



# Toft Hill Primary School

## Security Policy

Adopted by Governing Body November 2017

Signed \_\_\_\_\_ (Chair of Governors)

Signed \_\_\_\_\_ (Headteacher)

Date of review: November 2017

# TOFT HILL PRIMARY SCHOOL

## Security Policy and Procedures

### Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Toft Hill Primary School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- 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 children and staff.

### Organisation

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

#### 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 governor monitoring performance on their special interest visits
  - ✓ Via the head teachers reports to governors
  - ✓ By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

#### Head Teacher

The head teacher 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 the 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.

#### Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

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<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Behaviour and Safety Special Interest Committee	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>
Day to day implementation and management of policy.	Head Teacher and Caretaker	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Secretary and Caretaker	Lock pupil gates at 8:55 am and 3:30 pm Lock main visitors gate at 6:00 pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Secretary	Sign in visitors/Issue badges
Control of contractors	Secretary	
Security of money etc	Secretary	
Security risk Assessment	Head Teacher alongside Secretary	Review annually and inform govs of findings to use as part of policy review

### **Children**

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate 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.

### **Arrangements**

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

### **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. Details will be kept in the school's Risk register

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 about the school security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

### **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 robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Toft Hill Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

### **Buildings**

The school will take all reasonable efforts to restrict access to the building 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 KS2 door at the rear of the building. This door can only be opened from the outside by security key. There are only 3 key holders – Head teacher, Deputy Head Teacher and caretaker. The school secretary has lists of who has security fobs and fobs are given to named persons.
- KS1 doors can be opened from the outside by key. The caretaker holds the only key. The reception class door is kept locked and only unlocked to allow access and egress to and from the classroom during lesson times and at the start and end of the school day. The main entrance gate to school is unlocked between the hours of 7:30 am and 6:00 pm. Visitors are only able to enter the main entrance and are unable to gain access to the school from this point without a staff member releasing the door.
- Staff escort pupils into school and out from school on to the playground, where they are collected by parents and carers, or from where they go home.
- Entrance and exit through Reception class door is supervised at all times by school staff.

### **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School buildings – security fencing around buildings and locked gates on to school yard.
- School fields – security fencing around perimeter to prevent general public from coming onto school grounds.
- Main car park – for staff only.

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 school field for PE – always under control of staff.
- Lunchtime – children sometimes use the school field but will always be under the supervision of staff.
- Playground – school gates are closed at all times. Children are only ever in playground under supervision of at least one member of staff.

### **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 office on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the office or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors or volunteers will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

## **Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

### **Locations where supervision is part of our safeguarding procedures:**

- Playground – Children are always supervised in this area and visitors challenged.
- Field – Children are always supervised in this area and visitors challenged.
- Entrance – Entry is supervised to ensure no unauthorised adults enter school. Occasional late-arrivals also enter via the main entrance. Access is supervised.

### **Times of the day when supervision is part of our safeguarding procedures:**

- Start of school day – as playground gates are open to allow access this area is supervised 8.45am to 8.55am. Parents have been informed of these arrangements and that supervision does not start until 8.45am.
- Lunchtime – When doors are open staff will be on duty at all times inside and outside of the buildings.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Staff are on duty from 8.45 am in the morning.
- At 3.15pm every class is taken out to the playground. Staff wait until all children have been collected. Any child who is not collected is taken back into school. If a child is not collected by 3:30 parents are telephoned and the child is placed in after school care until they are collected.

## **Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.

## **Supervision of contractors**

Contractors and maintenance personnel will not always have been CRB checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- If the contractors are from Durham County Council they will have their own identity badges. If not they will be given Visitors badges. All contractors and maintenance personnel are logged in at the school office following normal procedures.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- 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 Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

## **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 security risk assessment.

The risk assessment 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 governing body 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**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – Unlocked by the caretaker at 7:30am and locked again at 6pm. They remain locked all night and at weekend.

Pupil gate – Computer controlled – unlocked at 8:45 am and locked at 8:55 am; unlocked at 3:00 pm and closed and locked after pupils and parents have left, approximately 3:30 pm.

### **Cash Handling**

Schools should avoid keeping cash on the premises wherever possible. A safe is used and kept locked. Staff avoid handling cash in visible areas. Following Local Authority guidelines cash is stored in the safe overnight and collected by Loomis at regular intervals.

### **Valuable equipment**

All items above the value of £50 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £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 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 ICT equipment.

### **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 half a term before disposal.

### **Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cupboard in the school office.

Arrangements for the administration of medicines are detailed in the medication in school policy.

### **Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher and the Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

### **Monitoring and Review**

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Policy and Planning committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by Head teacher