



Barnabas Oley School

School Security Policy

Version: 1.2

Reviewed: March 2018

Approved: A Pett (F&GP Chair)

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Revision History

Version	Author	Summary	Review Date	Next Review
1.0	Mrs Smith	Model policy as reviewed by staff November 2011	1/12/11	1/12/14
1.1	F&GP	Minor amendment to 4.4	Jan 2015	Jan 2018
1.2	F&GP	Reviewed and updated with minor amendments	Mar 2018	Mar 2021

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1 Purpose

- 1.1 The purpose of this policy is to define procedures and physical measures to safeguard:
- a) all pupils whilst in the care of the school to ensure they only leave the premises in authorised circumstances.
 - b) all persons authorised to be on School property from abuse by intruders, i.e. persons whose presence on school premises has not been authorised.
 - c) the property of authorised persons from theft and/or damage by intruders.

2 Identity Badges

- 2.1 All members of staff will wear an identity badge.

3 Entry Procedures for Visitors

- 3.1 Visitors are anyone who enters the school premises with the exception of –
- Pupils
 - Members of staff
 - Governors
 - Regular parent helpers
- 3.2 All visitors must -
- a) Enter by the main door, at the front of the school building.
 - b) Proceed directly to the school office.
 - c) Sign the Visitor's Book
 - d) Whilst on school premises –
 - e) wear a Visitor's Badge which has been allocated by a member of staff (regular visitors have their own visitors badge)
 - f) be accompanied by a member of the staff unless specifically authorised to proceed unaccompanied
 - g) Sign the Visitor's Book immediately before leaving the school premises.

4 Door Security

- 4.1 It is the responsibility of the staff to ensure that all external school doors and the gates (at the end of the drive, onto Foundation Stage playground, gates to playing field and side gates next to Cedar) are locked from ten minutes after the scheduled start of the school day until five minutes before its conclusion unless the adjacent playground is being supervised by a person designated by the Head Teacher to undertake that task.
- 4.2 All external doors are fitted with devices to enable immediate exit at all times in case of emergency.
- 4.3 Doors to the playground should be unlocked during school hours, as these are fire exits.
- 4.4 The main door is equipped with a telecom entry system to enable authorised visitors to enter the building. To exit the building adults only are requested to operate the green exit button.

5 Lighting

- 5.1 Security lights are in place at the front, south side and back of the school.

6 Internal Security

- 6.1 All internal areas are monitored by an alarm system which must be set by the last member of staff leaving the premises.

7 Security Outside the Classroom

- 7.1 Playgrounds are supervised between 8.45 and 8.55 and at break, lunchtimes and whenever pupils are using the playground. Children will be supervised at all times and checked back into classrooms at the end of breaks. The duty adult will check the playground when all classes have gone in to ensure no one has been left outside. At playtime children should be outside the building unless they are supervised by a member of staff. Pupils playing on the green must remain within the designated area and be supervised by a member of staff.

8 Responsibility for Security

- 8.1 The Headteacher is responsible to the governors for school security.
- 8.2 Children will not be released to anyone other than a parent or carer unless the request is received from the parent or carer.
- 8.3 Any member of staff needing to be in school during the holiday period should inform the caretaker or Headteacher, or a third party, so that someone is aware of their location.
- 8.4 Staff should inform the Headteacher/Senior Teacher that they have an appointment with parents.
- 8.5 If a member of staff discovers an intruder, that person must be asked to leave the premises immediately unless:
- The intruder is considered to constitute a physical threat, when the police should be called as soon as possible

- The member of staff has reason to believe that the intrusion is unintentional, when that person will, at the discretion of the member of staff, be asked to register as a visitor, or leave the premises as appropriate.
- 8.6 Each class teacher is responsible for securing the external door/s adjacent to his/her classroom. Office staff will ensure main entrance doors are closed during school time.
- Gates:
- Foundation Playground locked by Foundation staff.
 - Gate at the top of the Driveway: Teacher of Holly Class.
 - Gate next to Cedar class: Teacher of Cedar class.
 - Gate to playing field : Senior Lunchtime Supervisor at beginning and end of Lunchtime, Class teachers at beginning and end of PE lessons.
- 8.7 Staff will take all reasonable steps to assist authorised persons to locate and retrieve property lost on school premises but cannot be held responsible for such losses.
- 8.8 Parents are asked to play their part in ensuring that this policy is effective.
- 8.9 Police will visit regularly to discuss issues of personal safety with the children.

Any precautions are only as effective as the people using them. Be aware of any strangers in school; direct them to the appropriate authorities. Encourage children to find a responsible adult if approached in school by anyone who is not wearing an identity badge.

9 Security of Equipment

- 9.1 All electrical and non-consumable items apart from furniture will be security marked by the school secretary when they arrive at school and entered in the Asset Register.
- 9.2 All equipment with a serial number will be recorded in the Asset Register which will be filed in the school office.
- 9.3 All property belonging to children should be marked at home before being brought into school.
- 9.4 All equipment within school valued at more than £100 is entered on the Asset Register.
- 9.5 The Asset Register is kept in the Finance Administrator's office and updated annually.
- 9.6 All items on the asset register, other than teachers' school laptops, will be signed out by the member of staff when taken off the school premises. This record will be kept in the asset folder in the Finance Administrator's office.