



## Glen Park Primary School Security Policy and Procedures

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Glen Park 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 members of the school community.

### **Organisation**

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

#### **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 Headteacher'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 Headteacher and School Business Manager.

### Headteacher

The Headteacher will:

- Set up 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 the implementation of the policy and security arrangements.

This responsibility will be delegated to the School Business Manager.

### Staff

All staff will comply with this policy and the arrangements made by the Headteacher/ School Business Manager to ensure the safety of children, employees and others on the school site. Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body delegated to relevant Committees	Agree policy Review every 12 months
Day to day implementation and management of policy	Headteacher / School Business Manager	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	SBM/Supervisory Cleaner	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	SBM/Supervisory Cleaner	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue passes.
Control of contractors		School Business Manager
Security of money etc		Admin staff
Security risk Assessment	Headteacher / School Business Manager	Review annually and inform govs of findings to use as part of policy review

## **Children**

Children will be encouraged to exercise personal responsibility for the security of themselves and others.

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.

## **Arrangements**

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

## **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.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.
- Parents will be informed about the schools' security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

## **Controlled access/exit 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 risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Glen Park Primary has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

## **Buildings and Grounds**

The school will take all reasonable efforts to restrict 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:

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside. Signage directs all visitors to this entrance. It is impractical to have access control on all other doors and so pupils will be safeguarded in these other doors by other methods such as supervision. At the start of each day the entrances to the pupil entry doors are supervised. Unauthorised visitors will be challenged by staff.
- The School operates a signing in /signing out system for all parents and visitors /pupils who are late/ leaving early.
- Contractors comply fully with school procedures at all times.

The following areas are accessible by the public, but the risk is controlled with our school's supervision arrangements and how the school deals with visitors. The access arrangements for the grounds are:

- School field – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- Lunchtime – children in summer may use school field that could be accessed by a person coming up the school drive, although pupils would always be under the control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- Playground – our main access route to the reception is adjacent to the playground. This area is only used under staff supervision at break and lunch and staff would professionally challenge any person not wearing a photo ID or school visitor badge.

### **Early Years Outside Areas**

The EYFS outdoor areas are accessible from the classroom doors only during the day. The external gates are locked while pupils are using the outdoor areas. Each classroom has a key for the external gates, which staff would use if emergency exit was required (eg fire).

### **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 reception office on arrival. All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff.
- 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" of school. Visitors are those people that are issued with a pass from Reception. This procedure does not apply for Supply Staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or be asked to leave the site. Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as fire safety and first aid.

### **Supervision of pupils**

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

### **Locations where supervision is part of our safeguarding procedures**

Playgrounds and fields – the access to the main reception is adjacent to a playground. Children are always supervised in this area and visitors professionally challenged.

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

- Start of school day – as the grounds have open access,
- Playtime – all playgrounds are supervised by staff on a rota system.
- Lunchtime – each playground is supervised by duty teams of Meal Time Assistants

#### **Co-operation with third parties, extended services and community groups**

- Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.
- Breakfast Club – Buddies CIC has its own arrangements for safeguarding in its own activities (for example DBS checks and securing its own equipment).
- No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff.
- Only personnel with DBS clearance will be allowed on site for extended school activities (clubs).
- Non-staff personnel running after-school clubs are responsible for the children they are supervising, and for safe handing-over of the children to their parents/carers at the end of the club.

#### **Supervision of contractors**

- Contractors and maintenance personnel will not always have been DBS checked therefore they should not have unsupervised access to children.
- All will be given school badges and be expected to wear them
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and at the times agreed.
- They 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.

#### **Physical security measures**

The Governing Body will consider the need to use further physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The Governors 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.
- 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.
- Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

## **Locking arrangements**

At different times of the day the school security arrangements require the locking of various entrances. These are determined by the SBM and implemented by the Admin team and the Supervisory cleaner.

## **CCTV**

The CCTV system is in operation for the main reception area and more 'hidden' playground areas. The Governing Body will consider installing further CCTV systems where justified by consideration of the risk. Signage informs people of where CCTV is in operation.

## **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 done at irregular times, particularly where substantial sums are involved. (See Finance Policy).

## **Valuable equipment**

Items of valuable 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 also 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.

## **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 (other than uniform and clothing) should be handed to the school office where it will be kept for 6 months before disposal.

## **Staff and pupil involvement**

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

- Guarding against assault and theft of personal belongings.
- Safeguarding school property.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council has a vital role in this regard.

## **Risk Assessment**

A security risk assessment will be completed annually by the School Business Manager/ Headteacher; the findings will be used in the review of this security policy.

## **Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

Governors will monitor performance via the Headteacher's Report to Governors and when visiting school.

This policy will be reviewed annually by the Headteacher and School Business Manager.

Policy reviewed: February 2019