

Edward Peake C of E (VC) Middle School

Headteacher: Miss Z J Linington



Potton Road • Biggleswade • Bedfordshire • SG18 0EJ

Tel: 01767 314 562 • Fax: 01767 314 006

E-mail: info@edwardpeake.beds.sch.uk

Web: <http://www.edwardpeake.beds.sch.uk>

School Security Policy

The aim at Edward Peake C of E (VC) Middle School is that the pupils and staff should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work. This policy sets out how this is achieved.

Roles and Responsibilities

Overall school security is the responsibility of the employer. At Edward Peake C of E (VC) Middle School this is Central Bedfordshire Council. The Headteacher is responsible for the day to day implementation of the security policy.

Governing Body

- The Governing Body will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved
 - by the governors responsible for Health & Safety monitoring performance on their special interest visits
 - via the headteacher's reports to governors
 - by all governors observing its implementation when they visit the school
- Governors will periodically review the school's security policy.

The Headteacher

The Headteacher should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher should ensure parents, carers and pupils are fully informed of the security policy and their role in implementing its aims.

There are regular routine security checks undertaken each year. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Headteacher reports regularly to the Governing Body and, where appropriate, the LA.

Staff

All staff are fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services
- implement the emergency procedures as appropriate

New staff are informed of all policies relating to school security and of their responsibilities upon taking up their post.

Pupils

As pupils start at Edward Peake C of E Middle School, they are made fully aware of the security and evacuation procedures. They are encouraged to assist with these procedures when possible. Within the PSHCE and Citizenship curriculum, the pupils are taught about personal safety and social responsibilities.

Parents and Carers

The parents and carers of pupils at Edward Peake C of E (VC) Middle School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School Prospectus
- Pre-school discussion
- Letters to specific individuals or newsletters issued by the Headteacher.

Police/Local Community

Edward Peake C of E (VC) Middle School values co-operation from the local police and community in assisting with security arrangements for the school site and the surrounding area. The school communicates with the local Police on security matters. Local residents are encouraged to report incidents either to the school or directly to the police.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

Edward Peake C of E (VC) Middle School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the pupils, we have introduced procedures to limit access to the school site.

School Grounds

The school grounds are totally bounded by fencing with automated pedestrian and vehicular security gates controlled via an access system located in the main office. All children enter the school grounds via the pedestrian school gates which are locked at 9.00 am and opened again at 3:00 pm.

As soon as a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger will be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors from entering the school the main entrance and other exterior doors have a release system.

All office doors are closed when not in use and all external doors closed at the end of break times.

All staff and Governors are required to wear an identification badge while on school premises.

All visitors to the school should enter via the Reception area, which is clearly marked. In the first instance, report to the Receptionist and are asked to sign in using the InVentry system. They are given

a visitors' badge and are also required to sign out on leaving. Visitors are issued with guidance regarding safeguarding, evacuation procedures, mobile phone use and fire safety information.

Visitors are escorted by a member of the office staff to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff will collect and escort the visitor.

No visitor is given unrestricted access to the school; this includes parents/carers. All pupils and staff are alert to unrecognised adults in school. Pupils are encouraged to report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from a senior member of staff or the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If a person becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Trespass

Edward Peake C of E (VC) Middle School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996 as noted in the DFE's Advice on school security: Access to, and barring of individuals from, school premises (2012).

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Lock Down/Run and Hide Procedures

If staff and children are considered to be in immediate danger from any persons acting in an aggressive or threatening manner lockdown or run and hide procedures may be initiated. Visitors will be advised of lockdown procedures on arrival at the main reception.

Supervision of School Grounds

Members of staff are on duty each morning from 08:30 am, so that parents can leave their child in safety. Duty points are stationed around the school site including the turning circle and pupil entrances.

Children are supervised at all times when on the playground. Supervision is by teaching staff and teaching assistants at morning break and by midday supervisors at lunch time. Teaching staff supervise the children as they leave the premises at the end of the school day.

Pupils are only allowed to enter the building during morning break, lunchtime and out of school hours under the supervision of a member of staff.

Entering and Leaving School

Parents/carers are not allowed to drive their cars into the staff car park and are asked to wait outside the pedestrian gate at the end of the day to collect their child(ren).

Children who have permission to walk home do so. Children whose parents are delayed wait in the reception while their parents are contacted. All children know that if the adult who should collect them has not arrived, they should come straight back into the building, report to the main office and remain within a secure area until collected.

Leaving School During the Day

If parents wish to take their child/children out of school during the school day, they should report to the school office. A request to take a pupil out of school should normally be made in advance in writing to the pupil's form tutor requesting leave of absence. In exceptional circumstances where a parent/carer does not request in advance and providing the school can establish parental responsibility, it will be at the discretion of the Headteacher.

If a pupil returns to school during the day they should be brought back to the school office to be signed into the building. Pupils should be delivered to a member of the office team by a parent or carer.

Security of Personal Property

Children should not bring anything of value to school with the exception of mobile phones which must be handed in during morning registration. All mobiles are securely stored until collection at the end of the school day. All pupils are provided with a locker to secure all personal items.

Individual staff are responsible for their own property. Staff should ensure that their property is kept in a locked cupboard or in the staff lockers provided.

Any personal property brought on to the school site is done so at the owner's risk.

Security of Equipment and Cash

Main items of school equipment are security marked. Any cash on the premises is kept in the safe, but money is banked regularly.

Security of the Building

An effective intruder alarm is in operation. This is always set when the school is empty.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

There are three designated key holders including the Site Agent who are responsible for the security of the building.

It is the responsibility of the Site Agent to check daily that all locks and catches are in working order, that the fire alarm has no faults and that the security system is working properly. All faults should be reported to the Facilities and Premises Manager.

Before leaving the premises, the Site Agent has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Contractors in School

When contractors are working in Edward Peake C of E (VC) Middle School, the following procedures should be followed:

The Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff are made aware of the work taking place and the Health and Safety issues. The Facilities and Premises Manager should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving. All contractors will be referred to the Facilities and Premises Manager. Contractors should complete maintenance logs and the asbestos log when appropriate.

Contractors are advised to take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Contractors will not work unsupervised where there is access to pupils until the appropriate DBS checks have been confirmed. DBS checks will be sought prior to any work commencing.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Edward Peake C of E (VC) Middle School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

The Site Agent should be informed by staff when they enter the building outside normal working hours. Staff must complete a risk assessment when working outside of their normal working hours. This should be completed with the Deputy Headteacher. All risk assessments are completed monthly.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) phone.

Curtains and blinds should always be closed in the evening, but especially if staff are working late.

Security arrangements for public lettings can be found in the Conditions for Hire agreement.

Review of Policy and Procedures

This policy and its procedures are reviewed on a biannual basis.

Date approved July 23

Review date July 25