

School Site Security Policy

September 2014



1. AIMS

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.

2. ROLES AND RESPONSIBILITIES

2.1 Management Responsibility

School security is shared between the LEA, Governing Body and Headteacher.

2.2 Role of the LEA

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

2.3 Role of the Governing Body

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

At Leven CE (VC) Primary the full Governing Body monitor the policy on a regular basis.

2.4 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 by outside bodies as appropriate and updated on an annual basis.
- in addition routine security checks are carried out on an on-going basis by the Site Manager, Headteacher and Chair of Governors;
- all crimes are reported to the Police.

3. GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

2.1 Staff

- Staff based in school are the only staff to know the combination of the door key pads;
- staff to contact the School Office or senior staff in an emergency, via telephones located around school;

- all staff must challenge visitors who are not wearing a visitors badge;

Hardware

- push button combination locks operate on the main entrance to school;
- all external doors to be kept closed when the main gates are unlocked
- all rooms containing equipment that may pose a risk to be kept locked – Site Manager’s room, I.T. server room, Resource cupboards, school kitchen and rooms containing cleaning equipment;
- all windows to be secured.

2.2 Visitors into school

- Visitor diary for pre-planned visits

A diary list of visitors stating who will arrive, where from, when they are due to arrive and the reason for the visit is held in reception. The diary indicates if we have already checked their CRB details are valid and they can access school. All staff members must fill the diary in as soon as they know they are expecting a visitor and initial diary to confirm when have let someone in school. All visitors must sign in, be issued with a visitors pass (stickers held in reception) and be asked to wait in reception until a member of staff collects them. They must enter via the office and not other school door.

- **ERYC Staff**

These people will have a current DBS issued by the LA and usually have an ID pass. Check their ID pass to make sure they are who they claim to be and walk with them to the person that they are in school to meet.

- **Parents/Parent Volunteers/Governors**

Governors and regular parent volunteers will have a DBS issued by Leven CE (VC) Primary School. Check the visitor is in the diary and if they have had the validity of their DBS checked. **(Very important)**. If valid, escort them to the relevant staff member.

Parents visiting staff members who do not have a DBS check will need to be accompanied by a staff member at all times.

Please ask parents dropping off children during the school day (i.e. not the usual times) to leave their children in reception with a staff member. Do not let them wander around school unescorted.

- **Supply Teachers**

These need to have a valid DBS issued by their employer prior to their arrival.

Ask the visitor for their ID to check the person is who they say they are (pass, driving license or passport – something with a picture on).

Check the visitor is in the diary and if they have had the validity of their DBS checked. (Very important) **If not, this person cannot have access into school.** Inform one of the office staff or the Headteacher or member of the Leadership team who will need to contact the supply agency.

They must be escorted to the relevant class.

- **Independent School Clubs**

These visitors need to have a valid DBS.

Ask the visitor for their ID to check the person is who they say they are (pass, driving license or passport – something with a picture on).

Check the visitor is in the diary and if they have had the validity of their DBS checked. (Very important)

If not, this person cannot have access into school. Inform one of the office staff or the Headteacher or member of the Leadership team who will need to contact the company.

They must be escorted to the relevant area.

- **Contractors**

Ask the visitor for their ID to check the person is who they say they are (pass, driving license or passport – something with a picture on).

Check the visitor is in the diary and if they have had the validity of their DBS checked. (Very important)

If not, this person cannot have access into school. Inform one of the office staff or the Headteacher or member of the Leadership team who will need to contact the contractor.

If valid, escort the visitor to their relevant place of work, please inform the nearest staff member that they are working there.

- **Unexpected visitors**

No one can be in school on their own without a validated CRB check. Sometimes contractors visit unexpectedly for example, to carry out annual maintenance checks and book clubs. These visitors must be accompanied by staff member if they need to enter or carry out work in school.

The options are to ask them to wait for an office staff member to return, accompany the visitor around school or find another staff member willing to accompany them i.e. Site Manager.

2.3 Outside School

- External school gates to be kept locked out of school hours;
- External school gates to be kept closed and bolted during school hours;
- all staff to challenge visitors, not wearing school ID, on the school grounds during playtimes;

2.4 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 the secure area;
- staff to “sign out” equipment which is taken home, e.g. lap-top computer, tape recorder.

Outside School Building

- security fencing to the front and side of the school to prevent intrusion.

4. SECURITY DURING WHOLE – SCHOOL EVENTS

4.1 Parents’ evening

- all CD’s, cameras and personal belongings to be locked away;
- all rooms apart from classrooms and staffroom to be locked;
- staff to meet with parents in their classrooms only.
- Headteacher to pop in and out of classrooms during the evening.

4.2 Fundraising Events

- all rooms apart from those required to be locked;
- all CD’s, cameras and personal belongings to be locked away;
- for outside events – football matches, Summer Fayre, appropriate internal to be locked so people have access to toilet facilities without having access to school building.

5. MONITORING OF STRATEGIES

- informally through verbal reports from staff and visitors;
- formally through weekly SMT and Business meetings, and Full Governing Body meetings.

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

This policy will be annually, as part of our policy review cycle.

Date Ratified: September 2014

Signed: Andrew Dolman (Headteacher)

Review Date: September 2015