

# TOFT HILL PRIMARY SCHOOL SECURITY POLICY 2019



Adopted by Governing Body – Oct 2020

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

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

Date of review Oct 2022

## **PRINCIPLES**

All schools should be committed to:

- (a) Providing a secure, safe and stable environment for the education of our pupils;
- (b) Minimising the risk of theft, criminal damage and arson;
- (c) Reducing losses in terms of buildings, sites and contents;
- (d) Ensuring the safety of staff, pupils and visitors.
- (e) Ensuring the continuity of education;
- (f) Co-operating and consulting with Police, Fire Service and other enforcement authorities.
- (g) Assisting the Governing Body in the development of security strategies;
- (h) Encouraging all users of our building and site to be fully aware of their responsibilities for ensuring a safe and secure environment.
- (i) Ensuring that a partnership approach to security is established with any external providers within school such as childcare provision.

## **VISITORS**

All visitors should be welcomed to all schools. Notices should direct visitors to the main entrance to the school. Staff should direct visitors to the main entrance and ask them to sign in using the signing in book. Visitors will be administered with a visitors badge, which must be worn at all times.

Visitors will be provided with a Safeguarding Visitors Sheet. (Appendix 1) and Policy for Visitors and Volunteer Helpers (Appendix 2).

All security checks should be followed before any adult is let into school. Identification of all visitors is vital and copies of DBSs must be taken. Staff should be very careful about approaching trespassers on the school grounds. If in doubt at all, mention suspicions to Head Teacher or School Business Manager who can summon assistance.

## **PERSONAL PROPERTY**

Personal property, such as handbags and wallets, should never be left unattended. There are some lockers within school and the staff room is a relatively safe are. Children are discouraged from bringing valuable items, such as watches, jewellery, mobile phones into school.

If possible, cars should be parked in the staff car park. All drivers are responsible for the security of their own vehicle. Any damage to vehicles / property whilst on school premises is not the responsibility of the school. All valuables must be removed from the vehicle or hidden from view.

### SECURITY CAMERAS

CCTV is in operation at key points around school for further security.

### MAINTENANCE

It is important that the school looks well maintained and has a friendly, caring atmosphere. The quick removal of graffiti and fast repair of broken windows etc. creates and maintains this atmosphere. Well -kept schools suffer less crime. Neglect encourages, theft, vandalism and arson.

### CASH

All cash is locked in the school safe, banked accordingly, and collected by a security company.

### SCHOOL GROUNDS

All litter is collected as soon as possible. Security fencing around school is checked regularly for breaches.

### VALUABLE EQUIPMENT

All valuable items should be stored securely when not in use in personal lockers. They should be in alarmed areas during out of school hours. There is an inventory of equipment in school. New equipment is added to the inventory.

### TRESPASS

Security fencing will reduce trespass but may not eliminate it. Staff are reminded to be wary of trespassers and inform the Head teacher or member of the SLT immediately.

### INTRUDER ALARM

The intruder alarm is an important component of a school security system but too many false alarms could destroy its credibility and lead to the withdrawal of police response.

The system is set mainly by the caretaker but members of the SLT may on occasions open up and lock up. Before setting the system, check:

- (a) All windows and doors are properly closed.
- (b) Mobile displays will not set off the detectors. Remember, blow heaters will move some displays during out of school hours.
- (c) The building is empty.

Visits by the maintenance engineer are noted in the logbook in the school office.

### LOST AND FOUND PROPERTY

The class teacher should deal with all lost and found property in the first instance. Please take steps to safeguard property. Discourage children from bringing valuable possessions to school, lock doors, supervise cloakrooms and check equipment a few minutes before the end of lessons. Losses should be notified to the Class Teacher or School Business Manager as soon as possible.

### COMMUNITY RESPONSIBILITY

We aim to establish good relations with the local community and encourage our neighbours to report incidents of intruders. Children are taught about crime and its effect on the school when appropriate to do so.

### FIRE PRECAUTIONS

#### *General*

Fires are disruptive, destructive and costly. They are often caused or made far worse by carelessness, failure to take account of obvious hazards or ignoring basic fire precautions. Everyday management and vigilance by staff and pupils together with regular fire drills could reduce fire risks.

#### *Furnishings and displays*

Fire retardant materials are used for all furnishings, fittings and curtains.

Displays and other decorations can increase the rate at which a fire spreads. They should not:

- (a) Block exits
- (b) Be placed close to light bulbs or other sources of ignition
- (c) Be made of expanded polystyrene or plastics which can produce large amounts of toxic, black smoke and considerable heat.
- (d) Make up more than 20% of the overall surface in corridors.

#### *Storage*

Readily combustible material such as paper is stored in areas where they are secure against unauthorised entry. Flammable liquids are kept in locked cupboards. Refuse from school and kitchen is stored outside. Bins are secured and stored a reasonable distance from the school building.

### *Electricity*

All electrical apparatus is installed by a competent person. If it develops a fault, it is repaired quickly. All electrical installations are checked regularly and all portable electrical equipment is checked on an annual basis.

All electrical equipment not required when the school is closed should be switched off.

### *Smoking*

School will operate a strict no-smoking policy.

### *Fire Drill*

- On discovering a fire, notify the school offices.
- The alarm will be sounded.
- All staff will be notified and staff and children will leave the premises by the nearest safe exit
- No person should go back into the school for belongings.
- Do not put yourself at risk trying to fight a fire. The office staff will summon the Fire Service and inform the Education Authority.
- All classes and staff will assemble at their secure area and a roll call of the day's register will be called. The person in charge at the time will make a sensible visual check to see the building has been cleared.
- Fire drills will take place once per term and will be entered into the Log Book.
- Extinguishers and escape routes are checked annually by our local Fire Brigade.

### CONCLUSION

- There is no such thing as total security.
- There is a need to assess the risk and determine the extent of the problem before deciding on the types of security devices to introduce.
- Any form of security must be cost-effective.
- All school users should be security-conscious.

## Appendix 1

### School Safeguarding Procedures 2019

School admin staff will ask to see your identification. They will not permit you to enter the building if they are unsure of who you are. Please do not be offended: we make no apologies for taking the safety of our children very seriously.

### The Designated Safeguarding Leads in our School are:

Mrs Janice Stobbs: Headteacher

Mrs Leanne Nesbitt: Deputy Headteacher

Miss Susanne Scott: Teaching Assistant

If you are concerned about the safety or welfare of any child, please ask to speak to one of the lead staff. You should also complete a form giving details of your concerns. These are available from the main office.

If you are not satisfied that your concerns are being taken seriously it is your responsibility to take action. Please ring First Contact on 03000 267979 and tell them your concerns.

The school will clearly display any rules relating to the use of visitor's mobile phones or devices. Visitors are encouraged to ask if they are unsure of any particular rules.

In order to protect the privacy of our children visitors must not take photographs or recordings inside the school without the express permission of the head teacher.

Visitor mobile phones should be turned off unless needed for work purposes. Visitors are requested not to post anything on social media which would damage the privacy of children.

***Thank you for taking the safety of our children seriously.***

## Appendix 2

### Policy on Visitors / Volunteer Helpers 2019

This document is intended to give all visitors a brief overview of Safeguarding and Child Protection procedures. Safeguarding and Child Protection is extremely important to all the schools' staff and pupils. All visitors should make themselves aware of the procedures outlined in this document.

As a Visitor to the School please ensure that you follow the following procedures:

Sign in at the main reception and sign out when you are leaving

Ensure your visitors badge is clearly displayed at all times whilst you are in the School or a visitors' lanyard worn.

You are accompanied by a member of staff (unless otherwise advised)

All visitors that are working on the site must report to main reception and arrange for their identity to be checked before they start work or accompanied by a member of staff at all times

***In the event that you are concerned about the protection or safeguarding of a child please contact one of the Child Protection Team at the School:***

Mrs Janice Stobbs: Headteacher

Mrs Leanne Nesbitt: Deputy Headteacher

Miss Susanne Scott: Teaching Assistant

### 1. Introduction

1.1 We want schools to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out a school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

### Policy on Visitors / Adult Volunteer Helpers

1.2 A school has a variety of adults working on the premises at any one time. They can be categorised as follows:

1.2.1 Paid full- or part-time staff employed by the school:

- teachers;

- teaching assistants;
- apprentice;
- caretaker;
- cleaner;
- dinner supervisors;
- school business manager;

#### 1.2.2 Adult workers employed by another organisation:

- peripatetic music teachers;
- trainee teachers;
- LA advisers and inspectors;
- health visitors;
- grounds maintenance staff;
- contract workers (e.g. an electrician or heating engineer).

#### 1.2.3 Volunteer helpers:

- parents or other adult helpers working alongside teachers;
- students on work placement.

This policy sets out the arrangements for volunteer helpers only.

## 2 Volunteer helpers

### 2.1 Volunteer helpers support the school in a number of ways, including:

- supporting individual pupils;
- hearing pupils read;
- helping with classroom organisation;
- helping with the supervision of children on school trips;
- helping with group work;
- helping with art or subjects involving other practical activities.

### 2.2 Volunteer helpers are not allowed to do the following activities:

- take responsibility for all or some of the whole class;
- change very young children, or supervise them changing;
- supervise children engaged in PE or other specialist activities;
- take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

## 3 Signing in

3.1 When visitors / volunteers arrive in the school, they must sign in using the visitors book at the reception desk. They will be given a visitor's badge, which they should wear at all times. They must also sign out and return their badge before they leave. All visitors will be given a copy of the Safeguarding for Visitors sheet, which includes photographs of the Designated Child Protection staff in school. Supply teachers, counsellors working with children over a period of time etc. will be provided with a Visitor Information Pack including a Staff Handbook, which provides more detailed information on Safeguarding and Child Protection procedures. This pack will be signed for on arrival and must be returned to the office at the end of the visit.

3.2 All adult volunteers will be given a copy of 'Protocol for Adult Volunteers' and be expected to follow the guidance on that document (Appendix 1.)

#### 4 Police checks

4.1 For the children's safety, all volunteer helpers are required to have enhanced police clearance through the Disclosure and Barring Service (DBS) before they work in the school.

4.2 The Head teacher has the authority not to accept the help of volunteers if he or she believes it will not be in the best interests of the children.

#### 5. Deployment of classroom helpers

5.1 It is the policy of the school that parents are not deployed as classroom helpers. This is to maintain confidentiality within classrooms and the school.

#### 6 Monitoring and review

6.1 The day-to-day monitoring of this policy is the responsibility of the Head teacher, who will report to the governors annually, stating the number of adult volunteer helpers in the school, and summarising their value to the children.

6.2 This policy will be reviewed by the governing body every two years, or earlier if considered necessary.

### **Protocol for Volunteer Helpers**

We welcome adult helpers. Safeguarding our pupils is of paramount importance and checks are made on all staff and on adult helpers requiring DBS clearance. There are some exceptions to this, for example students from other schools. The following advice should be a helpful guide to adult helpers. If in doubt, please consult the Head teacher.

- When coming in to school to support a class teacher, volunteer helpers should go to the school office on arrival to sign in. Prior to their first visit, they will be given the appropriate advice with regard to gaining clearance from the Disclosure and Barring Service (DBS). Volunteer helpers who need clearance will only be able to begin helping in classrooms once DBS clearance is obtained.

- Volunteers will be provided with an induction pack, which includes documents such as Keeping Children Safe in Education, the E Safety Policy, Mobile Phone and Social Networking Policy, Acceptable Use Policy and Data Protection Policy. A copy of the school brochure and Staff Handbook will also be included.
- The volunteer helper's role is to support the class teacher and maximise support for pupils. Discussion about the teacher's needs and the volunteer helper's interests and skills would be helpful. Typically, a volunteer helper might support the teacher in preparing resources for lessons, doing administrative work such as photocopying, and working with a group of children or individual children in the classroom.
- Visitors / Volunteer helpers should follow class conventions, safeguarding procedures, rules and codes of conduct, and treat every child in the class in the same way. They should familiarise themselves with relevant school policies and methods of teaching.
- **Visitors / Volunteer helpers must not use cameras or mobile phones whilst in classrooms or on the playground.**
- Smoking is not allowed anywhere on the school premises, including the car park.

### **Expectations and Code of Conduct of Adults working in School**

We expect all adults working in school to:

- be positive and recognise good behaviour by giving examples e.g. – “That was kind because”.....”I liked it when you “.....”
- be polite to the children, to staff and to each other
- listen to each child's point of view be positive and recognise achievement and effort
- reinforce appropriate behaviour following the school's Behaviour Policy
- respond appropriately when addressed by name by a child
- model appropriate courtesy
- stay calm
- show commitment by attending the sessions that you have arranged

Adults working in school should not:

- wear inappropriate clothing, for example T-shirts with logos, which may cause offence,
- revealing clothes,
- smoke anywhere on the premises
- speak about staff or pupils inside or outside school
- speak to pupils in a familiar way, even if they are related
- touch pupils in any way, reassurance can be given to an upset child by smiles and positive body language
- be alone with one child
- use mobile phones, electronic devices cameras or phone cameras
- call staff by first names in front of children

***Please note: If as a volunteer you be unable to attend a planned session, please inform school as soon as possible. Your help and support is highly valued.***