



Calow Church of England (V.C.) Primary School

Security in School Policy

School Security Policy and Procedures

1. Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Calow Primary School. The School's security procedures will operate within the framework described in this policy.

The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the School community.

2. Organisation

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

2.1 Governors

The Governors 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 Health, Safety and Premises Committee
- Via the Headteacher's reports to Governors
- By all Governors observing its implementation when they visit the School.

Governors will periodically review the School Security Policy.

Governors will delegate the day to day implementation of the policy to the Headteacher.

2.2 Headteacher

The Headteacher will:

- Set up arrangements in School that comply with the Security Policy agreed by Governors.
- Ensure that all staff within the School receive information, instruction, and training in the Security Policy and Procedures.
- Establish a system for reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the Security Policy.
- Monitor the implementation of the policy and security arrangements.

2.3 Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the School site.

3. Arrangements

The School has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the School premises.

3.1 Information and Communication

All staff must be aware of the School's Security Procedures, especially staff that have been given a specific role to play.

All staff induction will include the School's Security Policy and will be recorded on the employees training profiles.

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

Parents will be informed about the School's security arrangements and any part they are expected to play. For example when visiting the School or at handover times.

3.2 Controlled access and egress during the School day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce the risk. Calow Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

3.3 Buildings and Grounds

The School will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are:

- The main building has only single access entrance via the main door. Only authorised visitors are allowed access via the intercom on the outside wall.
- The School operates a signing in/signing out system for all visitors.
- Caretaking staff closely monitor movement of vehicles whilst present on the School premises and are responsible for contractors on site.
- Contractors comply fully with procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around our site.

The following areas are accessible by the public but the risk is controlled with our School's supervision arrangements and how the School deals with visitors.

The access arrangements for the grounds are:

- School field – access to the School field for P.E. is always under the control of staff. Staff would professionally challenge any person not wearing a School visitor badge.

- Lunchtime - children use the playground and School field always under control of staff. Staff would professionally challenge any person not wearing a School visitor badge.
- Playground – This area is only used under staff supervision at break and lunch and staff would professionally challenge any person not wearing a School visitor badge.

3.4 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 policy is that:

- All visitors report to the reception on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not School staff. L.A. staff will wear a D.C.C. pass that will be visible at all times.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to 'sign out' of School. Visitors are those people who are issued with a pass from reception.
- Any person on site without a badge will be asked to accompany a member of staff to the reception or be asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of School property without the permission of School staff.
- For their own safety any authorised visitors will be given appropriate information on the School's health and safety procedures such as parking, fire safety and first aid.

For detailed visitor procedures, including Vetting arrangements please refer to the External Visitors Policy.

3.5 Supervision of Contractors

Contractors and maintenance personnel will not always have been checked in accordance with the Vetting and Barring Scheme and therefore they should not have unsupervised access to the children. They will therefore be controlled as follows:

- All will be given School badges and be expected to wear them.
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and at the times agreed.
- 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.

3.6 Lone Workers

Our School has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

3.7 Locking arrangements

At different times of the day the School security arrangements require locking of various entrances. See appendix 1 (Callow Primary School Site Security document).

3.8 Cash Handling

Staff should avoid keeping cash on the premises whenever possible. The safe should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.9 Valuable Equipment

Items of valuable portable equipment with a value over £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible, valuable items will also not be left where visible from the outside.

The Security Risk Assessment will take into account the location and security arrangements for high value equipment, for example I.C.T. equipment.

3.10 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to School any valuable personal property.

Lost property should be handed to the School office where it will be kept for a period of 6 months before disposal.

3.11 Staff and Pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings.
- Safeguarding School property.

They should be told:

- The School's policy on reporting assaults, disturbances, theft, damage and burglary.
- The cost of crime in School.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in a task. The School Council have a vital role in this regard.

3.12 Intruder Alarm Management and Keyholding

In the event of the alarm being activated the appropriately named person shall respond as soon as possible.

Alarm code and keys to be kept by:

- Mr. M. E. Thacker (Headteacher)
- Mr. K. Winter (Caretaker)
- Mr. Bird (neighbour) – key only for pedestrian gate

3.12 Risk Assessment

A security risk assessment will be completed annually by the Headteacher; the findings will be used in the review of this Security Policy.

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

Governors will monitor performance via the Headteacher's Report to the Governors and when visiting the School.

This policy will be reviewed annually by the Governing Body.

Policy Review: April 2011

Reviewed: April 2013

Next Review: April 2014

APPENDIX 1

Calow Primary School Site Security

Before start of School day

Front pedestrian gate and vehicle access gates are opened from 7.30 a.m. The Nursery gate, playground access gate and pedestrian gate to Allpits Road remain locked. Access to the School building is through the main entrance, which is a secured door that may only be entered by using a code on an adjacent keypad. The code is known only to members of staff on a substantive contract.

The Nursery gate, playground access gate and pedestrian gate to Allpits Road are unlocked at 8.30 a.m. to allow access for parents and pupils. Parents are not permitted into the Key Stage Two playground and staff are on duty to monitor safeguarding of pupils. The playground access gate and pedestrian gate to Allpits Road are locked at 8.55 a.m. The Nursery gate is locked at 9.00 a.m. The main vehicle access gates are locked at 8.30 a.m.

During School day

The aforementioned gates remain locked during the School day with the exception of the front pedestrian gate, which remains unlocked and the Nursery gate, which is opened between 11.45 a.m. and 12.30 p.m. to allow parental access to the Nursery. The gates are opened and locked on a daily basis to allow School meal vehicle access and on a Thursday morning to facilitate the refuse collection. No other delivery vehicles are allowed on site.

All visitors are only able to access the School building via the main entrance. Visitors ring the bell and are met by the School Secretary. Visitors are asked to sign the visitors' book and are given a visitors badge in accordance with School policy. Visitors are escorted to the place or person they are visiting.

At the end of School day

The Nursery gate, playground access gate and pedestrian gate to Allpits Road are unlocked at 2.45 p.m. and locked again at 3.20 p.m. At 3.05 p.m. a member of Staff stands at the playground access gate to ensure that adults do not enter the Key Stage Two playground. Staff dismiss Foundation Stage Two and Key Stage One children from the area directly outside the Reception Class door; those staff are responsible for ensuring that unauthorised personnel do not enter the School building via the Reception Class door. The main vehicle access gates are unlocked and opened at 3.30 p.m. The site is secured at 5.30 p.m.