


# Barncroft Primary School



## Security Policy

Document Information			
<b>Policy Number:</b>	POL-R-005	<b>Created by:</b>	Resources
<b>Reviewed by:</b>	Resources	<b>Responsibility:</b>	Resources
<b>Last Review:</b>	Nov 2016	<b>Next Review:</b>	Jan 2017
<b>Review Cycle:</b>	Annually	<b>Ratified by Resources Cttee:</b>	Nov 2017
 <b>Signature (Chair of Resources Committee)</b>			

At Barncroft Primary School, we strive to create and maintain a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both children and staff should feel that their working environment is a safe place in which to work but it is important that visitors continue to feel welcomed.

### Our aims are:

- To help make the children and all those who work in the school feel safe and secure.
- To focus strongly on personal awareness and responsibility.
- To meet the latest recommendations of the DfE, Government guidelines and the advice of the LEA.
- To identify and minimise risk as far as is practical and sensible.
- To control access to and movement within the school and its grounds by people and vehicles.
- To respond effectively and in good time to identified security issues.
- To review our policy on an annual basis or more often if events dictate.

### Scope

This policy covers the following areas:

- Site access, general building security, movement around and outside of the school.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons. Identified threats to the safety and well-being of the school community from those with criminal intent, including drug dealers.
- Visitors, contractors, helpers or other persons involved with the children. Computer data security.

Health & Safety is the subject of a separate policy document.

Fire procedures are laid out in the Fire Management Plan.

## **Roles and Responsibilities**

### **All staff should**

- Support the Headteacher in implementing this policy.
- Report any shortcomings to management.

### **The Headteacher shall**

- Implement the security policy and any action plan approved by the Governors.
- Ensure staff have a clear understanding of their particular responsibilities.
- Take day to day operational decisions.
- Consider particular risk situations (e.g. home visits, lone working).
- Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
- Provide appropriate information to pupils, parents, staff and visitors.
- Monitor and review security measures.
- Review the policy and update the governing body as needed.

### **Governing Body shall**

- Review and approve the security policy and any action plan for the school.
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine expenditure priorities.

### **Pupils, Parents, Community Users and Visitors will be**

- Expected to respect the measures taken by the school to improve and ensure security.
- Encouraged to report ideas and problems to the staff or Governors or both.

## **Active Security Measures**

### **Physical Measures**

Barncroft Primary School shares its site with the Barnowls Pre School. There are three main entrances to the Primary school. There is a gate in Barncroft Way and two gates in Park Lane. These gates give pedestrian access to the school. The gate to the back playground and the gate from Barncroft Way are open from 7.30 am until 9.15 am and from 3:00 pm until 5.00 pm. The gate that leads to the Office and Pre-School is closed but not locked during school hours.

The school uses the following physical security measures:

- Sign-posted entry to ensure all visitors report to reception.
- Main Entrance Door is operated from the inside and is keypad controlled. There is a phone on reception so that peoples' identity can be verified prior to access.
- All visitors are required to sign in and out with reception. Leaflets for visitors and contractors covering Health & Safety issues are provided.
- Identification badges are provided for visitors and helpers.
- Both sets of internal doors between the office and the main part of the school are keypad controlled. There is an internal buzzer on reception that are connected to the first set of internal door to enable visitors to access toilets without having access to the main school.
- All door and window locks comply with LEA standards and are inspected as part of the Health and Safety walk round
- Other external doors are locked and cannot be opened from the outside. The children and staff understand that they do not admit anyone into the building
- The school has an electronic security alarm and closed circuit television that operates at all times

## **Security of the Building**

- An effective intruder alarm is in operation. This is always set when the school is not in use and is monitored by Southern Monitoring.
- Kestrel Security patrol at weekends and during school holidays and Bank Holidays.
- Security lights are on whilst the premises are occupied after dark.  
Appendix 1 lists the key holders who are responsible for the security of the building.
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows and external doors are closed and equipment switched off before leaving the premises.

The last keyholder to leave the premises is responsible for securing the building if they leave after the Site Manager.

## **Alarm Call-Outs**

If a keyholder is contacted as a result of a 'Person Present', they will wait in the outside car park until the police or the security company arrive. If necessary additional site team keyholders could be contacted if two activations for support.

## **Car Parking and Vehicle Movement**

Vehicles are not allowed to enter or leave the main car park when pupils are arriving at the beginning or end of the school day. The Site Team will control access into the car park at this point. The only exception to this is where prior arrangements have been made for disabled parents or visitors and looked after children. The main gates are closed between 8:30 am and 9.00 am and between 2.45 pm and 3:30 pm.

There is no parent parking on the school site.

## **People Management**

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules apply to all individuals who come into contact with children and follow the HCC Guidance:

All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure & Barring Service (DBS) on criminal records for any offence. A single central register of these will be maintained by the Business Manager.

- All regular parent helpers are checked with the DBS before working unsupervised with children.
- In exceptional circumstances, the Headteacher may authorise helpers to work with children who need constant supervision.
- Visitors at the school are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

## **Site Manager**

It is the responsibility of the Site Manager and team to check daily that:-

- all locks and catches are in working order
- the security system is working properly

and before leaving the premises, to check:-

- all the windows are closed
- the doors are locked and secure
- the security alarms are set
- the close circuit television is working
- all gates are locked

## **Headteacher**

It is the responsibility of the Headteacher to ensure the performance of the above functions in the absence of the Site Manager or member of the site team.

In addition, the Headteacher or in their absence, a member of the SLT is responsible for the security of the premises during the school day.

### **Lone Working**

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Staff should carefully consider if they really need to be on site. (Refer to the Lone Working Policy)

The nature of the Site Team's work means that at certain times of the day they will be working alone.

The following precautions must be taken:

- No roof work
- Entering of the above ground Inspection spaces only in the case of an emergency
- No tasks involving hazardous tools or materials, apart from swimming pool where necessary.
- Try to avoid working outside of the main building.
- External doors must be kept closed
- Fire exits known and clearly marked
- First Aid kits readily available
- Mobile phones carried at all times
- Cars will be parked closest to the last building exited.
- When leaving, limit the amount you are carrying to have one hand free. Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone or text them when you are leaving.
- Do not enter the building unaccompanied if there is suspicion of illegal entrance by unknown persons, instead, call the police or other site team member.
- Do not challenge intruders or vandals instead, call the police
- No lone working if the employee has a medical condition that might cause them to become incapacitated or unconscious.
- No working any tasks that have been identified as medium or high risk

### **Pupil Supervision**

#### **Arrivals**

Children should not arrive on site until 8:45 am when the classroom doors are opened unless they are attending a supervised activity such as Breakfast Club. Pupils should enter school through the appropriate entrance and then go to their respective classrooms where they will be supervised by members of staff. All children who arrive after 8:55 am must report to the School Office. All school doors with the exception of the main entrance will be closed and locked at 8:55 am.

#### **Supervision on School Grounds**

During the school day all children are supervised when in the playground. This is by teachers and support staff at morning break and by mid-day supervisors at lunchtime.

Should a child leave a classroom and go onto the playground, they will be observed from a distance until they are ready to return.

### **Leaving School at the End of the Day**

The gates are opened from 3.00 pm in the afternoon. Parents are permitted to wait in the playgrounds (KS2) outside classrooms (KS1) and Reception. Children are released from their classrooms to their parents (Key Stage 1 and Reception Also year 3) and into the playground (Key Stage 2). All staff know whether children are permitted to walk home alone (Years 4,5,6 only) or who will be collecting them. No child is permitted to go with an adult who is not on their collection list. Should an adult who is not on the list try to take a child, the child should be taken back into school and a phone call made to the child's carer to ascertain what is to happen. If a child is not collected a member of staff will telephone to see what the delay might be. The child remains in the reception area until an adult arrives to collect them.

### **Leaving School during the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff.

### **Trespass and Nuisance**

If an unauthorised person is spotted on the school grounds, members of the SLT should consider the level of risk before making an approach. If pupils are outside, it might be necessary for the 'Coming In' procedure to be followed. If members of the SLT are unable to resolve the situation, the police may be called. This extends to individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

### **Serious Incidents or Threats**

In the event of any serious incident staff should:

- Stay calm.
- Minimise the risk to yourself, the children or others.
- Seek help as soon as possible

The general policy is:

- The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
- The head teacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, LEA, etc. will be informed and consulted as required.

The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the "Critical Incidents: Guidance for Schools" publication.

### **Offensive Weapons**

The Headteacher has discretion to determine what is classed as an offensive weapon or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Headteacher's decision will be considered by the governing body.

### **Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils and staff. The school encourages personal security awareness and pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated and will be referred to the police if appropriate.

All staff are provided with a locked drawer or cupboard in which to store personal articles. Children are asked not to bring valuable items to school; all mobile phones must be handed into the office.

The school security marks all high value items and no large sums of money are kept on the premises.

## **Curriculum Activities**

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

- Encouraged to be security conscious e.g. never open external doors to adults other than staff.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others.

All the above issues are covered in the non-statutory Personal Social and Health Education (PSHE) curriculum guidelines. The school will take advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

## **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. Teachers are permitted to take their class laptop out of the building but they are required to sign a form accepting responsibility for it. If a member of staff wishes to borrow other pieces of equipment full details must be recorded in the logbook which is kept in the office. If an item is damaged whilst it is in the possession of a member of staff, repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

## **Computer Data Security**

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss. To this end:

- Computers used in the school will be equipped with up-to-date anti-virus software.
- Frequent backups will be taken of important data, to minimise the time needed to return to normal, and kept in a fire resistant safe in the school office.

All data is backed up by Hampshire IT Services

## **Appendix 1**

### **Key Holders**

<b>Mr Richard Smith</b>	<b>Site Manager</b>
<b>Mr Mark Preston</b>	<b>Caretaker</b>
<b>Mr Danny Knight</b>	<b>Site Assistant</b>
<b>Mrs Julia Roberts</b>	<b>Headteacher</b>
<b>Mrs Sally Blackhall</b>	<b>Business &amp; Admin Manager</b>
<b>Mrs Bridgette Gill</b>	<b>Site Team (Cleaning)</b>
<b>Miss Whitney Downer</b>	<b>Site Team (Casual Pool Cleaning)</b>
<b>Kestrel Security</b>	<b>County Support</b>