



Wyton on the Hill Primary School School Security Policy

- **Introduction**

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors at Wyton on the Hill Primary. 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.

- **Purpose**

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. The purpose of this Security Policy is to ensure that we have in place effective procedures to enable us to achieve this aim.

This policy should be read in conjunction with the following school policies:

- Supervision of Visitors
- Volunteers Policy
- Health and Safety Policy

- **Roles and responsibilities**

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

3.1 Governors

The 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 special interest visits
- Via the head teacher's 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 Head Teacher.

3.2 The Head teacher

The head teacher is responsible for the day to day implementation of this policy.
They will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all members of staff appreciate the importance of security and understand the school's policy and their responsibilities.
- Ensure that staff training needs are kept under review and training as necessary.
- Ensure that Parents are informed of the security procedures and encouraged to help.
- Ensure that routine security checks are carried out on an on-going basis by the caretaker.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent
- Ensure that all crimes are reported to the Police.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

3.3 Staff

All members of staff will comply with this policy and the arrangements made by the head teacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Caretaker – Checking the condition and maintaining the safe operation of physical and electrical security devices (key pads, locks, gates, fences).

Office staff – Control of contractors; ensuring all visitors sign in, wear a visitors' badge and EITHER have had ID and DBS checked OR are accompanied on site at all times.

3.4 Children

Children will be encouraged to exercise personal responsibility for the security of themselves and others by following the rules set up for their protection.

Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements constitute a breach of the school's Behaviour Policy.

4 Arrangements

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

4.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play. All staff induction will include the school's security policy.

Parents will be informed about the school security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

4.2 Controlled access and egress 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, has been decided by a robust assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Wyton on the Hill Primary School, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Current procedures for ensuring controlled access are outlined in Appendix 1: Security Strategies in School.

4.3 Supervision of pupils

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

4.4 Supervision of contractors

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

- All contractors will sign in, producing appropriate photographic identification be given school badges and be expected to wear them.
- All contractors will only carry out work agreed at the start of the contract and at the times agreed with the Head teacher, Caretaker or School Business Manager.
- All contractors will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

4.5 Physical security measures

The governing body has considered 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 termly basis as part of its termly Health and Safety Walk.

The following will be taken 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.
- The cost of physical security improvements and the availability of funding.

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

5 Locking Procedures

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed in Appendix 1: Security Strategies in School.

6 Cash Handling

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away. Cash is not handled in visible areas and banking is done at irregular times.

7 Valuable Equipment

The Caretaker is responsible for ensuring that valuable equipment is located out of sight outside of school hours, for example by closing classroom blinds and locking away wherever possible.

All valuable equipment (e.g. ICT items) are security marked.

8 Personal property

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

Lost property should be placed in the lost property box or (in the case of valuable items) handed in to the school office. The school has the right to dispose of lost property during the long holidays (Christmas, Easter and Summer).

9 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be stored in the school office. Arrangements for the administration of medicines are detailed in the medication in schools policy.

10 Review of Policy

This policy will be reviewed every two years, or if a situation occurs which necessitates any amendment.

Wyton on the Hill Primary School
School Security Policy
Appendix 1: Security Strategies in School.

Staff:

- All staff to take shared responsibility to ensure the security strategies are implemented.
- Staff based in school are the only staff to know the combination of the door locks.
- Staff to contact the office or senior staff in an emergency.
- Staff to have meetings with parents in the Conference Room or on the benches outside the office.
- All staff must challenge visitors who are not wearing a visitor's badge.

Visitors:

- All visitors, including contractors, to come to main office entrance, report to Office Staff, sign in the visitors' book and wear a visitor's badge (**see Supervision of Visitors Policy**).
- All parents to make an appointment to meet with a member of staff. To follow the same procedure as above.
- All other services working in the School must sign in at the office.
- Parents to be reminded of our security strategies on a regular basis through the Head teacher's fortnightly newsletter.
- All staff must ensure that the people trying to gain entry to the School should enter via the office. They should not gain entry through the rear gates.

Perimeter Security:

- School to be kept locked out of school hours.
- School gates to be kept closed and bolted during school hours.
- Children must not play unsupervised in areas marked as out of bounds - by the school gates and by the school sheds.
- All staff to challenge visitors on the school grounds during playtimes.
- For after school clubs, pupils to exit via designated doors, supervised by the club leader. Designated doors must be closed / locked once the children have left to prevent entry to the main building.
- The following locking procedures to be followed:

- Gates unlocked by caretaker at 8.40am, to enable children and parents access to the playground. Caretaker and Head / Deputy remain on the playground to monitor access.
- At 8.40am, the KS1 classroom doors are opened and children invited into school. The KS1 classroom teachers or designated teaching assistant remain at the door to monitor and to speak briefly with parents.
- At 8.40am the KS2 entrance to the rear of the school is opened. The Head teacher / Caretaker ensure no unauthorised access to the KS2 entrance.
- The doors and gates are locked at 9am. If parents or carers need to stay longer than this (e.g. to talk to the teacher or head teacher), they are shown out of the school front door.
- At 3.10pm, and once any lessons on the playground have finished, the gates are opened again.
- At 3.15pm, children are released to their named adults or (in the case of KS2 children with parental permission) allowed to walk home.
- As soon as after school clubs are over, the caretaker locks the gates again.
- Entry to community clubs / lettings is via the main entrance at the front of the school only.

Inside School Building

- All expensive, portable equipment to be marked as belonging to the School.
- The infra-red intruder alarm system to be in operation when the school is closed.
- Staff to be responsible for returning equipment to the secure area.
- Staff to “sign out” equipment which is taken home, e.g. tape recorder, laminator.

Outside School Building

- Climbable walls and drain pipes to be coated with anti-climb paint and inspected regularly.
- Security fencing to the front and side of the school to prevent intrusion.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

- All CD's, cameras and personal belongings to be locked away in classrooms.
- All IT equipment to be stored in rooms that are locked.
- All rooms apart from classrooms, kitchen and staffroom to be locked.
- Staff to meet with parents in the Hall.

Fundraising Events

- All rooms apart from those required to be locked.
- All CD's, cameras and personal belongings to be locked away in classrooms.
- All IT equipment to be stored in rooms that are locked.

- For outside events - football matches, fairs, internal doors by toilets to be locked so people have access to toilet facilities without having access to school building.

Monitoring of strategies

- Informally through verbal reports from staff and visitors.
- Formally through ELM and FGB meetings.