
SOUTH CAVE CE PRIMARY SCHOOL

SECURITY POLICY

Our Aim

At South Cave School is to provide a safe and secure environment for all our pupils, staff and visitors.

The role of the Headteacher:

The Headteacher is responsible for implementing the Security Policy agreed by the governing body, staff and pupils.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities;
- All staff and pupils follow the procedures of the security system.
- All staff wear an identity and security badge;
- Staff training needs are kept under review and trained as necessary;
- Parents are informed of the security policy and system and are encouraged to adhere to it;
- Formal risk assessments are carried out by all staff before any educational visit is approved;
- Routine security checks are carried out on an ongoing basis by the Site Manager;
- Annual Health and Safety reports are made on the premises and on all electrical equipment;
- All crimes are reported to the police.

Security strategies in school:

- Senior members of staff are the only people along with the Site Manager to have keys to get into school;
- All staff have individual fobs for entering main doors in school.
- All staff are allocated a walkie talkie radio that should be carried with them when moving around the school site so that staff can be contacted or staff can contact others, especially if requesting support/assistance.
- All staff are asked to challenge visitors who are not wearing a visitor's badge.

Visitors:

- All visitors, including contractors should come into school through the main entrance where they should sign in the visitor's book. After their visit they should sign the visitor's book and return the visitor's badge to the office staff on duty;
- All parents should make an appointment to meet with a member of staff and follow the same procedure as above;
- All other outside agencies (SEN, school nurse, dental nurse) visiting the school should also follow the same procedure as above;

- All parents will be reminded of the school's security strategies on a regular basis through "Health and Safety" newsletters written by the Headteacher.

All visitors on courses should:

- Sign in at the school office and wear a visitor's badge;
- Ensure they exit the school via the school office;

Hardware:

- All external doors are kept closed. They can be opened internally by pushing a release button and externally by using a fob.

Outside school:

- Pupils are encouraged not to play in certain areas where they cannot be seen by staff;
- All staff are asked to challenge visitors on the school grounds during playtimes, e.g. bushes

Security of equipment inside the school building:

- All expensive, portable equipment is marked as belonging to the school;
- The infra red intruder alarm system is in operation when the school is closed;
- All staff are responsible for returning equipment to a secure area after use.

Monitoring of strategies:

- Monitoring is done through informal verbal reports from staff and visitors;
- Through premises, sub-committee and full governing body meetings.
- Health & Safety Committee termly inspections.