

SCHOOL SECURITY POLICY

Name of Unit/Premises/Centre/School	Shamblehurst Primary School
Date of Policy Issue/Review	13 January 2021
Name of Responsible Manager/Headteacher	Anna Jones
Signature of Responsible Manager/Headteacher	

Introduction

Policy Statement

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Shamblehurst Primary School. The premise 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 Shamblehurst Primary School community.

Responsibility for security at Shamblehurst Primary School is held by Anna Jones who is the responsible manager.

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 DfES, Government guidelines and the advice of Hampshire County Council 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

Roles and Responsibilities

Responsible Manager

The Governors will:

- Ensure that the premise has a security policy and that this has been implemented.
- Monitor the performance of the site security measures. This will be achieved by observing the procedures during their visits to 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, contractors 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 SMT.

Governors will periodically review the premises security policy.

Governors will delegate the day to day implementation of the policy to the Headteacher.

Children will:

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

Children, Parents, Community Users and Visitors will:

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- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to a member of staff.

ARRANGEMENTS

CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY

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

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

BUILDINGS AND GROUNDS

The 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 are as follows:-

- Access is permitted for adults via the front entrance, at reception during school start and end of the day only. The school exterior gates will be locked during school hours, during which only authorised visitors will be allowed access, and they will need to telephone the office to be let into the carpark or school. A sign showing the school number will be displayed on the gates. During Covid visitors will also have to provide phone numbers on the sign in system for Track & Trace.
- Visitors must sign in and wear an appropriate school badge
- Children enter and exit through the main back doors (red) or classroom doors
- The main building has a reception desk and access control systems and procedures
- The school has a modular unit which stands apart from the main building, but remains within the fenced perimeter of the school which is locked during the day, and therefore entrance to it is also obtained by via the main gates and the office and its access control systems and procedures
- Unauthorised visitors will be challenged by staff
- The school has close links with local police and the community police officer. Police will patrol the site on request
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy. Contacts 1 & 2 are contacted on the first day of absence if they have not already contacted the school. On Day 2 without contact all contacts will be telephoned. If on Day 3 still no contact has been received then all contacts will be tried again and if by 12pm no one has called then a home visit will be made by two staff members and they will see if anyone is home, and if not deliver a letter stating that if we do not hear from them by 4pm a call to the police will be made to made a welfare check.
- The school operates a signing in/signing out system for all parents, visitors, staff and children who are late/leaving early. Visitors wear yellow lanyards to identify them more easily.
- External doors have controls which cannot be opened from the outside. These are released during break times when supervision is in place. Staff only hold fobs to open these doors from the outside if required. The distribution of these fobs is controlled by the Site Manage. During Covid a decision has been made that these can be left open for ventilation. The exterior gates are locked and ensure intruders cannot access the site.

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- Caretaking/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 children 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 the school deals with visitors.

The access arrangements for the grounds are-

- School field – access to the school field for PE is always under control of staff. Staff would challenge any person not wearing a photo ID or visitor badge
- Lunchtime – children use school field that could be accessed by a person walking past the authorised entrance, always under control of staff. Staff would professionally challenge any person not wearing a photo ID or visitor badge. A member of staff should be positioned near the gated entrance to Wildern School at the end of the adventure play area. Although this gate is locked this is a potential access point for an intruder, or exit for pupils. Positioning someone here will stop pupils trying to leave by this route, and enable staff to challenge anyone entering the premises. A member of staff should also stand between the modular units and the carpark gate to challenge anyone entering the site, and stop pupils trying to exit.
- Playground – This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing a photo ID or visitor badge. A member of staff should be positioned by the gated entrance to Wildern School at the end of the adventure play area. Although this gate is locked this is a potential access point for an intruder, or exit for pupils. Positioning someone here will stop pupils trying to leave by this route, and enable staff to challenge anyone entering the premises. A member of staff should also stand between the modular units and the carpark gate to challenge anyone entering the site, and stop pupils trying to exit.
- The grounds are open at the back as the field is shared with Wildern School. Supervision arrangements indicated above ensure security and safety are maintained.

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 and signed have been erected to this effect. They will be let onto the grounds during school hours by the office team as the exterior gates are locked.
- All visitors are issued with a badge, on a yellow lanyard, to be worn at all times. This includes parents, helpers, contractors and any other person who is not school staff
- All visitors will receive a briefing on entry to the school regarding fire procedures, Designated Safeguarding Leads, safeguarding procedures and advised that the use of mobile phones on the site is not permitted. During Covid they will be asked to sanitise their hands on entry, and be asked if they have any Covid symptoms. They will also input their phone details for track and trace on the signing in system.
- Staff are encouraged to use the meeting rooms when conducting meetings with visitors. During Covid they are advised to meet outside if possible, and always maintain 2 metres distance.
- 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”

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- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the Headteacher.
- 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 site staff
- For their own safety staff and regular authorised visitors will be given appropriate induction on the school health and safety procedures in school.

SUPERVISION OF CHILDREN

The school's overall safeguarding strategy requires that at times the security of children is achieved by competent supervision by authorised staff.

Locations where supervision is part of our safeguarding procedures –

- Playground and fields – Children are always supervised when on the playing fields during break/lunchtimes

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

- Start of the school day – the school is open to children from 8.45am when they are able to access the school. If it is raining or the weather is extreme, we will open the school doors at 8.30am and the children can then freely access the school. During Covid these start and finish times have been staggered and start times are between 8am and 8.30am.
- Lunchtime – all parts of the site without access control are supervised by staff
- Staff see children out at the end of the day and doors are re-secured. During Covid these will be left open for ventilation at the end of the day.
- When children are collected regularly by another person other than their parents/guardians a signed letter will be held authorising this. One will be held in class and a copy in their file. For one-off collections, parents/guardians must either advise the teacher or call the school office.

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 7.30am – 6.25pm. When inside the building access to the rest of the site 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.

Breakfast Club – Hedgehogs has its own arrangements for safeguarding its activities. DBS clearance will be checked and recorded by the Admin Manager.

The school will be opened at 7.00am by the Caretaker and supervised accordingly.

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 with a yellow lanyard which will be clearly displayed whilst on site
- All contractors will receive a briefing on entry to the school regarding fire procedures, Designated Safeguarding Leads, safeguarding procedures and advised that the use of mobile phones on the site is not permitted.
- 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, where checks are not in place
- Contractors will comply with the contractor's risk assessment
- The site team will check areas being worked in by contractors to ensure they are working in a safe and appropriate way.
- Work where possible will be carried out in the school holidays.

LONE WORKERS

Our school has a lone working risk assessment 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. Lone working is not encouraged.

PHYSICAL SECURITY MEASURES

The SMT will consider the need to use physical measures, such as fencing and electronic access controls and CCTV, to ensure the safety of staff and children. The SMT 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.
- Fences will be checked regularly by the site team to ensure they are fit for purpose.

Where justified by consideration of the risk, the LMT will ensure that physical security measures are installed. Where physical controls are not justified the LMT will ensure that other controls are implemented by the school to ensure the safety of staff and children.

Where electronic controls are installed, for example alarm systems, they will be maintained according to the manufactures specifications.

SECURITY OF THE BUILDING

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by the CSS Limited.
- Kestrel Guards are first response to attend any alarm call-out and make the premises safe, during the evenings, weekends and school holidays
- Security lights are on whilst the premises is occupied after dark
- Emergency lights are in operation in key areas of the school

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- A separate list with the names of the key holders who are responsible for the security of the building is retained by the Site Manager.
- 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

UNLOCKING AND LOCKING ARRANGEMENTS

The site will be unlocked daily at 7.00am. This will usually be the responsibility of the Site Manager during term time. The daily locking of the building entry doors will also be performed by the Site Manager. A member of the SMT may unlock or lock in the absence of the Site Manager.

A set of keys is held by the Health & Safety Governor who may also unlock or lock if required.

The normal hours for public access to the buildings will be 7am until 6.25pm.

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 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 car park is allocated for staff but the remainder is available to visitors, taxis and contractors. Parents are only permitted to use the carpark if they are Disabled Badge Holders, by prior arrangement in special circumstances or for the collection from clubs after 3.30pm.

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Hedgehogs breakfast club are able to use the carpark before 8am to drop off at Breakfast Club or after 3.30pm to collect from Afterschool Club.

Vehicles are not allowed to enter or leave the main car park when children are arriving at the beginning and end of the school day and the gate is locked between 8.30am-9.00 and 3.00pm-3.30pm. Where the access must be provided, the Site Team will ensure appropriate supervision. During Covid Lockdown the times are extended and access to the carpark denied between 8am and 8.45am and 2.30pm and 3.10pm. This due to this gate being used as part of the one way system for social distancing.

PERSONAL PROPERTY

Personal property will remain the responsibility of its owner. This includes both staff and children's personal property. Both are discouraged from bringing any valuable personal property to school.

Lost property should be handed to the office where it will be kept until the end of term before disposal. Opportunity will be given for parents to view lost property and warning given before its disposal. During Covid lost property will remain in classrooms.

Staff and children involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding the school

They should be told:

- The school 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.