

Gainford CE Primary School Security Policy and Procedures - April 2016

The United Nations Convention of the Rights of the Child states:

Article 19

You have the right to be protected from being hurt and mistreated, in body or mind.

1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Gainford CE Primary School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
 - By the health & safety governor monitoring performance on their special interest visits
 - Via the head teachers reports to governors
 - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

2.2 Head Teacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3 Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Curriculum Sub-committee	<ul style="list-style-type: none"> • Agree policy • Review every 2 years or when there is a significant change to security arrangements
Day to day implementation and management of policy.	Head Teacher assisted by all school staff	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	See 3.9 for locking arrangements
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Secretary	Oversee visitors book. Issue visitors badges
Control of contractors	Headteacher	
Security of money etc	Secretary	
Security risk Assessment	Head Teacher	Review annually and inform gobs of findings to use as part of policy review

2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Gainford CE Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main building has only single access entrance during the school day. Only authorised visitors allowed access via intercom on wall outside.
- Assa 500 locks are fitted to the pupils' entrance and main entrance, and all other external doors have had their external handles de-activated (spindle halved).
- All doors except main entrance cannot be opened from the outside.
- All external doors to the school are 'locked' to the outside at all times, except the pupils' entrance which is unlocked between 8.30am and 8.55am. During breaks 10.20am to 10.35am and 2.15pm to 2.30pm the rear door is locked but manned by older pupils who admit children who have been given permission to go to the toilet or for some other authorized purpose. These children are identified by wearing bands.
- Any teacher or lunchtime supervisor who is on duty must take out a key to the junior door.
- All teachers' keys are handed into the school office at the end of the day and kept securely. Only official key-holders retain their keys.
- At no time are pupils allowed to answer the door to allow admittance to anyone apart from people who work in the school. If anyone else rings the bell or asks to be admitted, children must summon a member of staff. Children are trained to follow these instructions and a sign is also displayed on

the main door.

- Classroom double doors (Pre-school / Reception and Y1/Y2) and the external hall door are also 'locked to the outside' but can be opened from the inside, as they provide emergency exits from these rooms. If these doors have been opened during lesson time, for any reason, they must be closed and therefore 'locked' at playtimes and lunch-time by the class-teacher.
- The kitchen compound gate is fitted with a bolt accessible only from the inside. This gate is kept bolted at all times except when access is required.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- The school is surrounded by a wall and fence (approximately 1 ½ metres high) and aluminium gates which are kept locked during the school day prevent children going out of bounds.
- Children are trained from Reception to know where they are permitted to play
- Should an emergency arise when the children are on the playground, the teacher/supervisory assistant on duty will blow 3 blasts on the whistle. At this signal the children know to walk quickly and sensibly into school and without waiting to retrieve their possessions. Practices for this are held at regular intervals.
- At break times teachers, teaching assistants and lunchtime supervisors supervise the yard and are assisted by playground 'buddies'
- The school field is located along school lane. If pupils are taken for PE or for another activity to the field they must be led by a member of staff. If there is more than one adult with the class, the second adult must take the rear. The lead adult must always take a mobile phone (with the school phone number) to use in the case of emergencies. Children are trained to walk on the right hand side of the road and keep well over to the side.

3.3 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are issued with a badge to be worn at all times. This includes contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

3.4 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

In order to leave the building it is necessary to press a green button which is out of reach of the younger children. This system is immobilised should the fire alarm be activated.

An additional safeguard for the youngest children is that there are 2 door handles on the Pre-school / Reception Classroom – one of these out of the reach of the children. In order to enter and leave the room, both handles need to be activated at the same time.

Times of the day when supervision is part of our safeguarding procedures –

- Start of school day – as all the gates are open to allow access, the playground is supervised 8.40am to 8.55am when the bell is rung. Adults on duty take a key onto duty with them so they can safely admit parents and children if required. This enables the door to the junior yard remaining locked during the 'before school period'. Parents have been informed of these arrangements and that supervision on the playground does not start till 8.40am. If a child arrives at the door when the yard is not being supervised, they have been informed to report to the main door.
- Each morning, Parents and pupils access Wrap Around Care provision directly by the security door of the sunshine room. All pupils must be signed in each morning and signed out each evening

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – Pupils are brought onto the school yard via the pedestrian entrance from 8.45am in the morning. Children who come on the school bus may arrive may arrive from 8.30 and report to the head / deputy in her absence. Older children who walk or cycle to school also access via the pedestrian entrance onto the school yard – no earlier than 8.45am unless they are an Earlybird. There is a before school club that starts at 7.55am and these children need to be signed in by a responsible adult in the Sunshine Room.
- Children who cycle to school must dismount before entering via the pedestrian entrance.
- Collection procedures – Pupils are brought by their teacher to the inner gate near to the pedestrian entrance where they are handed to the care of their parents / carers.
- Older pupils are permitted to walk or cycle home as long as they have parental consent. Cyclists should only get on their bikes having exited the pedestrian entrance.
- Any child going home by taxi are supervised by staff as they are walked to their taxis.
- At the end of the After-school clubs, parents come to the Sunshine Room Door door to collect their children. Children are supervised by the Childcare Supervisor if their parent / carer fails to collect them.
- See *Non-collection of Children Policy* for what to do if a child is not collected at the end of the school day or after a club.

3.5 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use – community groups such as Pilates use the school in the evenings after all pupils have gone home. Such groups have the caretakers telephone number so that she can be summoned if there is a problem.

3.6 Supervision of contractors

Contractors and maintenance personnel will not always have been CRB checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.7 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

3.8 Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.9 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main Vehicular Access	Unlocked 7am Locked 8.30am Unlocked 9.30am Locked 3pm Unlocked 3.45pm Locked 6pm
Main Pedestrian Access	Unlocked 6.30am Locked 6pm
Side Pedestrian Access	Unlocked 6.30am Locked 9am Unlocked 3pm Locked 6pm
Other side gate	Kept closed except when access is required
'Scout Gate'	This gate does not belong to school but has a combination lock so that it can be opened to take the most secure route to the school field.

Doors are unlocked by the caretaker at 6.30am but can only be opened from the inside.

3.10 Cash Handling

Schools should minimise the amount of cash left on the premises wherever possible. Any monies that are on the premises must be locked securely. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.11 Valuable equipment

All items above the value of £75 will be recorded in the school stock book. Laptop trolleys are moved into the most secure room at night which has grills on the external windows and doors as well being alarmed.

Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.12 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

3.13 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such prescribed medicines in suitable and labelled containers and complete the appropriate form. These containers will be locked in the filing cabinet in the secretary's office. First aid items are stored in the medicine cabinet outside the secretary's room.

Arrangements for the administration of medicines are detailed in the *medication in school policy*.

4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed every 2 years or when there is a significant change to security risks or resulting in a need for new arrangements (Howard Blindt).

Signed - (Chair of committee)	Signed - (Head Teacher)
Date -	Date -
Review completed by -	Review Completed by -
Date -	Date -