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| Policy:      | <b>Security Policy</b><br>Oct 2018                 |  |
| Status:      | Non-statutory                                      |   |
| Review Date: | 3 yearly – Oct 2021<br>Next review date : Oct 2024 |   |

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.

### **ROLES AND RESPONSIBILITIES**

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.

**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 training as necessary;
- parents are informed of the security Policy and encouraged to help;
- formal risk assessments are conducted and updated annually;
- routine security checks are carried out on an on-going basis by the Headteacher and Premises Officer
- reports are made to the Governing Body and, where necessary, the LA;
- all crimes are reported to the Police.

### **GUIDELINES FOR SCHOOL SECURITY**

#### **Security of Pupils, Staff and Visitors**

##### Security Strategies in School

##### Staff

- Staff based in school are the only staff to know the combination of the door lock;
- Staff contact the School Office or Headteacher in an emergency, via telephones located downstairs;
- All staff must challenge visitors who are not wearing a visitors pass;
- All staff must ensure that the people trying to gain entry to the School should enter via the **School Office**.

## Visitors

- all visitors, including contractors, are to come to the main office entrance, report to the School Secretary, sign in the visitors book and wear a visitors pass/sticker;
- all parents are to make an appointment to meet with a member of staff. To follow the same procedure as above;
- parents are reminded of our security strategies through items on Newsletters written by the Headteacher

## Hardware

- a push button combination lock operates the main entrance to school;
- all external doors are to be kept closed whenever the school gates are open (*see Appendix A*)
- all rooms containing equipment that may pose a risk to be kept locked – Premises Officer's room, school kitchen and rooms containing cleaning equipment;
- Walkie-talkies available for dire emergencies.

## Outside School

- school gates to be kept locked out of school hours;
- school gates to be kept closed and padlocked during school hours;
- children must not play in areas marked as out of bounds - by the yellow lines
- all staff to challenge visitors on the school grounds

## **Security of Equipment**

### Security strategies

#### Inside School Building

- all expensive, portable equipment to be marked as belonging to the School;
- the infra-red intruder alarm system to be in operation when the school is closed;
- staff to be responsible for returning equipment to secure areas; (see IT appendix)
- staff to "sign out" equipment which is taken home

#### Outside School Building

- Security fencing surrounding the perimeter of the school to prevent intrusion.

## **Security of Staff, Visitors, Pupils and Equipment during whole-school events.**

### Parents' evening

- all valuable items and personal belongings to be stored in staff lockers; locked internal room or Headteacher's Office;
- all laptops to be stored in rooms that are attended or otherwise locked;
- all rooms apart from classrooms and staffroom to be locked;
- parents to enter and exit via the main entrance

### Fundraising Events

- all rooms apart from those required to be locked;

- all valuable items and personal belongings to be stored in staff lockers; locked internal room or Headteacher's Office;
- for outside events - football matches, Summer Fayre, where possible, internal doors by toilets to be locked so people have access to toilet facilities without having access to school building.
- Emergency access through the school hall during Parents' evenings/fundraising events **may** be required.

### **Monitoring of strategies**

- informally through verbal reports from staff and visitors;
- formally through termly H&S/Premises meetings and Full Governing Body meetings.

**All staff are to take shared responsibility to ensure the security strategies are implemented.**

## Appendix A

### SECURITY IN SCHOOL

#### **SAFEGUARDING CHILDREN, STAFF AND PROPERTY**

- DURING SCHOOL HOURS, THE SCHOOL MUST BE **SINGLE-POINT ACCESS ONLY**

When all perimeter fencing is secure, only then can doors be free access to children and staff.

#### **Locking /unlocking gates:**

Unlocked between 8:30 – 8:55a.m      3:00 – 3:20p.m

#### **Doors**

Keep all main entrances (FS,KS1, KS2, Hall) locked whilst gates are open.

Teaching/support staff will unlock these on their way to collect the children and will re-lock at 8:50 (these will remain locked until perimeter fencing is secure.

Only enable the hall door once the gates are locked – any deliveries will have to inform reception or wait by KS2 gates to gain monitored access.

#### **After-school**

Gates will be locked by 3:30, therefore, all clubs are to exit via front reception and meet parents at the main gate.

If classroom doors are to be open (for circulation of air), perimeter fencing MUST be locked (personal safety of staff and school property).

## Appendix B

### **IT Equipment**

- Teacher laptops need to be taken off-site at night or locked within the internal room
- Chrome books will be padlocked in the trolley when not in use and locked within the internal room at night
- All projectors should be in securely fitted cases