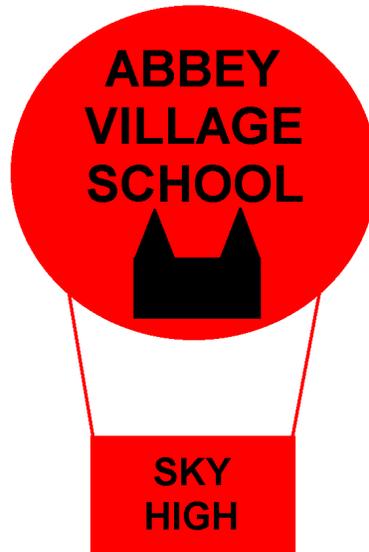


ABBAY PRIMARY SCHOOL



SECURITY POLICY

April 2018



Abbey Village Primary School Security Policy

ROLES AND RESPONSIBILITIES

Overall school security is the responsibility of the employer. At Abbey Village, this is the Local Authority. The Headteacher is responsible for implementing the Security Policy.

Governing Body

The Governing Body of Abbey Village Primary School approved the Security Policy and informed the school community.

The school's Resources Committee meets once a term to review safety, including security, and reports to the full Governing Body.

Headteacher

The Headteacher at Abbey Village is responsible for implementing the Security Policy. They will 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.

The Headteacher should ensure that parents and older children are fully informed of the Security Policy and they should be encouraged to help.

The school undertake an annual review of security risk assessments and undertake regular routine security checks. Advice is obtained from the Local Authority on security matters and all crimes are reported to the Police and the Local Authority. The Headteacher reports regularly to the Governing Body.

The Headteacher is responsible for the security of the premises during the school day; in their absence the Deputy Headteacher assumes this responsibility.

Staff

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

- Protect children from harm

- Guard against assault
- Safeguard property
- Contact the Police/Emergency Services

New staff are informed of the school's Security Policy and of their responsibilities on induction.

Site Supervisor

The Site Supervisor is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

Children

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

Children of Special Concern

The Headteacher must be informed of any special concerns regarding children (eg. children on the Child Protection Register; Looked After Children, those who may be abducted; those who may run away and any who are subject to Care Orders) and parents have outside agencies have responsibility to ensure that this information is shared with the school. Relevant teachers will be informed, in confidence, of any children who require special care and sensitivity.

Parents

The parents of children at Abbey Village are kept fully informed of security procedures and of their responsibilities when visiting the school, via:

- Security Policy is published on the school website
- School Prospectus
- Newsletters
- Individual letters
- Procedures implemented by office staff, including the Visitors to School Procedures

Police/Local Community

Abbey Village Primary School 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 local neighbourhood PCSOs on security matters. Local residents are encouraged to report incidents directly to the Police.

The Police may be called if there is an incident of violent, aggressive or abusive nature.

Health & Safety Services, with assistance from the Police and Local Authority will keep local schools informed of current matters or concern, eg. if a stranger is spotted loitering outside the school.

SECURITY STRATEGIES

Control of Access

Abbey Village Primary School has a policy of welcoming visitors; however we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially children, we have introduced procedures to limit access to the school site.

School Grounds

Security fencing and walls bound the perimeter of the school grounds. All children enter the school grounds via the front pedestrian gates and enter school through the infant front entrance. During the school day, visitors and late arrivals should enter through the front gate and front entrance to the left of the school building, reporting directly to the school office, signing in and presenting credentials where appropriate.

Parents

Parents are asked to wait on the playground when collecting their children and should not be encouraged to enter the school buildings before 3.20pm. If parents/carers want to meet with staff, appointments can be made with the school office. For informal meetings, parents should call at the school office where admin staff will grant access at appropriate times. When attending appointments or informal meetings, parents/carers should always enter through the main entrance.

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. All legitimate visitors will have entered the building via the school office and will be given a visitors badge. If the reason is not legitimate, the stranger should be asked to leave immediately.

Access to the School Buildings

To prevent unauthorised or unknown visitors entering school, locks are fitted to all external doors (excluding fire doors, which open only from the inside). The main entrance to the school has an access control system.

All external front and side doors should be locked when not in use. All other doors should be closed at the end of break times.

All visitors to the school should report to the school office, which is clearly signposted. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and to give the reason for their visit. Visitors badges will be issued and must be worn throughout the duration of the visit. A member of admin staff will escort visitors to the relevant member of

staff, or ask them to take a seat while the member of staff is contacted. The member of staff will then collect the visitor.

All visitors are expected to sign in and wear a badge before they are allowed into the main part of the school.

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 the reason for their visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced, or a visitor badge is not worn, 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 damaged property, no attempt should be made by staff to eject the intruder and the Police should be called immediately.

Parents have permission to enter the school premises at appropriate times. However, they should act as any other visitor to the school, complying with school procedures for visitors. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child(ren) out of school during the school day, they must report to the school office. A request to take a child out of school should normally be made in advance via the school office. Admin staff will inform the class teacher of any requests.

Trespass

Abbey Village Primary School and its grounds 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.

If an adult is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another adult, the Headteacher may revoke the adult's permission to be on the premises or grounds by taking the following action:

- The adult can be asked to leave and will be told "I am revoking (withdrawing) your permission to be on the school premises."
- If the adult refuses to leave willingly, the Police will be called
- A formal letter from the Headteacher, Local Authority or Governing Body, confirming the adult's permission to visit the school has been revoked for a fixed period

Formal notification is important as their Human Rights are being affected.

The Police may be called if there is an incident that is of an aggressive, abusive or violent nature.

Entering and Leaving School

Children enter school through the infant front door. The main front door is to be used only if a child arrives after 9am, when they should report to the office. If a parent should need to come into school for any reason, they should follow the procedures outlined in this policy.

The school staff make sure that the infant front doors is closed at 9am.

Children are supervised at all times when on the playgrounds between the hours of 8.45am and 3.20pm. Supervision is by teachers and support staff during morning and afternoon breaks and by welfare assistants and support staff at lunchtime. Supervision of children on the playgrounds prior to 8.45am and after 3.20pm is the responsibility of parents/carers.

If a teacher requests that a pupil remains in class for any reason, then it is the teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with children for any length of time. It is good practice to always have another person present at all times to safeguard both staff and children from sensitive situations. Children must not be left alone in classrooms or shared areas. In the event of school staff having to take children home by car, another member of staff should always accompany them.

Leaving School At The End Of The Day

At the end of the school day, children in Sunnyhurst leave by the infant classroom door; all other children leave by the main front door. All children know that, if the adult who should collect them has not arrived, they should come straight back into the building and locate a member of staff. After ten minutes, if no one has arrived, the member of staff will telephone to see what the cause of the delay might be. The child stays in a supervised area until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

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 them, reporting to the school office to collect the child and sign them out. Prior notice of appointments should be given to the school.

Educational Visits

Staff will closely supervise children during educational visits. The wearing of school uniform is requested on all school visits unless the activity is such that alternative clothing is more suitable. The school should be contacted if any pupil is injured or the party is likely to be delayed, eg if the coach breaks down. Parents will then be informed accordingly. A member of staff will stay with any injured child until their parent/carer arrives or medical attention is received.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash or expensive/

valuable items into the workplace). Mobile phones, wallets, handbags etc. should not be left unattended; they should be kept on the person or secured away.

Security of Equipment and Cash

Portable IT equipment, eg laptops, iPads, digital cameras etc.) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible and is taken to the bank by a member of staff. The school has a secure metal cupboard for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of the Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed.

It is the responsibility of the Site Supervisor to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Site Supervisor and cleaners are responsible for locking the gates and setting the intruder alarm at the end of the day.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. ETF will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

The Headteacher, the Deputy Headteacher and Site Supervisor are designated key holders who are responsible for the security of the building.

Site Supervisor

It is the responsibility of the Site Supervisor to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the Site Supervisor or cleaning staff has a duty to ensure that all windows are closed, that the doors are locked and secure, blinds are closed, the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working in Abbey Village Primary School, the following precautions should be taken:

- When on the school site, contractors must sign in at the school office.
- Badges or uniform identifying the company for which they work should be worn at all times.
- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and children will be achieved. If contractors have to work in areas where children are present, children will always be under the direct supervision of a member of school staff.
- Contractors will be expected to comply with acceptable and expected behaviour towards children.

Access Outside School Hours

On occasion, staff, children or contractors require access to the school outside of normal school hours, in the evenings or at weekends and in the holidays. Abbey Village Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Blinds should always be closed in the evening, but especially if staff are working late.

Fire

At Abbey Village, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarms are in place throughout the school. These are tested regularly and the results documented.
- 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 secured and kept away from the building.

Bomb Threats

Any warning Abbey Village Primary School receives about such a threat is treated seriously, with the safety of the children and staff paramount. If a bomb threat is received, the school should be evacuated immediately according to the emergency plan and the Emergency Services informed.

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

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff and/or parents involved, action taken and so forth. The Police and the Local Authority are notified.

A review of incidents is distributed to the Governors where applicable.

Injury

The Health & Safety Team must be informed of any serious injury caused to a pupil or member of staff.

CONCLUSION

It is the responsibility of all staff to ensure that procedures agreed in this Security Policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Management Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary.

Policy Written by: Karen Marshall
Policy Written : April 2018
Policy To Be Reviewed: As Required