

TRINITY ST MARY'S PRIMARY SCHOOL

SECURITY POLICY

AIMS

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the LA, Governing Body and Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for agreeing the Security Policy and monitoring its implementation.

At Trinity St Mary's Primary School the Finance and Premises Committee of the Governing Body monitor the policy on a termly basis. Any key issues that arise are taken to the Full Governing Body for discussion.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's

- policy and their responsibilities;
- staff training needs are kept under review and training as necessary;
- parents are informed of the Security Policy and encouraged to support its implementation;
- formal risk assessments are conducted by the Headteacher, Health and Safety Office and Governor responsible for Health and Safety and updated on a termly basis;
- there are half-termly risk assessments conducted by the Headteacher, Health and Safety Officer and Caretaker;
- in addition routine security checks are carried out on an on-going basis by the Senior Leadership Team and the Caretaker;
- termly reports are made to the Finance and Premises Committee of the Governing Body and, where necessary, the LA;
- crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff and Children

- staff based in school are the only staff to know the combination of the front door lock;
- keyholders are the only staff to know the alarm code to enter the school;
- staff to contact the School Office or senior staff in an emergency, via the red cards available in all areas of the school;
- staff having meetings with parents inform a member of the Senior Leadership Team and hold these in their classrooms or the Meeting Room;
- staff and children to sign out and back in when going off site during the school day;
- children and adults are advised not to leave valuables in bags or drawers. Children are expected to be responsible for their belongings;
- either the Headteacher or a senior teacher supervises the school gate from 8.45 - 8.55am to ensure that children do not leave the playground before going into their classroom at the beginning of the school day. They then lock the gate once the children have gone into school at 8.55am;
- the gate in St Joseph's is also supervised by either our staff or staff from St Joseph's from 8.45 - 8.55am each morning;

- at the end of the school day either the Headteacher or a senior teacher goes into the playground to check that all the children have been collected. If a child has not been collected at the end of the school day they are brought back into school to wait in the school to be collected and the office staff are notified of this; parents/carers are contacted if they are 15 minutes or more late;
- children who are not collected at the end of extra-curricular activities are also brought back into school to await collection by the appropriate member of staff and the office staff are notified of this; parents/carers are contacted if they are more than 15 minutes late;
- all new staff are security checked and until this has been ensured are not allowed to be in contact with a child in an unsupervised capacity;
- parents who regularly come into school to help are also asked to complete a police check form. Our Volunteers Guide is attached as an Appendix to this policy;
- medicines are stored out of the reach of children. School Office staff are responsible for the storage and administration of medicines. Administration of prescribed medicines only takes place with written parental permission.

Children Missing from Education and Deletions from roll

Please refer to our Pupil Attendance Policy for details of how we manage 'Children missing from education and deletions from roll'.

Children who go missing whilst at school

In the event of a child going missing from the school premises we would take the following steps:

- school staff would search the buildings and complete premises; St Joseph's staff would search their buildings and complete premises
- if the child was not on the premises, school staff would search the local vicinity maintaining contact with the school by mobile phone
- if the child was not found within minutes the school would phone the police and the parents/carers
- if necessary i.e. if the child is not found within a reasonable time, and with guidance from the police and Essex County Council, the school would follow its Critical Incident Management Plan.

Lone working

- if staff are working alone on the school premises they inform the headteacher by text/phone call when entering and exiting the school

premises. If the Headteacher does not acknowledge their communication, they inform the Deputy Headteacher;

- if the Headteacher or the Deputy Headteacher has not heard that the member of staff has exited the school premises after several hours, they will initiate contact to make sure that the member of staff is alright;
- staff make sure that all external doors are locked when they are working on the school premises;
- where possible staff will try to work on the school premises when other members of staff will be present.

Visitors

- all visitors, including contractors, come to the main office entrance, report to School Secretary, sign in the visitors book and wear a visitors badge;
- all contractors are asked to show their ID;
- all parents to report to the school office and make an appointment to meet with a member of staff and then follow the same procedure as above;
- parents are reminded of our security strategies on a regular basis through weekly newsletters written by the Headteacher and through our Parent Forum Group meetings;
- all staff ensure that the people trying to gain entry to the school should enter via the **front entrance**. They should not try to gain entry through the car park unless given permission by the Headteacher, Senior Leadership Team or member of the school office team;
- children are encouraged to notify the nearest member of staff if they see an unknown visitor not wearing a visitors badge. Staff should immediately report this to the Headteacher/Senior Leadership Team/ member of the school office team who will verify the particulars of any unknown visitor, accompanied by another member of staff. At no time will any member of staff put themselves at risk by challenging the unknown visitor on their own,

Hardware

- push button combination locks operate on the main entrances to the front of the school and doors leading into the school from the front entrance;
- all external classroom doors are kept closed and locked except to allow break and lunch time access;
- all rooms containing equipment that may pose a risk to be kept locked - Caretaker's room, I.T. server room, Science cupboard, Art cupboard, Boiler Room;
- anti-virus software has been installed on all computers and is updated annually;

- the office computers are backed up on a daily basis, the back-up tapes/pen sticks are kept in the school safe.

Cash handling

- all money coming into school must be sent promptly to the school office for recording and safekeeping;
- money is banked regularly to ensure that only small sums are left in the school safe. Banking is carried out on different days, and at different times to prevent a predictable routine being observed;
- a limit of £500 may be taken by one person to the bank. Amounts in excess of this will require two people;

Outside School

- school gates to be kept locked during out of school hours;
- school gates to be kept locked during school hours;
- children are not allowed in the car park - both children and parents are regularly reminded of this fact;
- there is plenty of adult supervision in the playground at break and lunch times;
- all staff to inform the Headteacher/Senior Leadership Team/ School Office member of staff if they see or are made aware of visitors on the school grounds who are not wearing a visitors badge;
- there is security lighting in the playground, car park and at the front entrance to the school

Children who go missing whilst on a school outing

- as soon as it is noticed that a child is missing, staff will ensure that children stand with their designated adult and that a headcount is carried out to check that no other child is missing.
- the lead member of staff will search the immediate vicinity and notify the venue's security if they do not find the missing child straight away.
- the venue's security will contact the police or the lead member of staff will if the venue does not have its own security personnel.
- the lead member of staff will notify the child's parents/carers.
- if necessary i.e. if the child is not found within a reasonable time, and with guidance from the police and Essex County Council, the school would follow its Critical Incident Management Plan.

Security of Equipment

Security strategies

Inside School Building

- all expensive, portable equipment is marked as belonging to the school and logged in the asset management register;
- all valuable and recognisable equipment to be photographed;
- the intruder alarm system to be in operation when the school is closed;
- all alarms and CCTV are regularly maintained;
- staff to be responsible for returning equipment to the appropriate area;
- staff to "sign out" equipment which is taken home, e.g. lap-top computer, tape recorder, digital cameras;
- if a borrowed item is dropped or damaged whilst it is in the possession of the member of staff, details of the accident must be noted in the book and the headteacher informed. If the item is insured for use off premises then the school can reclaim part of these costs. If the item is not insured, then the member of staff should be notified of this fact before it is borrowed and repairs will be the responsibility of the staff member;
- security of children's and staff records is maintained through lockable filing cabinets/
- confidential documentation is kept in the school safe.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening

- all personal belongings to be locked in the Headteacher's office;
- all rooms apart from classrooms, kitchen and staffroom to be locked;
- staff to meet with parents in the hall.

Fundraising Events

- all rooms apart from those being used to be locked;
- all personal belongings to be stored to be locked in the Headteacher's office;

Lettings

- lettings are limited to the hall and outside events such as football activities during the school holidays;
- during lettings there is access to toilet facilities but the rest of the school is locked and alarmed;
- users are informed of safety and security procedures.

Monitoring of strategies

- informally through verbal reports from staff and visitors;
- formally through half-termly risk assessments carried out by the Headteacher, Health and Safety Officer and the Caretaker;
- termly feedback from the children through their Buddy Groups and School Council;
- termly reports to the Finance and Premises Committee and Full Governing Body meetings following termly risk assessment;
- termly reviews by the Parent Forum Group.

All staff take shared responsibility to ensure that the security policy is implemented.

Signed by the Chair of Governors:

Date:

Review: Summer 2010