



NORTH FERRIBY C E PRIMARY SCHOOL

SECURITY POLICY

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| Name of School : | North Ferriby C E Primary |
| Date of New Policy: | Spring 2016 |
| Review Date: | Spring 2019 |
| Policy Type: | School |
| Co-ordinator: | Helen Dunn |
| Link Governor | Matt Wild |

Mission Statement:

A Christian School with children at its heart.

Christian Values Statement:

At North Ferriby CE Primary School, we keep Christian values at the heart of our school community where we live, love and learn together.

Ethos Statement for North Ferriby CE VC Primary:

Recognising its historic foundation, the school will preserve its religious character in accordance with the principles of the Church of England and in partnership with the Church at parish and diocesan level.

The school aims to serve its community by providing an education of the highest quality within the context of Christian belief and practice.

It encourages an understanding of the meaning and significance of faith and promotes Christian values through the experience it offers to all its pupils.

YORK DIOCESAN BOARD OF EDUCATION

1. General Statement

1.1 This policy should be read in conjunction with, the school's Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

1.2 Management responsibility for school security is shared between the LA, Governing Body, the Head teacher and any other delegated staff member.

(The main role of the LA should be to maintain an overall policy for security within the school; monitor, advise and inspect the school as necessary.)

1.3 This policy will be kept up to date annually. The Governing Body will review and approve this policy and any amendments annually.

1.4 Any working guidelines for staff should also be updated as necessary, and be approved by the Governing Body.

2. Roles and Responsibilities

The School Governors are responsible for:

- a. adopting a school security policy
- b. arranging to monitor and review the policy.
- c. identifying their own training needs to enable them to understand their responsibilities for managing security.

2.2 Role of the Head teacher

The Head teacher is responsible for:

- a. ensuring that this policy works, is understood by all staff and is reviewed annually
- b. ensuring that this policy is monitored as required by the Governing Body
- c. identifying training needs and arranging for training
- d. Ensuring that regular routine security checks and annual risk assessments take place
- e. raising awareness of pupils to security and personal safety issues (see 2.5 below)
- f. developing and encouraging close links with others (see 2.4 below)

2.3 Delegation of Responsibility

a. Individual staff members

All staff members have a responsibility for ensuring:

- i. the safety of pupils in their care by not exposing them to unacceptable risks, and protecting them from hazards,
- ii. that property, both school and personal, is safeguarded
- iii. that they know when to contact the police
- iv. how to implement the school's emergency plan
- v. their own actions do not expose themselves or colleagues to unacceptable risks
- v1. that vehicles are left on the site at the owner's risk.

2.4 Involvement of Other Groups

The Head teacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues.

2.5 Pupils

The Head teacher is responsible for ensuring the raising of pupils' awareness in relation to:

- a. their own personal safety and welfare and the safety of others in and out of school (e.g. swimming, personal survival programmes, cycling / proficiency training, drug and health programmes)

- b. the safe use of premises and school assets, with particular concern to safe movement about the school.
- c. ensuring that anti-bullying campaigns and the school council is used to promote a safe environment for all.

3. Arrangements

3.1 Risk Assessment

The Head teacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs).

3.2 Incident reporting

All security incidents should be reported to the Head teacher and school business manager and recorded in a log which will be kept by the school business manager.

All staff should ensure that the security incidents to be reported include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug or solvent abuse.

3.3 Training

The Head teacher will ensure that opportunities will be provided for:

- a. specific training on security issues
- b. training of new staff, including supply and temporary staff.

3.4 Personal Security

The Head teacher and Governors will review measures for combating violence to staff and pupils. They will include:

- i. ensuring priority is given to personal security training
- ii. fully cooperate and notify all assaults to the police, including full cooperation with the police in the exercise of their legal powers
- iii. ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute
- iv. sending formal letters to people making threats or verbally abusing staff as appropriate
- v. fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the County Council Counseling Service
- vi. ensuring appropriate investigation of all incidents of violence that take place.

4. Key Holders:

The key holders will be designated as the Head teacher, the deputy Head, the school business manager and caretaker. The caretaker will primarily be responsible for the locking and unlocking of the building and for setting the burglar alarms. The school security firm will also be responsible for resetting the alarm when needed.

Should the alarm be triggered, a message is sent to Chubb who will attend the site to investigate and contact the police if needed. Other key holders need to be aware they may be contacted for additional information or advice.

5. Gaining admittance to the school: (see appendix A for full details)

- All staff will be given the codes for doors with coded locks. This information must not be passed on to anyone else.
- External doors cannot be opened from the outside without a key.
- All visitors must sign in, take a visitors badge and report to the office situated on the KS2 site.
- Staff must challenge visitors who are not wearing a visitors badge.
- Pupils must report to a member of staff any visitors not wearing a visitors badge.
- All visitors will be monitored either by the school admin team, the site manager or by other members of staff whilst they are on the school premises.
- **All visitors that come into contact with children will need to have a current CRB clearance.**
- All parents to make an appointment to meet with a member of staff and follow the same procedure as for visitors.
- Parents to be reminded of our security strategies on a regular basis through Newsletters written by the Head teacher;

All visitors on courses must:

- sign in at reception and wear a visitor's badge;
- follow the School's specified route to and from the meeting room, ensuring they exit via the main entrance
- stay in designated room/area, otherwise supervision is required for them to move around the school;

Staff and pupils must ensure that the people trying to gain entry to the School should enter via the **school office entrance situated on the KS2 site.**

Outside School

- The driveway gates are to be kept closed and bolted during the following school hours: 8:40a.m to 9:10am and 3:20 pm till 3:50 pm
- Staff and pupils to challenge unauthorized visitors on the school grounds during playtimes or during outdoor lessons.

Inside School Building

- All expensive, portable equipment to be logged on the inventory
- Staff must notify the school office of any movement of portable equipment to ensure the inventory is up to date.
- 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 areas;

All staff, pupils and parents / carers to take shared responsibility to ensure the security strategies are implemented.

Appendix A Safeguarding – Access to School Premises

All employees, volunteers, college and university students must have a valid enhanced CRB certificate, details to be kept on the central record, office records of volunteers and work placement students. Even with a CRB, this does not ensure that all adults are safe to work with children and all staff should be vigilant to safeguard children in all circumstances.

- **External doors** should be kept **secure at all times**
- **Codes** should **not be given** to anyone other than members of staff.
- **Doors** should be **supervised by staff** at the beginning and end of the day
- **KS1 playtimes/lunchtime** playground door to be open to allow access to toilets and drinking fountain (staff on duty to monitor and ensure that the door is secure at the end of play/lunch).
- **KS2 playtimes/lunchtime** doors to be kept shut. Staff have a key to the West corridor entrance to allow pupil access when required (staff on duty to monitor and ensure that the door is secure at the end of play/lunch)
- Parents /visitors should be **supervised** in school at all times
- Visitors should be directed to **enter the school via the office entrance on the KS2 site.**
- All **visitors, students, volunteers** should sign in and out and wear a **visitor's badge**
- Staff should challenge any adult in school / on site not wearing a badge / unsupervised
- Children to be taught about safeguarding issues relating to adults on site i.e. not to open doors to let adults (not staff) enter the building, request adults to go around the outside to the school office / reception window.
- On **requesting maintenance / building work** through the local authority, state that **we need to know who will carry out the work, date and time, need for identification.**
- All **Council Staff** should have a council identity badge, report to the school reception to sign in on arrival, school visitor's badge given, be supervised while on the site, sign out on completion of visit.
- All **contractors** should have a company identity badge or produce an identification document such as a photo driving license, report to the school reception to sign in on arrival, school visitor's badge given, be supervised while on the site, sign out on completion of visit.
- **Contractors** should not work in any areas where there is the possibility of contact with children, unless they are supervised by a member of staff.
- **Contractors** should work in cordoned off areas, supervised access arrangements to staff toilets or any other necessary area of the school.
- **Risk assessments** to be completed to determine appropriate levels of supervision and safeguards to be put in place, according to circumstances, activities to be undertaken and duration.