

Security Policy



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Security Policy

At Gorse Covert Primary, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

At Gorse Covert Primary, we are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the need for security very seriously. Gorse Covert Primary takes stringent measures to reduce the risks and support fully members of staff and pupils.

Roles and Responsibilities

Headteacher

The Headteacher at Gorse Covert is responsible for implementing the Security Policy. She should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

There are regular surveys of security every term and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the LA.

The Headteacher is responsible for the security of the premises during the school day; in her absence the Senior Management Team assumes this responsibility.

Staff

Teaching and non-teaching staff should be fully aware of the security procedures and know how to:

- ◆ protect pupils from harm
- ◆ guard against assault
- ◆ safeguard property
- ◆ contact the police/emergency services
- ◆ implement the emergency procedures and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Police/Local Community

Gorse Covert Primary values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the Community Police on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

Gorse Covert has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside).

A code system operates on the main front door. The code is changed on a regular basis.

All office doors should be locked when not in use and all external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, visitors will be met by admin staff or head teacher. They will be asked to sign in and give the reason for their visit.

Visitors are required to wear a 'Visitor' badge. Anyone undertaking regulated will have DBS clearance before entering the school.

Visitors are escorted to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

If parents wish to take their child/children out of school during the school day, they should report to the school office. A request to take a child out of school should normally be made in advance.

Trespass

Gorse Covert Primary is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Supervision of School Grounds

Teachers collect their classes from the playground. Staff make sure that the outside doors are closed securely after bringing in the children. Children arriving late must go to the main Reception.

Children are supervised at all times when in the playground(s). Supervision is by teachers at morning and afternoon breaks and by the Midday Supervisors at lunch-time.

Leaving School at the End of the Day

At the end of the school day, the children are led by teachers through various doors. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. Children are only allowed to leave the premises with a known adult or by prior arrangement with the parent.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Security of Personal Property

Children should not to bring anything of value to school. Individual staff are responsible for their own property.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked. Any cash on the premises is kept in a secure cabinet but money is banked on a regular basis. The school will take note of guidance issued relating to security of cash on the premises and the conveyance and banking of school monies. The school follows Financial Regulations and guidance from the LA.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. The Headteacher, Maintenance Officer and Weekend/Evening Caretakers are designated key holders and are responsible for the security of the building.

It is the responsibility of the Maintenance Officer to check daily that all locks and catches are in working order and that the fire alarm has no faults.

Before leaving the premises, the Maintenance Officer or Evening/Weekend Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are securely closed.

Contractors in School

When contractors are working in Gorse Covert Primary, the following precautions should be taken:

The Headteacher or Maintenance Officer agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Maintenance Officer/Headteacher should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained.

Personal Security

The Headteacher and governors will review measures for combating violence, aggression or verbal abuse to staff and pupils. They will include:

- ensuring priority is given to personal security training;
- fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers;
- ensuring appropriate legal advice is obtained from the Local Authority Solicitor following incidents in which the police will not prosecute;
- sending formal letters to people making threats or verbally abusing staff as appropriate;
- fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the LA Counselling Service;
- ensuring appropriate investigation of all incidents of violence aggression or verbal abuse. HSA 2 forms should be completed for verbal or physical abuse to staff.
- Gain co-operation of parents in fostering a safe working environment through the Home School Agreement.

Fire Detection Systems

At Gorse Covert Primary, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

Fire detection and alarm systems are in place throughout the school and tested regularly. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are locked to prevent intruders or pupils using them to start fires. The school also does not have a letter box to prevent arson attacks.

Bomb Threats

Any warning Gorse Covert Primary receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

If Gorse Covert Primary receives a bomb warning, staff have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure.

- ◆ Alert everyone in the school by using the fire alarm system and evacuate the building.
- ◆ All staff and pupils should assemble on the school field, well away from the school car park and buildings.
- ◆ Call the Police.
- ◆ Neither staff nor pupils should attempt to search the school building.
- ◆ If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- ◆ An overriding priority is the supervision of the pupils.

Pupils should not return to the building, until the police declare that it is safe.

Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.