



## Site Security Policy and Procedures

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Review Date:	Jan 2018
Name of Responsible Manager/Headteacher:	Julie Mullane
Signature of Responsible Manager/Headteacher	
Signature of Chair of Governors	
Date:	

Issue number	1.2
Changes:	<ul style="list-style-type: none"> <li>• Removal of reference to Children's Centre (in Locking/Unlocking arrangements)</li> <li>• Removal of paragraphs beginning 'Lunchtime' and 'Playground' in the Arrangements – already covered by the preceding paragraph beginning 'Access'</li> <li>• Replace reference to 'CRB' with 'DBS'</li> </ul>

### **Policy Statement**

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Kings Worthy Primary School. The premises 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 members of the Kings Worthy Primary School community.

Responsibility for security at Kings Worthy Primary School is held by Mrs Julie Mullane who is the headteacher.

All staff have a statutory obligation to co-operate with the requirements of this policy.

## **Aims & Objectives**

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- That the latest recommendations of the DfE, Government guidelines and the advice of Hampshire County Council, Children's Services/Children and Families dept are adhered to
- Identifying and minimising the risk as far as reasonable, practicable and sensible
- Controlling access to and movement within the premise and its grounds by people and vehicles
- Responding effectively and in good time to identified security issues

## **SCOPE**

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons
- Identified threats to the safety and well-being of the premise community from those with criminal intent
- Emergency procedures
- Visitors, contractors, helpers or other persons involved with children
- Computer data security
- Cash handling

## **Responsible Manager**

Governors and leadership staff will:

- Ensure that the premise has a security policy and that this has been implemented.
- Will monitor the performance of the site security measures. This will be achieved by.
  - Monitoring performance on visits via the headteacher
  - By all governors/senior leadership team observing its implementation when they visit the school

The headteacher will:

- Implement the security policy approved by the governors
- Ensure that staff 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, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements

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 site.
- Report any shortcomings to the senior leadership team.

Governors and members of the senior leadership team will periodically review the premises security policy.

The headteacher and senior leadership team will delegate the day to day implementation of the policy to the school site manager.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and to co-operate with the arrangements made for the security of the school

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the school site manager, teaching staff or members of the senior leadership team.

## **ARRANGEMENTS**

### **CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY**

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as fences, barriers, gates and locked doors has been decided by a robust security risk assessment of the site/premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at Kings Worthy Primary School have taken into account balancing the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

### **BUILDINGS AND GROUNDS**

Kings Worthy Primary School will take all reasonable efforts to control 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/s are:-

- The main building has only single access entrance via the reception area. Only authorised visitors are allowed access
- As a multi block school – the main building has a reception desk and access control systems/procedures in place.
- Designated entrances, restricted for staff use have access controls in place. All staff sign in using the in/out board next to the school office.

- Unauthorised visitors will be challenged by staff
- Kings Worthy Primary School has close links with local police and the community police officer. Police will patrol the site on request
- Kings Worthy Primary School operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
- Kings Worthy Primary School operates a signing in/signing out system for all parents visitors and pupils who are late/leaving early
- The site manager and admin staff closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site.

The following areas are accessible by the public but the risk is controlled with our site supervision arrangements and how Kings Worthy Primary School deals with visitors.

The access arrangements for the grounds are-

- Access to the schools playing fields and grounds for PE and recreation are always under the control of staff. Staff would challenge any person not wearing a photo ID or visitor badge
- Auxiliary blocks – these cannot be secured by electronic means although can be secured using the mechanical code locks fitted on the access doors. Supervision is in place for breaks and lunchtimes

## **CONTROL OF VISITORS**

The control of visitors is a fundamental part of our site security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors must report to the reception desk on arrival.
- Staff are encouraged to use the meeting rooms when conducting interviews with visitors
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not a member of the school staff.
- 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”
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or will be asked to leave the site. Any refusal will be reported immediately to the site manager or the headteacher.
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of the schools property without the express permission of site staff
- For their own safety authorised visitors will be given appropriate information on the schools 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 staff.

**Locations where supervision is part of our safeguarding procedures –**

- Playgrounds, playing fields and woodland areas – Children are always supervised when using these areas throughout the day.

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

- Start of the school day – as the grounds have open access, duty staff are deployed in designated areas from 8:45am.
- Lesson changes – due to the multi-block nature of the site, access control is not possible for every individual building during lesson changes throughout the school day. At these times staff will be on duty.
- Lunchtime – all parts of the site without access control are supervised by duty teams
- Class teachers will allow their pupils to leave the classroom at the end of each day only when completely satisfied that the child is leaving the school site with a parent or responsible adult. If parents are happy for their children to walk home independently then the school should have been notified in advance and have received prior permission from the parent or guardian.

## **CO-OPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS**

Our site security arrangements have taken into account the third parties who use the building or grounds. In most circumstances the arrangements for the site will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

**Community use/extended school activities** – Although not extensively used, community groups may use facilities between 5:30pm and 11pm by prior arrangement and as agreed by the school. When inside the building, access to the rest of the schools buildings and facilities is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreement. Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with DBS clearance will be allowed on site for extended site activities.

**Early Bird Club** – is staffed by school staff and therefore is covered by school safeguarding arrangements. DBS clearance is obtained and retained for all school staff. The school will be opened at 6am by the site manager and supervised accordingly. Teaching staff begin to arrive from 7am onwards with the school being made accessible for parents and children from 8am onwards.

**After School Club** – is run independently from the school. The school will request written reassurance that all After School Club staff meet all required safeguarding criteria and that DBS checks and Childcare Disqualification Declarations have been completed.

## **SUPERVISION OF CONTRACTORS**

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

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site.
- All contractors will be presented with the schools contractors' safety induction brief and asbestos register for their inspection prior to the commencement of any work.
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by site staff
- Contractors will comply with the contractors risk assessment

## **LONE WORKERS**

Our school has lone working risk assessment/s in place and procedures for staff where there is a security risk due to the need to work alone. Staff considered to be at higher risk will receive appropriate training although lone working will be avoided wherever possible.

## **PHYSICAL SECURITY MEASURES**

The governors and senior leadership team will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The governors and senior leadership team 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.

Where justified by consideration of the risk, the governors and senior leadership team will ensure that physical security measures are installed.

Where physical controls are not justified the governors and senior leadership team 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 according to the manufacturer's specifications. Such maintenance will be arranged and monitored by the school site manager.

## **SECURITY OF THE BUILDING**

- An effective intruder alarm is in operation. This is always set when the site is not in use and unoccupied, it is monitored by Kestrel Guards. Kestrel Guards patrol the site during the weekends and during the school holidays.
- External security lighting is left on whilst the premises are occupied after dark.
- A separate list with the names of the key holders who are responsible for the security of the building/s is retained by the school site manager. This list is kept in the site security file which is located in the headteacher's office.
- It is the responsibility of the class teacher to make sure that their classroom is secure, with external doors shut, windows closed and equipment switched off before leaving the premises

## **UNLOCKING AND LOCKING ARRANGEMENTS**

The school site, including the Pre-School, will be unlocked daily at 6am, this will be the responsibility of the site manager during term time.

At weekends and during closure periods prior arrangements to unlock the site will be made with the site manager.

The daily locking of the school buildings entry doors and the setting of any alarms, including the Pre-School facilities will be performed by the site manager, headteacher or a key holding member of the school's cleaning staff.

The normal hours for public access to the buildings will be between 8am and 5:30pm.

## **EMERGENCY CALL OUTS**

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

## **CASH HANDLING**

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

## **VALUABLE EQUIPMENT**

All items above the value of £50 will be recorded in the stock book/asset register. Items of value, including 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 outside. The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

## **VEHICLE MOVEMENT**

The main car park is for staff use only and not for public access unless there is a requirement for the schools accessible parking facility. Parents and visitors parking is available within the parking bays only. These are located around the schools main driveway. Arrangements for refuse collections, contractors' vehicles and goods vehicles will be scheduled outside of the schools drop-off and pick-up times where possible. The movement of traffic on site will be kept to a minimum where possible.

## **PERSONAL PROPERTY**

Personal property will remain the responsibility of its owner. This includes both staff and pupils' personal property. Both are discouraged from bringing any valuable personal property into the school. Lost property should be handed to the office where it will be kept for 6 months before disposal.

### **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 the school and its occupiers.

They should be told:

- The school's procedure on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in the school.

## **RISK ASSESSMENT**

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.