

PAGE SCHOOLS

Rules and Regulations for Security Operatives

Line Manager –

As a security operative in Bambini School, you are responsible for manning the gates, both vehicle and pedestrian.

- You are to ensure the safety of properties within the premises
- You are to be dressed and ready at 6:30am to begin to receive staff
- You must never for any reason leave the gate unmanned, permission must be obtained from the School's front office, and Admin office before leaving the premises.
- For security operatives in Page School you are not allowed to be outside of the premises or loitering around or discussing with other security men in the area.
- Children resume at 7am, you are not to allow any child in before 7am if there is no Help there.
- You are not to receive any child from their parents, only Helps can receive children.
- When parents bring their children after 7:55am when the helps have gone in, such parents are to be told politely to walk their child(ren) into class.
- No parent is allowed to leave a child in your care.
- You are not to allow any child out of the school gate without a known adult. You have to be very vigilant especially at pick up/home time.
- No vehicle is allowed into the compound during school hours, the only time cars come in is when parents want to drop birthday packs.
- Visitors are to fill the 'Visitors Form' and you take in to the secretary if it is for Page Schools
- Ensure that you take temperature readings and visitors are to wash their hands before entering the premises.
- We have a 'NO MASK NO ENTRY POLICY' going forward until informed otherwise.
- Ensure that you show visitors to the office once it is confirmed okay for such a person to come in
- On days that it rains, cars are allowed into the school compound in twos
- No car is to be allowed to reverse out of the school compound

- In the primary section, security operatives must be outside in the morning when children start arriving
- The pedestrian gate must not be left open
- During the day, operatives must sit outside where they can see the gate and the perimeter wall and not inside the security post.
- Ensure that strange vehicles do not park in front of the school or the opposite side of the road.
- Do not allow anyone to loiter or sit near the fence for any reason.
- If you must buy anything from a hawker, it must never be done in front of the gates.
- Ensure general cleanliness of your immediate surrounding
- You cannot receive visitors while on duty
- If for any reason the person you are to hand over to comes late, you must be properly dressed in your uniform till you hand over.
- Note that staff are not allowed to take out school property without permission
- Staff are not allowed to come into the premises after close of business without permission
- No security operative is allowed into the premises when they are not on duty.
- You are not allowed to bring in anyone, male/female to sleep in the premises whether during the day or overnight.
- When there are issues, report to your Line Manager
- You are not to allow cars to park in front of the gate or our neighbours gate
- You are not allowed to be rude to any parent under any circumstance. If there are issues, report and never take matters into your hands.
- On no account must you be reported as soliciting money from parents
- You cannot smoke nor consume strong drinks while on duty here