

LANDYWOOD PRIMARY SCHOOL



SITE SECURITY POLICY

May 2016

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Site Security sets out procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility

School security is shared between the Governing Body and Head Teacher.

Role of the Governing Body

The main role of the Governing Body is to maintain an overall policy for security within the school and to support and monitor its implementation by the School.

Role of the Head Teacher

The Head Teacher is responsible for implementing the Security Policy agreed by the Governing Body.

The Head Teacher and/or the delegated person will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training taken as necessary;
- parents are informed of the Site Security Policy and encouraged to help routine security checks are carried out on an on-going basis by the Building Services Manager
- Regular reports are made to the Governing Body and all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in

School Staff

- Staff based in school are the only persons to know the combination of the door locks.
- All staff to wear name badges.
- Staff to contact the school office or senior staff in an emergency situation occurring within the school grounds
- In the event of adverse weather etc, the school operates a buddy system where staff members would contact their buddy to inform them of school closures etc.
- School operates a parent text service whereby messages are sent to parents e.g. school closure due to bad weather.
- Where staff have meetings with parents after school, these will always take place on school premises and another member of staff should be aware of the meeting
- All staff must challenge visitors who are not wearing a visitors badge

Visitors

- All visitors, including contractors, are to come to main office entrance and sign in and out.
- All parents who make an appointment to meet with a member of staff are collected by that particular member and at the end of the meeting brought back to the office to see them leave the building.
- Parents who collect their child during the school day must sign them out at the School Office.
- Parents to be reminded of our security strategies on a regular basis through newsletters from the school.
- Relief teachers are asked for identification before they sign in.
- Visitors including contractors, parents and trainees wait in the office area to be collected by the staff member who has arranged to see them. After the meeting, the visitor is taken back to the exit door.

Access

- The main entrance is through a controlled access door.
- Push button combination locks operates on external doors
- All external doors to be kept closed (doors can be opened internally but not externally).

Outside School

- School gates to be kept locked when school is unoccupied
- School pedestrian gates to only be opened for a short period of time, prior to and after school.
- Children must not play in areas marked as out of bounds
- All staff to challenge visitors on the school grounds if they are not wearing a visitor badge

Security of Equipment Inside School Building

- Where possible and suitable, expensive, portable equipment to be marked with asset stickers as belonging to the school
- The infra-red intruder alarm system to be in operation when the school is closed

Parents' Evening

- Parents to meet with staff in the school building

Monitoring of strategies

- Informally through verbal reports from staff and visitors
- Formally through meetings, 'Health and Safety' and Full Governing Body meetings which has Health & Safety as a standard agenda item at every meeting.

All staff to take shared responsibility to ensure the security strategies are implemented.

Signature _____

Date _____

(Chair of Governors)