



ST ALBAN'S CE (AIDED) PRIMARY SCHOOL

"Inspired to make a difference in God's world with excellence and love"

SECURITY POLICY

This policy is prepared using the Children's Services Health and Safety Department's template.

DOCUMENT INFORMATION			
Reviewed by:	Resources Committee		
Last Review:	Summer 2022	Next Review:	Summer 2025
Review Cycle:	3 yearly		

1. **Policy Statement**

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to St Albans 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 St Alban's Primary School.
- Responsibility for security at St Albans Primary School is held by Mrs Nicola Hordell who is the responsible manager.
- All staff have a statutory obligation to co-operate with the requirements of this policy which should be used in line with the school's Health and Safety Policy and Procedures and the Child Protection and Safeguarding Policy.
- The document forms part of the induction process for newly joined colleagues, whilst also providing guidance for existing team members, visitors and contractors.

2. **Aims and 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 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

3. **Scope**

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- 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

4. **Roles and Responsibilities**

Everyone should be reminded that it is their responsibility to prevent crime by using security procedures, including guarding against assault and theft of personal belongings and safeguarding the school. All should be told of the school's procedures on reporting assaults, disturbances, theft, damage and burglary.

Governors will:

- Ensure that the premise has a security policy and that this has been implemented.
- Monitor the performance of the site security measures by liaising with the Headteacher.
- Periodically review the premises security policy.

- Carry out an annual risk assessment on the security policy and procedures in compliance with HCC and Diocesan guidelines.
- Delegate the day to day implementation of the policy to the Headteacher.

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 Premises
- Report any shortcomings to the senior leadership team.

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

5. Controlled Access 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, 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 St Albans CE Aided 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.

6. 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
- 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, staff 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

The access arrangements for the grounds are-

- School field – access to school field for PE or breaktimes/lunchtime – always under control of staff. Staff would challenge any person not wearing a photo ID or visitor badge
- Playground – the main access route to the reception is adjacent to the playground. This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing a photo ID or visitor badge.

7. **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.
- 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
- Except for regular volunteers and visitors (e.g. HMS instrument teachers), 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”
- Any person on site without a badge may 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 as necessary

8. **Supervision of Pupils**

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

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

- Start of the school day – as the grounds have open access, duty staff are deployed in designated areas from 8.45 am to 8.55 am (near building access points). Pupils are expected to make their way directly to their classrooms between 8.45am – 8.55am.
- Lunchtime – all parts of the site used by pupils are supervised by duty teams
- School staff are also deployed at the end of the school day

9. **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.

Extended school activities – Visitors in unauthorised locations will be challenged by staff. Only visitors with DBS clearance will be allowed on site for extended site activities.

Breakfast Club – Kidzone has its own arrangements for safeguarding in its activities. DBS clearance will be checked by the school and details retained.

10. **Supervision of Contractors**

Contractors and maintenance personnel may not always have been DBS 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 be supervised by site staff
- Contractors will comply with the contractors risk assessment
- Wherever possible, contractors will be arranged to work at times when pupils are not on site

11. **Lone Working**

The 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. (See H&S Policy)

12. **Physical Security Measures**

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.

13. **Security of the Building**

An effective intruder alarm provided by EIS Ltd is in operation. This is always set when the site is not in use/unoccupied. The Site is monitored by Kestrel Guards patrol during the evenings, weekends and 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 by the Headteacher. 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

14. **Unlocking and Locking Arrangements**

The site will be unlocked daily at 7.15 am. This will be the responsibility of the Site Manager or designated key holder in his absence. The daily locking of the building entry doors will be performed by the Site Manager or designated key holder. The normal hours for public access to the buildings will be 8.30 am (when the school office opens). Procedures for locking and unlocking the school site can be found in Appendix 1.

15. **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.

16. **Cash Handling**

Staff should avoid keeping cash on the premises whenever possible. Safes should be 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.

17. **Valuable Equipment**

All items above the value of £100 will be recorded in the stock book/asset register. Where possible, items of value, including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. 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.

18. **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 6 months before disposal.

19. **Emergency Provision**

Emergency Provision can be summarised as follows:

- Fire, police or ambulance services can be contacted by dialling 999 and asking for the service required
- Emergency evacuation is to be carried out in accordance with the school's emergency evacuation plan
- Personal Emergency Evacuation Plans are to be provided for those vulnerable persons to be able to ensure safe evacuation in the event of an emergency

20. **Major Incident Warning**

In the case of the school being notified of a major incident, ie bomb warning, the Headteacher may decide to evacuate all or part of the building to ensure the safety of the children and staff. In this case the fire drill procedure will be followed as the quickest way to evacuate the building safely. Staff and children should then follow the evacuation plan until advised by the Police that they may return to the building. Hampshire Policy specifically states that staff are not bound to search for bombs. Furthermore, if after a bomb warning has been given, staff notice a suspicious or alien parcel or object, they should tell the nearest police officer. Under no circumstances should they touch it themselves. The Evacuation Plan will be followed, this is located in a clearly labelled box in the School Office and it is the duty of the Administration Officer to bring it out of the building.

APPENDIX 1

PROCEDURES FOR LOCKING AND UNLOCKING

Unlock car park gate

Unlock main gate

Unlock KS2 playground gate

Unlock main door

Disable alarm

Code in middle door to open

Unlock store cupboard

Unlock Headteacher's office

Unlock KS2 fire door by stairs

Switch off mosquito alarm in year 4 by desk

Open Site Manager's room to get classroom keys

Open staffroom, put hot water machine on, open blinds

Unlock fire door in resource area

Unlock year 5 /year 6

Open blinds in resource area

Unlock medical room

Unlock office

Unlock warren

Unlock year R/1/2