Glade Primary School

Security Policy

Growing, Learning & Achieving with Dedication & Enthusiasm

Date: January 2019
To be reviewed: Spring Term 2021

CONTENTS

GOVERNING BODY SECURITY POLICY STATEMENT OF INTENT

The Governing Body of Glade Primary School is committed to providing a safe and secure environment of our pupils, staff and visitors.

It is further committed to taking all reasonable steps to protect the physical environment in which education takes place as well as all valuable items kept on the premises. This includes not only items of monetary value but also individual records and pupil's work.

The Governing Body is committed to providing help so that, in the event of things going wrong, staff and pupils will be supported and disruption of the delivery of education will be minimised.

In order to achieve these aims for security, the Governing Body relies on the help and cooperation of all staff and pupils. The strategy and working practices to assist staff in doing so are set out in the remainder of the document.

In addition, the Governing Body re-affirms its commitment to the content of the Personal Safety of Staff Booklet which sets out the Borough's policy and advice on the personal safety of staff.

Angela Walsh, Headteacher   Paul Mathias, Chair of Governors

Date: _____   Date: _____

2. **Management, Organisation and Co-ordination**

The Headteacher is responsible for implementing the Site Security Policy and Strategy and will ensure all staff appreciate the importance of security and understand the policy and their responsibilities.

The School Business Manager monitors security matters within the school and reports to the Headteacher. They have the following specific responsibilities:

- Making arrangement for, writing and reviewing risk assessments
- Liaising with staff, governors, parents, pupils, the Borough, the police, the local community, trade unions and any other relevant individuals or groups
- Actively monitoring the implementation of the arrangements within this document and in particular, checking that specific tasks have been carried out
- Reactively monitoring and reporting on the outcomes of this document and in particular:
    - Ensuring that incidents are investigated
    - Analysing records to inform risk assessment and resultant action
    - Ensuring the Governing Body receive regular updates

3. **Responsibilities and particular Job Functions**

Everyone in school is expected to be actively involved in monitoring and improving levels of security and personal safety in our school. The following members of staff carry out or oversee specific functions and arrangements:

Admin Team

- Visitor and contractor signing in and out
- Computer records
- Storage of personal files (staff and pupils)
- Storage of cash and financial records
- Annual inventory and overseeing the security marking of equipment

Caretaking Team

- Locking and unlocking the premises
- Cleanliness of site
- Litter removal
- Graffiti removal
- Safe storage of waste
- Safe storage of tools
- Safe storage of COSHH substances
- Managing safe working of contractors on site
- Security marking equipment

4. **Arrangements for writing and reviewing Risk Assessments**

Risk assessments are carried out relating to security, personal safety and lone working. These are reviewed annually or sooner if advice is received or circumstances change.

5. **Training, Information and Communication**

- The Personal Safety of Staff booklet is displayed on the Health and Safety noticeboard in the Staff Room
- All staff are provided with security and personal safety awareness training annually via the September Inset Health and Safety training session
- New staff and governors will be given training as part of their induction
- Parents are informed of the Safety Policy and Strategy and are
- encouraged to support the school
- Staff, children, visitors and parents are regularly reminded about site security

6. **Reporting of Incidents**

- All Security incidents are recorded in the Security Log Book
- All crimes are reported to the Police
- Termly reports are made to the Governing Body
- Where necessary, reports are made to the Borough

7. **Security Arrangements**

Visitors Reception

- The visitors entrance to the school is clearly indicated and all visitors including contractors are required to sign in and out
- All visitors are required to wear identification badges whilst on the premises
- All visitors should leave via the school office and sign out
- A Visitor Safety Notice is displayed in Reception and a copy is given to any persons "visiting alone" eg OFSTED inspectors. This sets out our fire evacuation and first aid arrangements

The following procedure is followed by staff encountering a visitor without a badge:

The visitor is asked why are they are in school and is taken to school office for an identification badge or to be escorted off site and a record kept.

The following procedure is followed by pupils encountering a visitor without a badge:

Pupils must report the visitor's presence to the nearest member of staff

Lone Working

Risk assessments have been carried out for all staff and specifically for the Caretaking team whose work is higher risk. These are reviewed annually or sooner if circumstances change.

The following procedure is followed:

- Any member of staff working alone on the premises must ensure a member of the site team is aware of their presence
- They must not carry out activities which put them at an unacceptable level of risk
- Those working alone must ensure that areas they have been working in are properly locked when they leave

Working with Individual Children

- Staff should avoid working alone with a child if possible
- When a member of staff needs to work with an individual child, whenever possible, this should must be done in a public place in view of others eg reading in the corridor
- When working alone in a room with a child, the adult and child should both be in view of the vision panel or the door to the room should remain open
- In all circumstances of working alone with a child, another member of staff should be alerted

Seeing Parents

- When a teacher arranges an immediate meeting with a parent, they should alert their Year Group Partner or another member of staff
- Requests for meetings about difficult situations or with difficult parents should be notified to the Headteacher or Deputy so that an assessment and decision can be made as to whether another member of staff should be present or nearby and also, about a suitable location and appropriate time

Data Protection

- All data must be backed up according to set procedures
- Pupil records must be stored according to guidelines ensuring confidentiality
- Paper records are stored in locked filing cabinets provided in specific locations
- Any pupil records taken home to be worked on or taken to meetings must be kept under the supervision of the relevant member of staff whilst in transit eg. not left unattended in a car

Storing and securing items high on monetary value

- Cash – an absolute minimum is kept on the premises and is locked in a safe in a specified location
- All equipment is locked up at the end of the day and high value items are locked up when not in use
- Equipment is security marked and an annual inventory is carried out

8. **Physical Security Arrangements**

- CCTV cameras have been installed around the school and signage is displayed in appropriate places. Images are recorded to a hard drive which is stored in a locked room. There is an automatic deletion process in place after a fixed number of days
- Security fencing with electronic gates is installed around the school
- External gates are secure during school hours with access gained via the main school gate which has a buzzer linked to the School Office
- External electronic gates are released when the fire alarm is activated
- External doors are fitted with key pads and are released when the fire alarm is activated. Codes are changed regularly.
- Access onto the school premises during the school day is only via the main school gate leading to the school office
- All staff must ensure that people wishing to gain entry to the school should do so via the school office only. They should not gain entry through any other door
- Parents bringing late children into school sign them in at the School Office and do not accompany them to their classroom
- Children are never allowed to leave school alone during school hours. When a child is collected by an adult, that child will only be allowed home with adults having parental responsibility or confirmed permission. Children must be signed out
- Written permission has been obtained from the parents / carers of the children in Year 6 who are allowed to walk home without a parent or carer
- Should a child leave the school premises, without permission, staff have been informed never to chase after the child but rather to watch and follow the child and to immediately report the incident to the school office. The parents and police will then be informed of the circumstances
- Doors and windows are securely closed when classrooms are empty
- Staff must contact the school office or a Senior Management Team member in an emergency via the internal telephones located throughout the school

9. **Emergency Arrangements**

Key holding

The following persons are key holders for the school: Angela Walsh, Colin Suttling and Jenny Cornish.

Emergencies and Disaster Recovery

- The school follows the procedures set out by the Borough

10   **Monitoring**

In order to ensure security arrangements are working and that risks are adequately controlled, it is necessary to monitor performance. Monitoring also makes sure lessons are learnt from any incidents.

Incident reporting and monitoring are both reactive systems. It is also necessary to have active monitoring systems which measure achievement of objectives and the extent of compliance with standards. The School undertakes the following active monitoring:

- Routine security checks are carried out on an ongoing basis by the Site Manager

- Six monthly health and safety audits which include security are carried out by the School Business Manager and Caretaker. A written record is kept

- An annual Site Security Risk Assessment is carried out by the School Business Manager and Caretaker. A written record is kept

- Routine equipment maintenance checks are carried out by external contractors eg CCTV and gates

- Investigation of incidents and complaints

- Review of incidents by the governing body

- Formal review of this policy bi-annually or sooner if changes are made to security arrangements or procedures. The next review will be in Spring Term 2021.

11.   **ACCESS TO POLICY**

Access to a copy of this policy is available to all employees via the Health and Safety Noticeboard in the Staff Room.

12.   **<u>NAMES AND CONTACT NUMBERS FOR KEY STAFF</u>**

Role	Name	Telephone Number
Headteacher	Angela Walsh	07950 100861
Deputy Headteacher	Dean Miller	07969 423493
School Business Manager	Rachel Banks	07483 854070
Caretaker	Colin Suttling	0208 708 0198