BLETCHINGLEY VILLAGE
PRIMARY SCHOOL
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School Security Policy

This policy should be read in conjunction with the Health and Safety Policy and Risk Assessments; the Emergency Plan; the Reporting to Parents Policy; the Home/School Communication Policy; Behaviour and Relationships Policy; Dismissal from School Policy; and the Child Protection/Safeguarding Policy. These policies give further details of the procedures referred to in the Security Policy.

Purpose

The purpose of this policy is to enable the school to provide a safe learning environment for all our pupils and a secure workplace for staff; and to protect the safety of all legitimate visitors to our site.

Improving safety and security within our school is a shared responsibility, and everyone connected with the school and its community has a part to play. Developing a secure strategy and carrying out improvements to the building should involve parents, children, staff, Governors and the LA.

Aims:

- To identify and implement improvements in security practices throughout the school.
- To ensure that stakeholders are consulted and informed about security and receive appropriate training where required
- To inform parents and pupils of the security policy and encourage them to help to ensure that it is effective.

Philosophy

The school regards the safety of pupils and the adults who work with them as its highest priority and seeks to ensure this through a robust but balanced approach to security. This comprises the following elements:

- Rigorous and thorough risk assessments (whether written or otherwise) of all aspects of security;
- Policies and procedures implemented with a common-sense approach to hazard and risk;
- A robust PSHE curriculum which ensures that pupils are confident and have a firm understanding of how to look after themselves with increasing independence;
- Regular training for pupils and staff to ensure that procedures are fully understood and implemented.

Practice

Visitors to our School

Pupils are identified through their school uniform. They are registered morning and afternoon. Pupils leaving during the school day are signed out by their parent/carer. Pupils arriving late are signed into the late book and registers amended.

Staff members all sign in and out using the automated system. They have an identification badge which they are required to wear during the school day. They have a toggle to allow them entry into the building. *Any member of staff who is absent from work due to sickness or any other reason must have the head teacher's permission to enter the school and must sign in as a visitor (see below.)*

Governors sign in using the governors' diary and the normal signing in book. They have an identification badge which must be worn during the school day.

Members of FROSCS have badges which must be worn whenever they are on the premises. They must sign in when in school for safety reasons.

We welcome authorised visitors and have the following systems in place to ensure the safety of everyone:

- Visitors must enter through the main door and are asked to sign in at the School Office. We are developing an automated system which provides a badge with safeguarding and emergency information, and which generates a list of adults in the building automatically when the fire alarm sounds. Visitors are expected to wear their badges or stickers at all times.

- First-time visitors are also given a Safety Leaflet on entry to the school, which they are asked to return to the office when they leave. There is also health and safety information on the back of the automated badges.
- Identified visitors may be permitted to move around the school unaccompanied only if they are wearing a badge.
- Unidentified and unauthorised persons will be challenged. Pupils are encouraged to report immediately unidentified visitors to a member of staff.
- Parents dropping off or collecting children **at any time during normal school hours of 8.30 to 4.30** must have a sticker to show that a member of staff has given them permission to enter the school. These stickers will also be used for visits such as special assemblies and sports days.
- Children arriving late (during Wake and Shake) will be sent straight in. A member of staff will be at the door during this time.   Children arriving after this time will normally go to class on their own, or may be accompanied by a member of the office staff. *Parents may take children into class at office staff's discretion, but they must have a sticker.*
- Visitors needing to use the toilet may do so at office staff's discretion. They will not be given a sticker and will be expected to come straight back out via the main entrance. Any visitor not known to the staff will have to provide identification before being allowed in. Permission will be refused if office staff have any concerns and visitors are always expected to be easily identiable (e.g. remove crash helmets).

Buildings, Site and Property (see also Risk Assessments)
- There is one main entrance to the school. There are three other doors from the playground, and external doors to most ground-floor classrooms and the library. The gates into the school site are kept locked except at the beginning and end of the school day, and the doors into the school building are self-locking. These are opened on a keypad system.
- Car park gates are unlocked during the school day and a barrier system is in place. Authorised visitors arriving by car need to buzz through to the office to gain admittance to the car park.
- Parents may not use the car park for practical and legal reasons, and this is a County Council policy. There are two spaces for disabled drivers, who must display their badges. In exceptional circumstances the governing body may authorise a parent to use the car park on a temporary basis.
- All doors and windows are closed at the end of the day and there is an intruder alarm system which is regularly tested.
- Keys are monitored carefully and any lessee who holds a key is required to sign an agreement regarding key security.
- Each classroom has a lockable safe for use by staff to safeguard their personal possessions, classroom equipment such as cameras, and confidential information. Staff are responsible for using their safe as appropriate, for ensuring that it is kept locked at all times and that they key is stored securely. No significant amounts of money are ever left in classroom safes overnight.
- Paths and car parks are well lit.
- There is a well maintained CCTV system in our school, including at the main entrance.
- The school operates a lock-down system which is practised regularly. There are a number of alarm points (yellow wall mounted boxes) situated around the school as well as a panic button in the office, linked to the police.

Personal Safety
Keeping Schools Safe
Our statement on "Keeping Schools Safe" defines acceptable behaviour in school and states that anybody who behaves in ways that are intimidating, threatening or abusive will be asked to leave the site. Further action will be taken where appropriate. This is included as part of the school communication policy.

Pupils will not be released from school by any member of staff, teaching, or professional support staff, during the school day without written notice from the parent or guardian.
Pupils are dismissed in accordance with the school policy. Infant teachers allow parents to give them a list of people who can take their child home without formal notification to the school office.
Staff receive regular training on aspects of personal safety such as lone working, working at height and lifting.

Incidents
All incidents related to security (e.g. trespass; arson; theft; assault or aggressive behaviour) will be managed appropriately in line with the law, local guidance and school policy. Any criminal incident will be reported to the police. Advice will be sought from the Local Education Officer, and followed, when required. Appropriate and accurate records will be kept of actual or potential (near miss) incidents.

Roles and Responsibilities

Local Authority
- To provide guidance and model documentation; to visit the school under the terms of our Service Level Agreements to review and evaluate our policies and practices.

Governing Body
- The Health and Safety Committee will be responsible for monitoring the implementation of this policy. Any issues that arise will be reported back to the Full Governing Body who will liaise with the head teacher in order to resolve them.
- Parent representatives will be invited to discuss day to day aspects of the policy and share their recommendations with the H and S Committee and the Full Governing Body.

The Head Teacher
- To be responsible for the implementation of this policy once it has been agreed by the Governing Body.
- To ensure that all staff appreciate the importance of security and understand the school's policy and their responsibilities.
- To ensure that staff training needs are kept under review and training (including induction) is carried out as necessary.
- To ensure that parents/carers and pupils are informed about the policy and encouraged to support and implement it;
- To ensure that the relevant risk assessments are reviewed and updated regularly in the appropriate way;
- To delegate elements of security and to ensure that they are properly carried out.

The Premises Manager and School Business Manager
- Maintain the security systems and equipment.
- Carry out regular routine security checks.
- Maintain a record of all security checks.
- Record security lapses, bring these promptly to the attention of the Headteacher, and review security procedures as and when required.
- Raise awareness of security issues both as they arise and through their membership of the Health and Safety Committee.

Staff
- To be familiar with the policy and to comply with all systems and procedures
- To be vigilant at all times and to act immediately on any concerns
- To have the safety and security of pupils and adults as a high priority at all times
- To take reasonable care of all items of school property, on and off site

Pupils
- To participate fully in lessons and practices which help them to stay safe
- To report to an adult any unfamiliar person who is not wearing a Visitor's Badge

Parents
- To support and comply with the school's security policy at all times

Visitors
- To comply with signing in and out requirements to ensure their own and others' safety;
- To read the safety leaflet on arrival at school and to comply with the contents
- To comply with the requirements listed on any relevant risk assessments e.g. Contractors on Site; Site Security
- To report any concerns immediately to a member of staff

Monitoring and Evaluation
All stakeholders are involved in monitoring and evaluating the policy through School Council, Parent consultations; the Health and Safety Committee and Governing Body meetings. The policy will be formally reviewed and updated as appropriate in response to feedback from the above.