





**Weobley
Primary
School**

Security Policy

Implementation Date: November 2016

Review Date: November 2017 (or in line with national changes)

Signatures

<u>Title</u>	<u>Name</u>	<u>Signature</u>	<u>Date</u>
Head of School:	Mr S Warrell		November 2016
Chair of Governors:	Mrs J Hall		November 2016

Security Policy

1 Policy Statement

The Governors recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to Weobley Primary School. The school's security procedures will operate within the framework described in this policy and is a joint responsibility share between the Local Authority, Governors and the Head of School.

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, 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 members of the school community.

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 have been implemented. Governors will regularly monitor the performance of the school security measures via:

- ❖ annual review of the security policy
- ❖ Head of School's termly report to Governors
- ❖ Governors annual premises inspection report

Governors will delegate the day to day implementation of the security policy to the Head of School.

2.2 Head of School

The Head of School will:

- ❖ Set up arrangements in school that complies with the security policy agreed by the Governors.
- ❖ Ensure that all staff with the school received 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 re-occurrence,
- ❖ Ensure that all visitors, contractors and agency staff adhere to their security policy
- ❖ Monitor the implementation of the security policy and security arrangements.

2.3 Staff

All staff will comply with this policy and the arrangements made by the head of school to ensure the safety of the children, employees and others on the school site. Those listed below have been given specific responsibilities for school security:

The security of the staff is the responsibility of the Governors and Head of School.

2.4 Pupils

Pupils will be encouraged to exercise personal responsibly for themselves and others and will cooperate with the arrangements made for the security of the school. Breaches of the School Security Policy are a breach of the school's Behaviour Policy.

Security Issue	Responsibility	Specific Duties
Agree and review the Security Policy	Governing Body	<ul style="list-style-type: none"> • Agree policy • Review annually • Advertise on school website
Day to day implementation and management of the Security Policy	Head of School	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements • Record, report and investigate breaches of security
Secure school entrance and exits during the school day	Caretaker	<ul style="list-style-type: none"> • Ensure all gates are locked and secure
Check condition and maintain the safe operation of physical and electrical security devices (locks, gates, key pads, card readers and fences)	Caretaker	<ul style="list-style-type: none"> • Problem areas/issues to be highlighted to Head of School and ensure further action taken accordingly
Control of visitors and contractors	Administration Staff	<ul style="list-style-type: none"> • Ensure visitors complete the visitors book in the Reception lobby area and wear a visitor's badge.
Security of money	Administration Staff	<ul style="list-style-type: none"> • Ensure money is held securely on site and banking is carried out frequently
Security Risk Assessment	Head of School	<ul style="list-style-type: none"> • Review annually and inform Governors of findings to use as part of the policy review.

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.

- ❖ Staff will have an awareness of the school security procedures and will receive training as necessary.
- ❖ Parents are informed about the school security procedures via this policy, available for download from the school website.

Through risk assessment, the school has balanced the need to remain a welcoming environment to the community while ensuring the safety of the pupils and staff.

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

The extent of physical control, such as fences, gates and electronically controlled devices, 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 the risk. These measures also reduce the risk of pupils exiting the school premises without permission during the school day, and as necessary parents will be informed of any such incidents.

The car park gate is closed during the school day and any staff entering or exiting the site within these hours must shut the gate. Entry is through the main reception where visitors are asked to sign in and wear a visitor's badge. Entry to the school reception area is then via a card reader for staff, or by controlled door release for visitors. Staff must not share any door pin entry codes with anyone. The codes for keypad controlled entry doors are changed periodically and also following a change of staff. Breaching security is considered a serious matter and may result in disciplinary procedures being carried out.

An overview of controlled access/egress to the school premises is listed below:-

Access/Egress Point	Security Measures in Place	Notes
Car park/entrance gate	Padlock and chain	Closed throughout the day and locked at the end of school day. Opened/closed by Caretaker. Gate is closed during pupil arrival and departure to ensure pedestrian safety.
Pedestrian pathway	Signage to direct pupils and adults towards main school entrance gate during start/end of school day	Pupils and adults to enter and exit school site via the pedestrian pathway as opposed to walking through the car park at beginning and end of the school day.
Main gate to junior playground	Padlock	Locked by staff during the school day during the hours of 9am and 3pm.
Main entrance to reception lobby area	Visitors book	Administration staff to ensure all visitors sign in/out and issue visitors badge.
Internal door lobby area to Reception	Fob reader	Closed at all times
External door from hall to front of school	Fob reader	Closed at all times
Gate to playing field	Padlock	Locked by Caretaker/Teachers when not in use.
Classroom exit doors to rear of building	Lock	Doors closed and locked when access is not required by class.
Playground corridor exit at Year Five class	Electronic key pad device	Closed at all times.
Door between Nursery cloakroom and main reception	Electronic key pad device	Closed at all times.

3.2 Alarm System

The alarm system is linked to a keyholder service Sentinel Security who informs a keyholder if the alarm is activated. The Caretaker is the main keyholder and will contact the police should a break in be suspected. The Caretaker will open up the premises when the police arrive. The school should not be opened without a police presence to ensure personal safety.

3.3 Buildings and Grounds

The Caretaker has responsibility for the locking of various entrances at different times of the day. This restricts and prevents unauthorised access to pupils and ensures the personal safety of staff. During lunchtime breaks mobile phone are permitted to be used, particularly when the school playing field is used.

Should staff require access to the building after school hours then they must ask permission from the Head of School and make the necessary arrangements for a keyholder to be present.

Any new keyholder will be given an induction to the use of the keys and the alarm system. They will also be asked to sign in the keyholder log to confirm the keys they are holding will be kept in a secure location and must agree to keep all door entry codes confidential.

All staff will be issued with a fob reader to gain access via the main entrance of the school.

3.4 Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of pupils, staff and property. Visitors may only enter the school premises via the main reception, where

the necessary checks are made. Staff members should admit an unknown person, unless proof of identity has been established.

On arrival visitors will be required to sign the visitor book and wear the visitors badge supplied to them. Both staff and pupils must notify the Administration Team if they see any visitor in school not displaying a visitor's badge.

All visitors must sign out when leaving the school site.

3.5 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. Teaching staff may take home their laptop for use following the guidelines issued to them. All equipment over the value of £50 is logged in the school's inventory.

3.6 Safeguarding

All new staff are checked following the guidelines issued by the Local Authority. Volunteers in school are also required to have a DBS check carried out.

3.7 Lone Working

The school security systems in place help reduce any increased risk that staff members may face due to lone working arrangements. Appropriate training is undertaken by the Caretaker and Administration staff. Further guidance can be found in the Lone Working Policy.

Related Policies

Aspects of this policy are covered in the following related school policies, all of which are available view by request from the school office:

- ❖ Child Protection & Safeguarding Policy
- ❖ Health and Safety Policy
- ❖ Lone Working Policy
- ❖ Volunteers in School Policy