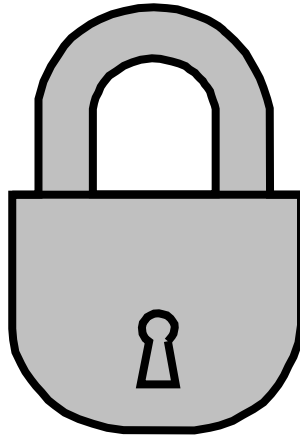


# Saltersgate Junior School



## SCHOOL SITE SECURITY POLICY

PERSONS RESPONSIBLE FOR POLICY:			MRS M E OXER: HEADTEACHER Mrs A Webber: CHAIR OF GOVERNORS	
Revision Date	Revision Version	Previous Revision Date	Previous Version	Summary of Changes
05/02/13	New policy			
13/01/14	1	05/02/13	New Policy	Minor Changes
Spring 2015	2	13/01/14	1	None
Spring 2016	3	Spring 2015	2	None
Spring 2017	4	Spring 2016	3	None
Spring 2018	5	Spring 2017	4	Governor Change

Designated Safeguarding Persons:

Mrs M Oxer (Headteacher)

Mrs A Webber(Chair of Governors)

At Saltersgate Junior School, we strive to create and maintain a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both children and staff should feel that their working environment is a safe place in which to work but it is important that visitors continue to feel welcomed.

**Our aims are:**

1. To help make the children and all those who work in the school feel safe and secure.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest recommendations of the DfE & Government guidelines and the advice of the LA.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues.
7. To review our policy every two years or more often if events dictate.

**This policy covers the following areas:**

1. Site access, general building security, movement around and outside of the school.
2. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
3. Offensive weapons.
4. Identified threats to the safety and well-being of the school community from those with criminal intent, including drug dealers.
5. Visitors, contractors, helpers or other persons involved with the children.

**Roles and Responsibilities**

**Staff**

**Staff should:**

1. Support the head teacher in implementing this policy.
2. Report any shortcomings to management.

**Head teacher**

**The head teacher shall:**

1. Implement the security policy and any action plan approved by the Governors.
2. Ensure staff members have a clear understanding of their particular responsibilities.
3. Take day to day operational decisions.
4. Consider particular risk situations (e.g. home visits, lone working).
5. Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
6. Provide appropriate information to pupils, parents and visitors.
7. Monitor and review security measures.
8. Review the policy and update the governing body as needed.

**Governing Body**

**The governing body shall:**

1. Review and approve the security policy and any action plan for the school.
2. Ensure arrangements exist for measures to be monitored and reviewed.

3. Determine expenditure priorities.

### **Pupils, Parents, Community Users and Visitors**

#### **Pupils, parents, community users and visitors will be:**

1. Expected to respect the measures taken by the school to improve and ensure security.
2. Encouraged to report ideas and problems to the staff or Governors or both.

### **Active Security Measures**

#### **Physical Measures**

Saltergate Junior School is on a split site shared with the Infant School. There is one main pedestrian entrance to the school and a vehicle entrance. There is also access to the school through the Infant School. The school has the required height security fencing to its perimeter. Access to the playground for visitors is via a gate by reception which is locked after 9.00am and re-opened at 3.00pm for dropping off and picking up children.

#### **The school uses the following physical security measures:**

1. Sign-posted entry to ensure all visitors report to reception.
2. Entrance to reception via external call panel and door release from inside reception.
3. All visitors are required to sign in and out with reception. Information for visitors and contractors covering Health & Safety issues is provided.
4. Identification badges for visitors and helpers.
5. All door and window locks comply with LA standards and are reviewed regularly.
6. External doors have locks. No member of staff should admit an unknown person unless proof of identity has been obtained.
7. Children should not let adults other than staff into the building under any circumstances.
8. Outside normal hours the school has an electronic security alarm activated.

### **Security of the Building**

- An effective intruder alarm is in operation. This is always set when the school is not in use.
- Motion activated security lights are fitted around the premises.
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- The last key holder to leave the premises is responsible for securing the building if they leave after the Caretaker.

### **Alarm Call-Outs**

If a key holder is contacted as a result of a 'Person Present', they will wait in the outside car park until the police arrive. If necessary, additional key holders should be contacted for support.

### **Car Parking and Vehicle Movement**

Parking is provided for staff and there is limited parking for visitors. There is no parking inside the school grounds for families.

### **People Management**

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact

with the children, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously.

**The following rules apply to all individuals who come into contact with children and follow the HCC Guidance:**

1. All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure and Barring Service (DBS) on criminal records for any offence.
2. A single central register of security incidents will be maintained by the Site Manager/ HT
3. All regular parent helpers are checked with the DBS before working unsupervised with children.
4. Visitors at the school are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

### **Caretaker**

It is the responsibility of the caretaker to check daily that:-

- all locks and catches are in working order
- the security system is working properly and before leaving the premises, to check:-
  - all the windows are closed
  - the doors are locked and secure
  - the security alarm is set
  - all gates are shut

### **Headteacher**

It is the responsibility of the Head teacher to ensure the performance of the above functions in the absence of the Caretaker. In addition, the Head teacher or in their absence, a member of the Leadership Team is responsible for the security of the premises during the school day.

### **Lone Working**

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any teacher, admin staff or teaching assistant wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going. However, if a member of staff chooses to work alone on site they should take these precautions:

- Do not work at heights on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of the nearest fire exit and how to open it in an emergency.

- Know the location of the nearest first aid kit.
- Carry a mobile phone.
- Cars should be parked close to the entrance.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

## **Pupil Supervision**

### **Arrivals**

Children should not arrive on site until 8:40 am however the playground is supervised from 8.30 in case of early arrivals.

All children who arrive after 8.55 a.m. must report to the School Office.

### **Supervision on School Grounds**

- 1) During the school day all children are supervised when in the playground. This is by teachers and support staff at morning break and by mid-day supervisors and support staff at lunchtime.
- 2) At playtime and lunchtime, staff should wander around the designated areas as indicated on the duty list. Staff should be vigilant at all times and should not stand talking together.

### **Leaving School at the End of the Day**

Children are either collected by a known adult, or if permission has been granted by the family, they can leave the school and walk/ travel home by themselves.

If a child is not picked up, the child waits in the reception area until an adult arrives to collect them. Parents must inform the school either in writing or by informing the teacher in the morning in person if they wish their child to be collected by another person.

### **Leaving School during the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff.

### **Trespass and Nuisance**

In the first instance, members of the Leadership Team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary take them inside. However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

### **Serious Incidents or Threats**

#### **In the event of any serious incident staff should:**

1. Stay calm.
2. Minimise the risk to yourself, the children or others.
3. Seek help as soon as possible
4. The general policy is:
  - a. The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
  - b. The head teacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the "Critical Incidents: Guidance for Schools" publication.

### **Offensive Weapons**

The head teacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the head teacher's decision will be considered by the governing body.

### **Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value "security marked" and the banking of all monies such that large sums are not left on the school premises. Suitable locks are used on doors and windows.

The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should not be brought into school but if prior agreement is given, they will be given in each morning to the admin assistant and stored in a box in the office. Pupils are required to sign their phone in. The school will not take responsibility for loss or damage to phones.

### **Curriculum Activities**

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

1. Encouraged to be security conscious e.g. never open external doors to adults other than staff.
2. Encouraged not to approach any adult they don't know but to tell a safe adult.
3. Taught how to take care of themselves and others.

All the above issues are covered in the Personal Social and Health Education (PSHE) curriculum guidelines. The school takes advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

### **Security of Equipment**

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school water marks valuable pieces of equipment. Teachers are permitted to take laptops or other items out of the building but details must be recorded in the 'borrow file'. If an item is damaged whilst it is in the possession of a member of staff, repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.