

## NEWLANDS PRIMARY SCHOOL SECURITY POLICY

<b>Name of Unit/Premises/Centre/School</b>	Newlands Primary School
<b>Date of Policy Issue/Review</b>	02/09/2014/Review September 2017
<b>Name of Responsible Manager/Headteacher</b>	Mr Carl McCarthy
<b>Signature of Responsible Manager/Headteacher</b>	

<b>Introduction</b>	
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### Policy Statement

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Newlands Primary School. The premise 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 members of the Newlands Primary School community.

Responsibility for security at Newlands Primary School is held by Mr Carl McCarthy who is the responsible manager.

All staff have a statutory obligation to co-operate with the requirements of this policy.

### Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- That the latest recommendations of the DfES, Government guidelines and the advice of Hampshire County Council, Children's Services department are adhered to
- Identifying and minimising the risk as far as reasonable practicable and sensible
- Controlling access to and movement within the premise and its grounds by people and vehicles
- Responding effectively and in good time to identified security issues

### SCOPE

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises

## CHILDREN'S SERVICES HEALTH & SAFETY

- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons
- Identified threats to the safety and well-being of the premise community from those with criminal intent
- Emergency procedures
- Visitors, contractors, helpers or other persons involved with children
- Computer data security
- Cash handling

<b>Roles and Responsibilities</b>	
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### Responsible Manager

Governors will:

- Ensure that the premise has a security policy and that this has been implemented.
- Will monitor the performance of the site security measures. This will be achieved by.
  - Monitoring performance on visits via the Headteacher
  - By all Governors observing its implementation when they visit the school

The Headteacher will:

- Implement the security policy approved by the Governors
- Ensure that staff 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, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements

All staff will:

- Comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the premise.
- Report any shortcomings to the senior leadership team.

Governors will periodically review the premises security policy.

Governors will delegate the day to day implementation of the policy to the Headteacher.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and, and to co-operate with the arrangements made for the security of the school

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the staff or Governors or both

## ARRANGEMENTS

### CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as fences/barriers, has been decided by a robust security risk assessment of the site/premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at Newlands Primary School have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

### BUILDINGS AND GROUNDS

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

The access control procedures for the building/s are:-

- The main building has only single access entrance via the reception area. Only authorised visitors are allowed access
- As a single-block school the main building has a reception desk and access control systems/procedures
- The main entrance designated for staff access has access control. All staff sign in using the in/out board located just inside the main entrance door
- Unauthorised visitors will be challenged by staff
- The school has close links with local police and the community police officer. Police will patrol the site on request
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy – first day response
- The school operates a signing in/signing out system for all parents, visitors and pupils who are late/leaving early
- Caretaking/Admin staff closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site

### CONTROL OF VISITORS

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

Our policy is that –

- All visitors must report to the reception desk on arrival.
- Staff are encouraged to use the meeting rooms when conducting interviews with visitors
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not school staff
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to “sign out”

## CHILDREN'S SERVICES HEALTH & SAFETY

- 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 Headteacher.
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of the school property without the express permission of site staff
- For their own safety authorised visitors will be given appropriate information on the school health & safety procedures such as parking, fire safety and first aid

### SUPERVISION OF PUPILS

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

#### Locations where supervision is part of our safeguarding procedures –

- Playground and fields – Children are always supervised when on the playing fields during break/lunchtimes

### CO-OPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS

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

**Community use/extended school activities** – Although not extensively used, community groups may use facilities outside of the school day. When inside the building access to the rest of that site/building is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreement. Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with CRB clearance will be allowed on site for extended site activities.

### SUPERVISION OF CONTRACTORS

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

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will comply with the contractors risk assessment

### LONE WORKERS

Our school has lone working risk assessment/s in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

### PHYSICAL SECURITY MEASURES

The Governors will consider the need to use physical measures such as fencing and electronic access controls and CCTV 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.

Where justified by consideration of the risk, the Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governors 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 according to the manufactures specifications.

### **SECURITY OF THE BUILDING**

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by The Alarming Company
- Kestrel Guards patrol during the evenings at weekends and every evening during the school holidays
- Security lights are on whilst the premises is occupied after dark  
A separate list with the names of the key holders who are responsible for the security of the building/s is retained in the school office. Kestrel Guards are retained as primary key holders
- It is the responsibility of the class teacher to make sure that their classroom is secure windows closed and equipment switched off before leaving the premises

### **UNLOCKING AND LOCKING ARRANGEMENTS**

The site will be unlocked daily at 7.30am. This will be the responsibility of the Caretaker during term time. Alternative arrangements apply during school holidays and all staff are informed of these arrangements as appropriate. At weekends the building is not normally unlocked. Separate arrangements apply for hirers. The daily locking up of the building will be performed by the Caretaker.

### **EMERGENCY CALL OUTS**

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

### **CASH HANDLING**

Staff should avoid keeping cash on the premises whenever possible. Safes are used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be carried out at irregular times, particularly where substantial sums are involved.

### **VALUABLE EQUIPMENT**

All items above the value of £50 will be recorded in the inventory/asset register.

Items of value, including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked

## CHILDREN'S SERVICES HEALTH & SAFETY

when it is vacated. Wherever possible valuable items will 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.

### VEHICLE MOVEMENT

A section of the "main car park" is allocated for staff but the remainder is available to parents, visitors, taxis and contractors.

Vehicles are not allowed to enter or leave the main car park when pupils are arriving at the beginning and end of the school day.

### PERSONAL PROPERTY

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

Lost property should be handed to the office where it will be kept for one term before disposal.

### Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding the school

They should be told:

- The school procedure on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in the school

### RISK ASSESSMENT

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.