lunchtime, **must** sign in and out.

Form Tutors and the School Porter must be aware of pupils who do not have permission, in order to ensure they remain on the school premises at these times.

Pupils should not bring valuable items or large sums of money into school. The school will take all reasonable precautions to ensure the safety of all personal possessions and pupils are encouraged to respect their own belongings, the belongings of others and school property.

However, personal items remain the responsibility of the individual owner. The school does not accept responsibility for the loss of, damage to, property belonging to pupils, parents or staff while it is on school premises or on school related activities.