



SECURITY POLICY

PERSON RESPONSIBLE FOR POLICY:	MISS ANDREA TUNNEY
APPROVED:	FEBRUARY 2017
SIGNED:	ROLE: CHAIR OF GOVERNORS
TO BE REVIEWED:	FEBRUARY 2018

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim and should be read in conjunction with the school's Health and Safety Policy.

AIMS AND OBJECTIVES:

- Personal security of pupils, staff and visitors
- Security of buildings and grounds
- Optimum relationships with pupils, parents, neighbours and the local community
- Vigilance from everyone connected with the school

ROLES AND RESPONSIBILITIES

The responsibility for school security is shared between the LA, Governing Body and Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

The Site and Premises sub-committee review the policy and monitor its effectiveness on an annual basis. This will be carried out as part of the annual Health & Safety audit.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body. The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and trained as necessary;
- parents are informed of the Security Policy and encouraged to help;
- the risk assessment is updated annually;
- inspections are carried out every three weeks by the Headteacher, School Business Manager and Site Supervisor;
- termly site inspections are conducted by the Headteacher and Sites and Premises Committee;
- in addition, routine security checks are carried out on an on-going basis by the Site Manager;
- termly reports are made to the Governing Body through the Headteacher's report and, where necessary, the LA;
- all crimes are reported to the Police.

Role of Staff

All staff have a responsibility for ensuring:

- the safety of pupils in their care, by managing risks and protecting them from hazards;
- that property is safeguarded;
- that they know when to contact the Police;
- how to implement the school's Emergency Plan;
- their own actions do not expose themselves, children or colleagues to unacceptable risks.

Role of the Pupils

The Headteacher and staff are responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare;
- the safety of themselves and others in and out of school;
- the safe use of equipment and other resources.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- All new staff are DBS checked and until this has been confirmed, are not allowed to be in contact with a child in an unsupervised capacity.
- Staff based in school are the only staff to know the combination of the door lock.
- Staff to contact the School Office or senior staff in an emergency.
- Staff to have meetings with parents in the Heads Front Office, ensuring that blinds are open.
- All staff must challenge visitors on school premises who do not have a visitor badge, taking into account their own safety in doing so. See H & S Policy (Aggression and Violence).
- Staff leaving the building during the day must sign in and out on the appropriate log sheet.

Visitors

- All visitors, including parents and contractors, must enter the school by the Main Entrance, report to the school office and sign the visitors' log. They will be given a visitor badge with that day's date on to wear.
- Visitors to Nursery must first report to the School Office and sign in. Office staff will inform the Nursery of their identity and purpose of their visit and will not admit visitors otherwise.
- Parents bringing children to school after 9am must enter through the main reception and sign their children in on the late arrivals log.
- Parents who regularly help in classrooms are not allowed unsupervised access to children unless they have been DBS cleared.
- Parents will be reminded of our security strategies on a regular basis through Newsletters.

Children

- Need to be signed in by their parent / carer at the main reception if they arrive after 9am.
- Remind parents that they are not allowed to walk across the car park.
- Are told not to open the front door to ANYONE whilst they are waiting at the school office for any reason.

Hardware

- Fobbed pedestrian security gate open 8:25-9, 11.25-11:45, 12:25-12.45, 3.20:3:45pm
- Push button combination locks operate on the main school, Scullery and Nursery entrances.
- A push button combination lock operates a gate connecting the Infant and Junior Schools.
- All other external doors will be kept closed from 9am to 12noon and 1.15pm to 3.30pm except during Outdoor Learning sessions.
- The Cleaner's Room, Cleaners Store Cupboard, Boilers in Scullery and storage area to rear of Hall will be locked at all times, the keys removed from the door and hung out of reach of children.
- Classroom Blinds will be closed out of school hours.

Outside School

- Car Park gates will be closed during the day and access for drivers with disabilities are asked to contact the school office for assistance.
- School gates to be kept closed and bolted during school hours.
- Children must not open any gates or go through them without an adult.
- All staff to challenge visitors on the school grounds during the school day, taking into account their own and others' safety in doing so. (See Aggression and Violence Policy).

Security of Equipment

Security strategies

- All expensive, portable equipment will be marked with Smartwater.
- The infra-red intruder alarm system will be in operation when the school is closed.
- Staff "sign out" equipment, other than personal laptops, I pads when taken home.
- All sheds must be secured at the end of the school day.
- All equipment is recorded in the school inventory.

Personal Equipment

- Staff are responsible for the security of their own personal items.
- Pupils should not bring valuables or money for personal use into school.
- Parents are constantly reminded to name pupils' clothing.

All staff must share responsibility to ensure that security strategies are adhered to.

Andrea Tunney
Headteacher
February 2017