



Working and learning together for success

Sarisbury Church of England Junior School

School Security Policy

This policy should be read in conjunction with the school's Health & Safety Policy, Safeguarding Policy and Home / School Agreement.

Policy statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Sarisbury CE Junior 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.

Aims & Objectives

- to ensure that all those who work at or visit the school feel safe and secure
- to encourage a strong focus on personal awareness and responsibility
- to ensure that the latest guidance, recommendations, from the DfE, Hampshire County Council, Children's Services are incorporated into the school's practice
- to identify and minimise risk as far as reasonable, practicable and sensible
- to control access to and movement within the school building and grounds
- to ensure systems allow effective and timely response to any security concerns or issues

The policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Procedures for locking and unlocking the school
- Identified threats to the safety and well-being of the school community
- Emergency procedures
- Visitors, contractors, helpers or other persons involved with children
- Computer data security
- Cash handling

Responsible Managers

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

Governors

- 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 regular 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 Headteacher.

Head Teacher

The Headteacher will:

- Ensure 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 and review the implementation of the policy and security arrangements.

Staff

- 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 school site.
- Report breaches of the security policy to the Senior Leadership Team
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Finance & Resources committee	Agree policy Review every 12 months
Day to day implementation and management of policy.	Headteacher & Assistant Headteacher Admin Officer	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Unlock / lock Y3 playground gates at the directed times
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	Admin staff	Follow signing in procedures, check identity etc and issue badges Control the internal electronic security doors during school hours Monitoring the CCTV system
Control of contractors	Caretaker Admin Officer	
Security of money etc	Admin staff	All monies to be stored in the lockable safe in the medical room – there is a maximum limit of £1000
Security risk Assessment	Headteacher H&S Governor	Review annually and inform governors of findings to use as part of policy review

Pupils

- Children will be encouraged to exercise personal responsibility for the security of themselves and others. This is provided through the school's personal development programme
- 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.

Pupils, Parents, Community Users and Visitors

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the staff or Governors

Arrangements

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

Controlled access 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 and barriers, has been decided by a robust risk assessment of the site / premises. The school takes all reasonable control measures to minimise risk and maintain a welcoming and community environment whilst ensuring the safety and well-being of pupils and staff.

Buildings

The school will take all reasonable efforts to restrict access to the building in safeguarding children and ensuring the personal safety of staff. The access control procedures for the building are –

- The main entrance has only single access entrance via electronic door operated by admin staff; only authorised visitors allowed access via intercom on internal wall
- Staff have access to the two security doors via a four digit pin code / magnetic security tag
- Signage directs all visitors to the main reception.
- All other access doors to the school are kept locked or are supervised by a member of staff when they are open to allow access for pupils
- Security fencing prevents access to any other area of the school other than the main playground entrance and by doors that can only be opened from the inside (all external classroom doors).
- Access to the school playground is restricted by fencing / gates; the Year 3 gate is locked during school hours to restrict access (this can be opened by staff in the event of an emergency)
- The main playground gate needs to remain open to allow parents to access the school's reception area; this is the only accessible area for visitors to the school

- Unauthorised visitors to the school will be challenged by staff.
- The school has close links with local police and the community police officers; police will patrol the site on request
- The school employs a security company who visit the school site after hours and at the weekend
- The school operates an efficient registration system which allows us to monitor absenteeism and truancy – all absences are followed up the same morning
- The school operates a signing in / signing out system for all parents, visitors and pupils who arrive late or leave early
- Caretaking /Admin staff monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site. The movement of vehicles is restricted at certain times of the day when children and parents are moving around the site more freely i.e. before and after school
- The car park gates are closed during the school day and staff are required to close these behind them should they leave the premises during school hours
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid the start and end of the school day

The following areas are accessible by the public but the risk is controlled with our site supervision arrangements and how the school deals with visitors:

- General access to the playground and the front of the school building – members of the public are able to access the school playground through the main pedestrian gate; this does not currently have a security code or lock.
- Children are not permitted to walk around the front of the school grounds without an adult present
- A member of staff on duty will supervise the main gate at all times when the children are using the playground; there are always at least three members of staff on duty to supervise the playground
- All vulnerable areas of the school are covered by a CCTV system – five cameras ensure close monitoring of the playground entrance, playground area, side gate and path, adventure playground and reception door. Cameras are due to be installed to the rear of the school and car park area (spring 2018)

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 the school reception on arrival
- All visitors have access to health and safety information
- All visitors are issued with visitors' badge to be worn at all times; persons without a badge will be challenged
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of school property without the express permission of school staff.

Supervision of pupils

The school's safeguarding procedures requires competent supervision by authorised staff throughout the day. Specific supervision arrangements are as follows:

- Start of school day – the playground area is supervised by staff from 8:30am to 8:45am. Parents have been informed of these arrangements and that supervision does not start until 8:30am.
- Staff are deployed at the end of the day to supervise a safe exit from the school site
- Members of the Senior Leadership Team will supervise the main gate at the end of the school day
- If raining, the playground doors will be opened from 8:30am to allow pupils to access the school; this area will be supervised by a member of the Senior Leadership Team

Locations where supervision is part of our safeguarding procedures include the playground, field and surrounding site areas i.e. pathways – supervision is provided for all children when on the playing fields at break and lunchtime.

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 i.e. swimming pool facilities. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved, with the following additional measures:

Community use and extended school activities – when inside the building, access to the rest of the building is restricted. It is made clear to hirers as part of their agreement that they are only to use the area provided, and failure to do so would be in breach of the hirer agreement. Risk assessments as part of the induction arrangements are carried out. No hirer will be permitted 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 members of staff.

In the event of people running extended school activities i.e. after-school clubs that are not members of the school's staff (i.e. sports coaches) will be required to complete a DBS clearance.

The school leases the building to a breakfast and after school club 'Extra Time'. The staff who run this are all DBS cleared and follow the school's security and safeguarding procedures. They have been Ofsted licenced to run this facility.

Supervision of contractors

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

- All contractors will be expected to sign in at reception and will be issued with an ID badge which must be clearly displayed whilst on site
- 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 contractor's risk assessment

Lone Workers

Our school has lone working risk assessments in place and procedures for staff where there is a security risk due to the need to work alone. Staff at high risk will receive appropriate training.

Physical security measures

The Governors will consider 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 through a security risk assessment, taking 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 will ensure that physical security measures are installed. Where physical controls are not justified the Governors 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 / access systems, they will be maintained according to the manufacturer's specifications.

Security of the Building

An effective intruder alarm is in operation. This is always set when the site is not in use or unoccupied and is monitored by The Alarming Company. Only those staff who have been trained to use the alarm system are permitted to use it (Caretaker, Headteacher and Assistant Headteacher as key holders). Regular maintenance of the alarm system is carried out under the school's SLA agreement with HCC Property Services. Kestrel Security are also key holders for the school and will attend a call out should the Headteacher / Caretaker not be available.

Security lights are on whilst the premises is occupied after dark. A separate list with the names of the key holders who are responsible for the security of the building is retained by the school's Admin Officer.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises; this is then checked at the end of each day by the Caretaker.

The Caretaker carries out a 'walk round' at the end of each day, where she checks all doors and windows are closed and locked.

All external areas of the building are covered by a comprehensive CCTV system – recordings are HD and kept for a minimum of 21 days.

Unlocking and Locking Arrangements

The site will be unlocked daily at 7:00am; this is the responsibility of the Caretaker during term time. The normal hours for public access to the buildings will be 8:30am to 6:00pm.

Year 3 gate to the playground area – unlocked by the Caretaker at 8.15am and locked at 9.00am. Remains locked until 3.15pm when it is opened for parents to collect their children. This gate is locked again at the close of the school day and remains locked all night and at weekends.

The car park gate is opened at 7:00am until 9:00am; it is not locked but is kept closed during the school day. It is reopened at 3:15pm to allow access for the end of the school day.

Other gates – The rear gate to access the school field from the car park are kept locked at all times during the school day.

Buildings – All entrances have security locks in place, or doors that cannot be opened from the outside. All doors can be opened from the inside to allow efficient and safe exit in an emergency.

Internal Doors

To improve security the internal door between the reception and library is kept locked between 8:30am to 9:00am and 3:15pm to 3:45pm; these are busy periods and enable parents to access the school's reception area efficiently.

The door to the reception area will be locked between 9:00am and 3:15pm each day; access for parents is through intercom and electronic security system.

Emergency Call Outs

The alarm company holds a list of those members of staff who may be called out in an emergency. It is the responsibility of the Admin Officer to keep this list up to date. The first key holder for all overnight and weekend call outs is the Headteacher. If required Kestrel Security will attend; they will be contacted by the alarm company.

If a key holder is contacted as a result of a 'Person Present' at night time, i.e. between 22:00 and 05:00, they should 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.

If a call out has occurred involving the Caretaker or Kestrel Security, the Headteacher should be informed with details of the call out and that the issue has been dealt with. If the call out requires further action the Headteacher should be contacted.

Cash Handling

Staff should avoid keeping cash on the premises whenever possible. The school safe should be used and kept locked; this has a limit of £1000. Staff should, wherever possible, avoid handling cash in visible areas. Any 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 asset register.

Wherever possible, valuable items will not be left where visible from outside. Items of value, including portable equipment with a value above £250, will not be left unattended in rooms where there is regular public access. The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Staff and visitors are reminded not to leave valuable items 'on display' in their car.

Vehicle Movement

The school has a staff car park to which access is controlled via a gate; this gate is kept closed during the school day and only accessed by staff. Contractors' vehicles accessing the school site will do so under the supervision of the Caretaker / Admin Team.

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 to school

Staff and Pupil Involvement

Everyone should be reminded that it is their responsibility to prevent crime including guarding against assault and theft of personal belongings and safeguarding the school.

There is a 'safe keeping' area in the school office which can be used if a child accidentally brings in items of significant value.

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 policy and shared with staff.

IT and Data Security

The school has a separate data protection policy which gives guidance and data security in school. This includes taking reasonable measure to protect sensitive data such as password protected PCs and laptops, use of encrypted memory sticks and the safe and secure storage of back-up disks.

Children's Services Health and Safety Team

The Children's Services Health and Safety Team can be contacted for advice and guidance via their website at <http://intranet.hants.gov.uk/children-services/cs-healthandsafety.htm>.

Policy Review

This policy will be reviewed annually by Head Teacher

Reviewed October 2017