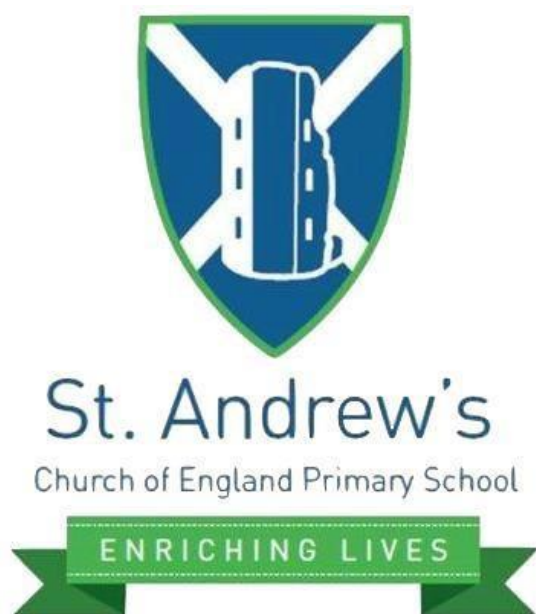




School Security Policy

Spring 2021

(revised Spring 2024)

We believe that every person in our school community should flourish and broaden their horizons. Therefore, it is the element of 'enrichment' that defines our school; we are a church school that endeavours to provide the widest of opportunities for all.

Within our caring and nurturing environment and guided by our shared Christian values, we aim to ensure that all voices in our school family can be heard and all are engaged in learning that develops and challenges them, excites their imagination and provides an opportunity to achieve their full potential.

We see everyone and everything as valued in the eyes of God and recognise that all the members of our family are individuals as we work together towards a society of mutual respect, compassion and justice.

Even the smallest person can change the course of the future." JRR Tolkien

1. Introduction

This policy should be read in conjunction with the Health & Safety Policy & Policy on Attendance.

The purpose of this policy is to define procedures and physical measures to safeguard:

- all pupils whilst in the care of the school to ensure they only leave the premises in authorised circumstances
- all persons authorised to be on St Andrew's Church of England Primary School property from abuse by intruders, i.e. persons whose presence on school premises has not been authorised
- the property of authorised persons from theft and/or damage by intruders

2. Entry Procedures for Visitors

All members of the school staff are expected to wear their named badges as provided by the school to allow easy identification by all children.

Visitors are anyone who enters the school premises with the exception of:

- pupils
- members of staff
- governors
- regular parent helpers

All visitors must:

- enter by the main door, at the front of the school building
- proceed directly to the school office
- sign the visitor's book

Whilst on the school premises:

- wear a visitor's badge, which has been allocated by a member of staff (regular visitors have their own visitors badge as do members of the school staff)
- be accompanied by a member of the staff unless specifically authorised to proceed unaccompanied
- read the fire evacuation information
- sign the visitor's book immediately before leaving the school premises and return the visitor's badge.

3. DBS Checks

St Andrew's takes its responsibility in the safeguarding and welfare of children extremely seriously. We ensure that all people working within the school have had all necessary and appropriate checks completed. Additionally, we seek to fulfill all obligations to validate and seek evidence of appropriate checks from all external providers.

Any visitor to school where the necessary checks can not be validated beyond basic identification is not allowed to enter the school building unaccompanied (excluding the main entrance and Headteacher's Office).

4. Organisation - Responsibilities

Management responsibility for school security is shared between the Governing Body, the Headteacher and the Caretaker. The school has drawn up the following arrangements to enable this responsibility to be effectively discharged.

The identified person for day-to-day responsibility for school security is the Headteacher. The following employees have responsibilities for ensuring the security of the school site and premises:

Security Issue	Responsible Person	Specific Duties
Perimeter fencing, access routes	Headteacher Caretaker	• Regular inspections • Maintenance and repairs • Surveillance and monitoring • Proposals for upgrading security as necessary
Security School entrance/exits	Caretaker Office Staff (main entrance only) 8:00a.m. to 4:30p.m. Monday to Friday, term time.	• Daily unlocking/lockup routines • Monitor entrances/exits by way of CCTV cameras • Log and report incidents
Control of visitors	Office Staff 8:00a.m. to 4:30p.m. Monday to Friday, term time.	• Sign in/sign out • Control of visitors' passes
Control of contractors	Caretaker and Office Staff	• Check credentials of contractors prior to appointment • Brief contractors on school security requirements and arrangements • Day-to-day supervision of contractors on site
Security of money	Office Staff	• Collection and banking of payments to the School • Control of petty cash floats

Emergency Procedures	First Aid/Accidents: Class teachers Midday Staff Fire: Headteacher Caretaker Office Staff	• Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery • Duties and responsibilities in accordance with the School's Fire Awareness policy and procedures
Building Security Risk Assessments	Headteacher Caretaker	• Regular assessment of requirements, installation of security systems, staff training and system maintenance

5. Consultation

The school will discuss security arrangements regularly as follows:

Method	Frequency
Governor Meetings	Termly or as required
Senior Management Team Meetings	Termly or as required
Staff Briefings	Termly or as required
Premises and Finance Committee	Termly

6. Information and Communication:

Written information: procedures and arrangements for security are detailed and regularly updated in:

- The School's Fire Awareness Policy & Procedures
- The School's Health & Safety Policy and Procedures

7. Training:

Security matters are addressed in

- induction training for all new staff
- regular updates as necessary during staff training days, held at the beginning of each term
- appropriate guidance is made available to all permanent and temporary staff

8. Door Security

It is the responsibility of the staff to ensure that all external school doors remain shut during the period from ten minutes after the scheduled start of the school day until the end of the school day unless the adjacent playground is being supervised by a person designated by the Headteacher to

undertake that task. All external doors are fitted with devices to enable immediate exit at all times in case of emergency.

The main door is equipped with a telecom entry system to enable authorised visitors to enter the building. CCTV provides the office with a view of visitors prior to admission. CCTV footage is recorded and retained for up to one month. Where present, door and gate access codes are changed regularly.

9. Lighting

Security lights are in place at the front, side and back of the school.

10. Internal Security

All internal areas are monitored by an alarm system which is to be set by the last member of staff leaving the premises.

11. Security Outside the Classroom & Supervision

Playgrounds are supervised at break, lunchtimes and whenever pupils are using the playground.

Children will be supervised at all times and checked back into classrooms at the end of breaks.

The duty adult will check the playground when all classes have gone in to ensure no one has been left outside.

At playtime children should be outside the building unless they are supervised by a member of staff.

At the end of the day, children in EYFS and KS1 must be collected by an authorised adult known to the school (normally from the classroom door). KS2 staff will be present on the playground to supervise the departure of KS2 children. Those KS2 children not collected (as expected) should wait with a member of staff outside. When the playground door is eventually closed, any remaining children should attend the school office.

Children who are marked absent are monitored by office staff and telephone calls home are made if we have not been notified of absence.

If children need to leave school during the school day they must be signed out, and in, at the school office.

12. Responsibility for Security

- The Headteacher is responsible to the Governors for school security.

- Children will not be released to anyone other than a parent or carer unless a specific request is received from the designated parent or carer.
- Any member of staff needing to be in school during the holiday period should inform the caretaker or Headteacher, or a third party, so that someone is aware of their location.
- Staff should inform the Headteacher/Assistant Headteacher that they have an appointment with parents. During these times and at parent consultations no member of staff will be left alone within the school.
- If a member of staff discovers an intruder, that person must be asked to leave the premises immediately unless:
 - the intruder is considered to constitute a physical threat, when the police should be called as soon as possible
 - the member of staff has reason to believe that the intrusion is unintentional, when that person will, at the discretion of the member of staff, be asked to register as a visitor, or leave the premises as appropriate
- Where an intruder is identified in the building individual classes will be expected to remain in their designated rooms with the member of staff monitoring the room door, unless notified by the Headteacher to the contrary. The Headteacher should be notified immediately using the nearest phone
- Where an intruder is identified outside, the Headteacher will be notified and the members of staff on duty will blow the whistle for all children to be brought into the building
- Where an intruder is found on school premises, the Governing Body would robustly support the prosecution of any individual
- Each Classteacher is responsible for security the external door/s adjacent to his/her classroom.
- Staff will take all reasonable steps to assist authorised persons to locate and retrieve property lost on school premises but cannot be held responsible for such losses.
- Parents are asked to play their part in ensuring that this policy is effective.
- Police will visit regularly to discuss issues of personal safety with the children.

Any procedures are only as effective as the people using them.

13. Security of Equipment

All electrical and non-consumable items apart from furniture will be security marked by the Caretaker when they arrive at school and entered in the Inventory.

All equipment with a serial number will be recorded in the Inventory which will be filed in the school office. All property belonging to children should be marked by parents.