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Security Policy and Procedures

	Date		Change Log	
Reviewed by:	SBM	05/09/2023	Reviewed Autumn 2023	✓
Authorised by:	H&S	Autumn 2023		
Signed:				

🕯️ **Let your light shine** 🕯️
(Matthew 5:16)

INTRODUCTION

The purpose of this policy is to ensure the safety and security of people and property. This document encompasses the following:

- Policy Statement
- Organisation (roles & responsibilities)
- Procedures
- Risk Assessment
- Monitoring and Reporting on Implementation and Effectiveness
- Review

POLICY STATEMENT

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees, volunteers and visitors. Where appropriate, the Governing Body will seek expert advice to determine security risks and precautions required to deal with them. They will provide staff with appropriate and sufficient resources, information and training to implement security procedures. Governors will monitor performance and effectiveness of safety and security procedures and take corrective action to amend procedures in order to ensure safety.

ORGANISATION

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors

Governors will ensure that the school has a security policy and that it is being implemented. They will monitor the performance of the school's security measures through:

1. Health & Safety Committee members' monitoring visits.
2. Written and verbal reports from the Headteacher and/or Business Manager to the Health & Safety Committee and the Governing Body.
3. Governors observing its implementation when they visit the school and reporting any issues to the Business Manager and/or Headteacher.

Governors will review the school's Security Policy annually. They have delegated the day-to-day implementation of the policy to the Headteacher and Business Manager.

Headteacher

The Headteacher will:

1. Set up arrangements in school that comply with the Security Policy agreed by Governors (in conjunction with the Business Manager).
2. Monitor and report on the implementation of the policy and security arrangements.

Business Manager

The Business Manager will:

1. Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
2. Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent re-occurrence.
3. Ensure that all visitors, contractors and agency staff adhere to the security policy.

Staff

Staff will comply with this policy and the arrangements agreed by the Headteacher and Business Manager to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Security Issue	Name	Specific Duties
Agreeing and reviewing the school Security Policy	Governors' Health & Safety Committee	Agree policy Receive and consider monitoring reports Review and amend policy annually
General management of the Policy	Headteacher	Agree procedures Review arrangements
Day to day implementation and management of the Policy	Business Manager	Inform staff Monitor performance and adherence to procedures
Securing school entrances & exits as detailed in this policy	Caretaker; Administrator; Teachers; Teaching Assistants	Lock gates between end of day and 07:30 and between 08:30 and 15:00
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, ke pads, fences)	Caretaker, Business Manager	Part of defined duties
Control of visitors	Receptionist, Administrator & Business Manager	Check credentials & ensure they sign in Issue badges Accompany whilst on site or to another member of staff
Control of contractors	Business Manager	Check credentials & ensure they sign in Issue badges If necessary, accompany on site
Security of Money, etc	Administrator, Teaching Assistants, Business Manager	Collect & record Bank money
Security Risk Assessments	Headteacher & Business Manager	Review annually and inform governors of findings to use as part of policy review

Pupils

Pupils will be encouraged to exercise personal responsibility for the security of themselves and others through class discussions and assemblies. They will be encouraged and expected to co-operate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

PROCEDURES

The school has agreed the following procedures to ensure the safety and security of staff, pupils and other people using, visiting or working on the school premises.

Information and Communication

All staff will make themselves aware of the school's security procedures, especially staff that have been given a specific role to play. Staff induction will include the school's Security Policy.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.

Parents will be informed of the school security arrangements and any part they are expected to play, for example when they visit the school or at handover times, through the School Prospectus and newsletter.

Controlled Access and Egress during the School Day

Pedestrian gates at the front boundary of the school property remain closed during the day to allow access for visitors, parents, volunteers, contractors etc. Access via the front car gate is available by calling the school office. All gates leading to play areas are locked between 08:45 and 15:00hrs. SLT are a visible presence when school gates are open, with at least one member on the main entrance and one in the pirateship playground. All external doors, other than the external door of the main entrance lobby, are locked to prevent entry. All visitors during the school day must enter via the school's main entrance and, once verification by office staff has taken place will be allowed entry by proactive unlocking (push button release) of the internal lobby door.

Continuous perimeter fencing and hedging surround the play areas and school field. These are checked regularly by caretaking staff for integrity.

Pupils are only allowed out of the school if accompanied by a member of staff or authorised collectors.

Early Years Outside Areas

As pupils require access to the outside areas at all times, a secure outside area has been provided that has a suitable perimeter fence and/or hedge at least 1.8m high. Gates have secure fittings that prevent an Early Years pupil opening them.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Our procedure is that:

- All visitors enter via the school's main entrance, into the secure lobby.
- Visitors' credentials are checked (e.g. identity, appointment recorded in school calendar). They are issued with an appropriate badge, with colour-coded lanyard – a green lanyard if visitors are DBS checked or a red lanyard if not.
- They are either accompanied to the staff member they are visiting or a staff member will come to collect them from the entrance.
- Any person on site without a badge will be asked to accompany a member of staff to the entrance or asked to leave the site. Any refusal will be reported to the Business Manager or Headteacher. Any aggression will be reported to the police.
- Any visitor, parent/carer or volunteer in school without having had a DBS check or a satisfactory school risk assessment will be accompanied by an authorised member of staff or volunteer who has had a DBS check at all times whilst on the premises.
- For their own safety, any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety, toilets and first aid.

Supervision of Pupils

The school's overall safeguarding strategy requires that at all times of the school day (08:35 until 15:10hrs) the security of pupils is achieved by competent supervision by authorised school staff. Gates are open from 7:45am to allow staff onto the school site but parents and carers are regularly reminded that pupils should not be left unaccompanied on school grounds before 8.35am. Pupils are allowed into the school building from 8:35am when teachers will be in their classrooms to welcome pupils (in inclement weather pupils will be allowed into the building earlier). Pupils enter the building through the cloakroom nearest to their class, other than Reception pupils who enter through the EYFS entrance and Nursery children who enter through the Nursery entrance. Pupils are recorded

as in attendance or absent by each class teacher. Any unaccounted for absences are followed up by a phone call made by the School Administrator or Receptionist to parents/carers by 9.30am.

No child is allowed to leave the premises during the day unless collected by a known adult, via the main school entrance, where their collection is recorded in a dedicated book for late arrivals/early departures.

Pupils leave at the end of the school day via the cloakroom nearest their classroom, all children unless in Year 5/6 and have permission to walk home alone are dismissed by their teacher and not allowed to leave unless collected by an agreed individual, known to the teacher. Any uncollected child is brought back into the school and their parents/carers contacted by phone to agree a collection arrangement.

Any pupils attending after school clubs operated by the school are registered by the member of staff running the club. If children are not at the club and have been in school on the day, the staff member will send a message with a responsible child to the school office to verify the absence. If the School Administrator or Receptionist has not been informed by a parent that the child will not be attending club, she will contact the child's parent. Should a possible safeguarding issue emerge, the Administrator or Receptionist will immediately inform the Headteacher or, in her absence, a member of the Leadership Team.

Co-operation with Third Parties, Extended Services and Community Groups
Our school security arrangements have taken into account other users/hirers of the school buildings or grounds. In most circumstances the arrangements for the school will apply to other users. They will be advised of the security arrangements and required to sign to indicate they will abide by the procedures.

Supervision of Contractors
Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to locations where children are present. Therefore, they will be controlled as follows:
- All will be signed in at the main entrance/office and given school badges and be expected to wear them.
- They will only park where authorised to do so.
- They will only undertake work agreed at the start of the contract or subsequently agreed with the Business Manager or Headteacher.
- They will be supervised at all times by school staff. This does not mean watched continuously but in a **way proportionate to their location and proximity to unsupervised children.**

Lone Workers
Our school has a lone working risk assessment for staff where there is a security risk due to the need to work alone. All staff who may work alone are given a copy of the risk assessment and required to sign to indicate they will follow the control measures and precautions required.

Physical Security Measures
The Governing Body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a risk assessment. This will take into account:
- The location and layout of the school.
- Past incidents related to security.
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, governors will ensure that physical security measures are installed. Where physical controls are not justified, the governors will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking Arrangements

Gates from the playground are locked at 8:40am to prevent unwarranted access. All external doors, other than Emergency/Fire Escape, are locked during the school day unless specifically opened by staff to allow access. Emergency/Fire Escape doors have thumb-turn or push bar locks to allow easy opening should emergency escape be required.

All doors and gates are locked by the caretaker at the end of the day, unless staff remain after the caretaker has left, in which case it is up to the staff remaining to ensure any door, windows or gates left open by agreement with the caretaker, are locked when they leave.

Cash Handling

Little cash is handled as ParentMail is the main method used for payments for trips, visits, clubs, lunches etc. Records are kept of any cash or cheques collected in classes and monies are handed directly to the school's office. At no time during the school day should money be left unattended or in a conspicuous position even for a few minutes. Cash must be ALWAYS handed directly to either the School Administrator or the Business Manager. It must never be left unattended on the desk in the office. Once checked, all monies should be locked in the school safe. The frequency of trips to the bank will be dependent on the amount of cash being stored. The School Administrator is responsible for banking monies and will follow agreed procedures in the Banking of Money risk assessment.

Valuable Equipment

School vandalism and break-ins are exceptionally rare, however all staff need to be mindful of the storage and safe keeping of valuable items. When not in use, high-value ICT equipment should be locked in cupboards or in the Library, making items harder to access.

Laptops are provided on loan to use for the duration of their period as a teacher at this school. At the end of that period all computer equipment and software must be returned to the Headteacher in full working condition. If equipment has been lost or damaged whilst on loan, a charge may be made for its replacement or repair.

If you travel with your laptop or other equipment, it should not be left in an unattended vehicle. There is no cover for losses arising from vehicles, hotel rooms or other unsecured situations. Therefore, you should be especially careful when taking your laptop away from your home, as staff will be liable for any such loss.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. We strongly discourage children from bringing any valuable equipment to school, including mobile phones. Pupils can make urgent phone calls if necessary from the landline in the school office. However, we recognise that some parents prefer their children to carry mobiles; those who do so should note we take no responsibility for the safety or security of individuals' mobile phones. These should be signed into the office for safe keeping during the day and collected from the office at the end of the day.

Lost property should be placed in the Lost property bins located in various places around the school. At the end of each term, lost property will be put on display and pupils & parents asked to check and collect their property. Any remaining items will be disposed of or given to the School PTA for re-sale.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents must provide such medicine in the original labelled container and complete a consent form. These medicines will be kept in the child's phase area.

Risk Assessment

The school has a separate policy and procedure for Risk Assessments.

A security risk assessment is reviewed annually by the Headteacher and Business Manager. The findings will be used in the review of the Security Policy.

Various risk assessments have been completed for potentially hazardous activities and situations. These are reviewed annually by a governor member of the Health & Safety Committee. The risk assessments are issued to staff, volunteers and third party users of the school as appropriate. All visits have a specific risk assessment completed by the teacher leading the activity and counter-signed by the Headteacher.

MONITORING AND REPORTING

The Headteacher and Business Manager will monitor the implementation and effectiveness of this Policy and report any breaches, failings or security related incidents to the Health & Safety Committee. Governors will monitor performance through Headteacher/Business Manager written and verbal reports to Health & Safety Committee termly meetings and through their own visits to the school.

REVIEW

The policy and procedures will be reviewed annually by the Health & Safety Committee and amended/updated as necessary.