

# Stratford-sub-Castle Church of England VC Primary School

*Learning for life in a positive and caring  
Christian community*

## Security Policy #4

The *Security Policy* was reviewed during the Summer Term 2017.  
This document is the result of that review.

DATE AGREED BY FULL GOVERNING BODY:	<b>19/06/2017</b>
REVIEW DATE:	<b>June 2019</b>
AUTHOR:	<b>Mrs Kay Bridson, Miss Angela Britten &amp; Mr Peter Habert</b>
HEADTEACHER:	<b>Mrs Kay Bridson</b>
CHAIR OF GOVERNORS:	<b>Miss Angela Britten</b>
SIGNED:	
TO BE READ IN CONJUNCTION WITH:	<b><i>Aims of the School Child Protection Policy Critical Incident Plan Health and Safety Policy Safeguarding Policy Violence and Aggression to Staff Policy Visitors Policy</i></b>

# Stratford-sub-Castle Church of England VC Primary School

*Learning for life in a positive and caring Christian community*

## **Security Policy #4**

### **Purpose**

The purpose of this document is to:

- fulfil the aims of the school through a consistent approach to security
- reflect the physical security issues pertinent to our school

### **Statement of Aims**

We aim to:

- provide a happy, safe and stimulating environment so that each pupil has the opportunity to achieve and acquire the skills and knowledge required for life now and in the future
- safeguard the personal security of pupils, staff, parents and visitors
- safeguard the security of buildings and grounds
- maintain optimum relationships with pupils, parents, neighbours and the local community
- encourage vigilance from everyone connected with the school
- cultivate positive attitudes within individuals towards security matters

### **Statement of Objectives**

The objectives of this policy are to:

- enable strategic leadership to promote a collaborative and coordinated response to risk management
- identify improvements in security culture and accountability across the school
- implement ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures
- ensure that staff are consulted and informed about security and receive appropriate training where required whether new or existing
- inform parents and pupils of the security policy and encourage them to help to ensure that it is effective

### **Statement of Principles**

We believe:

- an effective *Security Policy* is crucial to the regime of the school
- a safe learning environment is vital to the well-being of our pupils and staff
- all visitors/contractors have a right to conduct their business in a safe and secure manner

### **Implementation**

Whilst the implementation of this policy is a shared one (amongst those with the 'Roles and Responsibilities' explained later in this policy), the Head Teacher at Stratford-sub-Castle CE Primary School is responsible for the day to day management of the policy.

The Premises Committee is immediately responsible for achieving the 'Statement of Aims' through furthering the 'Statement of Objectives' which is based on the 'Statement of Principles' previously set out.

The Health and Safety Working Party (which reports to the Premises Committee) consists of the Head Teacher, the governor responsible for Health and Safety, and the Premises Manager. They ensure that an annual risk assessment is conducted regarding the security of:

- pupils, staff and visitors
- school buildings and grounds
- school equipment
- school relationships with the local community.

The Annual Safeguarding Audit is used to identify any security issues. Risk assessments are conducted in accordance with the appropriate Health and Safety regulations. The risks originating from outside the school community are included as well as the risks arising from within. The Safeguarding Working Party report to the Health and Safety Working Party if they feel that any issues have arisen regarding interactions with the local and wider community through invited guests, theatre groups, discos etc. Security issues identified by the Annual Safeguarding Audit are reported to the Premises Committee and the Health and Safety Working Party as appropriate

## **Roles & Responsibilities**

**The Governing Body** of Stratford-sub-Castle CE Primary School is responsible for the security of the school.

**The Health and Safety Working Party, Premises Committee and the Safeguarding Working Party** report to the full Governing Body.

**The Head Teacher** is responsible for the day to day management of the Security Policy. The Head Teacher ensures staff, governors, parents, volunteers and pupils are fully informed of their responsibilities under this policy. The Head Teacher reports regularly to the Governing Body. The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility.

**All staff** fully understand the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the Police/emergency services

**Staff members** are issued with a Staff Handbook outlining all the security procedures (and including a copy of this Security Policy). New staff are informed of the school's Security Policy and of their responsibilities before taking up their post.

**The Premises Manager** is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours building/maintenance work.

It is the responsibility of the **Premises Manager** to check regularly that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm is maintained and tested regularly and the results documented.

As **pupils** progress through the school they are made increasingly aware of the security procedures. Pupils are encouraged to assist with these procedures when possible. Pupils are taught about personal safety and their social responsibilities. If a pupil needs to leave the classroom (e.g. to send a message, or acting as register monitor), pupils are required to move around the school in pairs and never alone.

**Parents and carers**<sup>1</sup> are kept informed of security procedures and of their responsibilities when visiting the school via the

- school prospectus
- school newsletters
- school website
- ‘Starter Packs’ issued at the beginning of each academic year
- signs and notices around the school

Stratford-sub-Castle CE Primary School values co-operation from the **local Police and community** in assisting with the security arrangements for the school site and the surrounding area. Local residents are encouraged to report incidents directly to the Police.

## **Security Strategies**

Stratford-sub-Castle CE Primary School has a policy of welcoming parents and visitors; however, we realise that problems may sometimes occur and recognise our duty to safeguard and protect all children and adults on our school site. To minimise the risk to members of the school community, especially the children, we have introduced the following procedures to control, limit and oversee access to the school site and to deal with any incidents in and around the school.

### **Access to the School Grounds (Drop off / Pick Up)**

All children and parents enter the school grounds via the main gates on the school driveway or through the pedestrian gates onto the small playground. During the school day, the main gates are locked, during which time visitors and late arrivals enter through pedestrian gates, reporting directly to the administration office, where they are required to produce the appropriate credential and sign in.

Parents are not allowed to drive their cars onto the school site. After school, parents must wait either in the designated place for their class or beside the main gates. Pupils in EYFS and KS1 are handed over to parents by a member of staff. Children in KS2 are trusted to meet their parents on the playground. Pupils are not allowed to leave the school at the end of the day unaccompanied without written permission from their parent.

Parents are welcome to enter the classrooms before and after school to speak to a teacher. If parents want to meet with staff on a more serious matter, formal appointments must be made with the member of staff. When attending appointments, parents must report to the office and sign-in.

At other times all legitimate visitors enter the school site after reporting to the school office. All visitors are required to sign in and wear a daily visitors’ sticker which is dated by a member of the office staff.

### **Access to the School Buildings**

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside). The front doors to both buildings and the door to the ‘glasshouse’ have an access control system installed.

All visitors to the school must report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. Appropriate credentials are requested when required. Dated visitors stickers are then issued. A member of admin staff will then escort visitors to the appropriate member of staff or asked to wait in reception while the member of staff is contacted. The member of staff then comes to collect the visitor. All visitors are required to sign-in and wear a visitors’ label before they are allowed into the main part of the school. No visitor is given unrestricted access to the school; this includes parents.

---

<sup>1</sup> All further references to parents include guardians and carers

Parents have permission to enter the school premises. However, they are required to act as any other visitor to the school, complying with the appropriate school rules and policies. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

Pupils may leave the premises only if the school has received notification from the parents and if approved by Head Teacher or Deputy Head Teacher. Children leaving school during normal school hours are recorded in the 'In / Out during school hours' book located in the office.

In cases of illness or accident the school contacts parents, or makes appropriate alternative arrangements. The Head Teacher/Deputy Head Teacher must be informed **before** any child is sent home.

### **School Day**

The school teaching day is from 09.00 until 15.00. Duty staff must be on duty from 8.45am (one teacher on the big playground and a second teacher on the small playground.). Teachers not on duty are in their classrooms at 08.45. Pupils are not allowed in the buildings before 08.45 (unless there are adverse weather conditions or the pupil is enrolled in an early morning school club). Doors are locked as soon as the bell goes at 09:00. All parents must leave the building before the bell goes and not enter the building once the bell has sounded. After 09:00 parents are required to drop all messages off at the office. Outside the office is a clipboard for each class where parents can write messages (e.g. who their child is going home with that day).

The school accepts no responsibility for children on site before 08.45. Early pupils may stand safely in the safe area ('sheep pen') outside the office.

Children must be collected, or leave the school by 15.10 unless they are staying for a school club. At the end of the day Butterfly Class exit via their back door. Owl Class through the art area and onto the small playground. Woodpecker Class out of glasshouse onto the big playground, Robin Class through side door onto the small playground and Kestrel Class through either door onto the small playground. EYFS & KS1 teachers ensure pupils are 'handed-over' to their parents or other designated adult. If a teacher is not leading a club, teachers go onto either the small or big playground as pupils leave the school.

Pupils who are not collected on time stand safely in a safe area outside the office ('sheep pen'). A member of staff watches the pupils as they leave school to ensure pupils are leaving with their parents or other designated adult.

Some pupils arrive and leave school by bus. In the morning, pupils who arrive by bus enter the school using either the pedestrian or main gate and enter their classroom. During morning registration, each class writes a list of children going home on the bus and this is enclosed with the registers. The admin officer creates a list of pupils going home on the bus and this is passed to a Teaching Assistant (TA) who takes children from Robin Class to the bus. TAs take pupils from their class or group of classes to the bus every day. Once all children are on the bus, the bus register is checked.

### **Supervision of School Grounds**

Teaching staff are requested to be in their classrooms at 08:45 so that parents can leave their child in safety. The Premises Officer makes sure that the pedestrian and main gates are closed securely at an identified time, shortly after 9.00am. The main gates are locked at this time using a padlock.

Children are supervised at all times when in the playground(s). Supervision is by teachers and TAs at morning break and by the Head Teacher and TAs at lunchtime. If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas or group rooms.

All staff wear whistles. As well as using the whistles to signify the end of break or lunch, staff are encouraged to blow the whistles to alert if help is required. Five blasts of the whistle = STOP and LISTEN.

### **Educational Visits**

On school trips we:

- only use contractors who can provide transport equipped with seatbelts
- will not allow children to share a seat with another child under any circumstances
- ensure a ratio of at least one adult for every ten children KS2 and one to six EYFS/KS1
- brief the children about crossing roads and other assessed risks
- ensure every group has their own first aid kit / appropriate first aiders
- follow procedures for school trips as set out in the Staff Handbook

The necessary Risk Assessments are completed by the teacher organising the trip, using Evolve (Wiltshire) <https://evolve.edufocus.co.uk>.

Once the risk assessment has been completed it is sent to the Education Visits Coordinator to be checked. If all information is correct the risk assessment will be forwarded to the Head Teacher, who will check and sanction the visit. Any visits involving water or residential stays are also authorised by Wiltshire LA. Risk assessments that need to be sent to LA will be completed

### **Security of Personal Property**

Pupils should not bring anything of value to school. Pupils should not swap personal belongings (e.g. Match Attack cards)

Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. are never be left unattended – they are secured away in person lockers.

At Stratford-sub-Castle CE Primary School staff, visitors or parents do not use mobile phones on the school site unless they have express permission from the Head Teacher. This means that at no time will a pupil have sight of a phone in the school building.

### **Security of Equipment and Cash**

Main items of school equipment (e.g. computers, TVs and videos) are security marked using 'invisible ink pens'. Portable ICT equipment (e.g. laptops, digital cameras, iPod etc.) are not left unattended in an insecure classroom or office. Such items must be locked away.

In general, no cash should be collected in the classroom. The only exception is swimming money (September – December) when each pupil is encouraged to drop their contribution into a pot and tick his or her name off the list. This money is sent to the office immediately.

No cash should be kept in the classrooms overnight. At no time during the school day should money be left unattended or in a conspicuous position even for a few minutes, instead it should be locked away when it is not handled. Staff should be very discreet about the temporary storage of cash so not to put in the temptation in the minds of others.

### **Security of Building**

A regularly monitored intruder alarm is in operation. This is always set when the school is empty. Security lighting is also installed.

At the end of the day, the cleaning staff ensure all window and external doors are locked and the site is alarmed. If a member of staff is on site when the clearing staff leave, it is the member of staff's responsibility to ensure the building they are in is locked and the security alarm is set.

## **Safety of Key Holding**

All full-time teaching staff are issued with keys. If keys are lost, staff are required to inform the Head Teacher immediately. A local governor is also a key holder.

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Key holders attending alarm activations will only attend either with Police support or in pairs. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry Police support **must** be gained before entering the school.

## **Lone Working**

On occasion, staff require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. The school is aware that some staff work on the premises before and after school on their own and the following measures are taken to ensure their security is safeguarded.

### *Risk Management:*

- Staff are required to lock themselves in the buildings when lone working.
- Staff must not arrange meetings with parents or members of the public when lone working. All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
- Staff are required not to handle cash when lone working.
- Late meetings must finish promptly and not leave one member of staff alone on site.
- Staff must not approach, or let into the buildings, unauthorised persons when lone working.
- All staff are required to give 24 hours' notice to the Head Teacher before lone working, either after hours or through holiday periods. .

### *Communication: Staff are advised to:*

- Avoid lone working wherever possible by arranging to work in pairs or as a group.
- Carry either a mobile phone or school telephone at all times when lone working.
- Let someone know they are coming into work, how long they expect to be there and when they are leaving.
- Comply with fire evacuation procedures and attend fire assembly points, ensuring that they are cleared
- To leave the site in the event of an incident.

### *Emergency procedures:*

In the event that a lone worker falls ill or into difficulties, they are to use their mobile phone/ school phone to contact the Head Teacher, the staff member's nominated person or the emergency services.

### *Access and egress:*

Staff are required to consider weather conditions before coming into school and while at work.

### *The following activities are not to be carried out by lone workers under any circumstances:*

- Working at height.
- Manual handling of heavy or bulky items.
- Transport of injured persons.

## **Contractors**

When contractors are on school premises the Premises Manager, Head Teacher or Deputy Head Teacher will assume the role of Contract Liaison Officer, and will ensure that on arrival the contractor is made aware of:

- The school's 'notice to contractors' handout \*
- The school's Fire Procedure \*
- The 'reporting procedure' note positioned at the entrance to the school giving guidance to contractors \*

The Head Teacher ensures that the 'Contractors' Safety Policy Statements' and safe working methods are requested and examined prior to work commencing. School staff members are made aware of contractors working on site.

If any contractors are observed to be working in an unsafe manner, they are to be advised to cease immediately and the Head Teacher informed immediately, in order for appropriate action to be taken.

## **Fire**

When a fire alarm is raised:

- The Head Teacher or the Deputy Head Teacher ensures the Fire Brigade has been called
- Staff ensure pupils leave the building in a quiet and orderly manner and assemble on the school field (the fire assembly point)
- Staff close all doors
- Staff ensure classes make their way to the unaffected side of the school
- Class teachers take the class register, and count the children to ensure no-one is missing. Registers are brought from the office
- Designated TAs 'sweep' toilets and group rooms to ensure no pupils are left in the buildings
- Fire safety notices, equipment and fire procedure notices are prominently displayed throughout the school.
- telephones are located in the school office and in the kitchen stock room.
- the fire bell is tested by the Premises Manager at 07.30 on Mondays.
- fire extinguishers are positioned at the appropriate points within the school

## **Trespass**

Stratford-sub-Castle CE Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

All children and staff are alert to unrecognised adults in school. Children are told to report strangers to the nearest member of staff.

If a stranger is seen on the school grounds, a member of staff will establish his or her identity and the reason for the visit. If, at any time, an unsatisfactory reason is given and/or proof of identity cannot be produced and/or a visitor sticker is not worn then the member of staff will ask for assistance from the nearest colleague. The unauthorised person will be asked to leave and escorted from the grounds. Fencing and hedges bounds the perimeter of the school grounds. Access to the school car park is restricted to staff.

If a stranger is noticed within the school buildings, staff will establish his or her identity and reason for the visit. If, at any time, an unsatisfactory reason is given and/or proof of identity cannot be produced and/or a visitor sticker is not worn then the member of staff will ask for assistance from the nearest colleague. The unauthorised person will be asked to leave and escorted from the premises.

If an unauthorised person refuses to leave the school grounds or buildings, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the Police will be called immediately.

## **Offences Not Involving Assault**

Section 154 of the Criminal Justice and Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The school may decide that incidents in or around school, which might technically amount to committing the offences listed above, are best dealt with internally without involving the Police. In such circumstances, if a parent is causing a disturbance which may include the offences listed above, the Head Teacher may revoke the parent's permission to be on the premises by taking the following action:

- the parent is asked to leave and told 'I am revoking (withdrawing) your permission to be on the school premises'
- if the parent still refuses to leave willingly, the Police are called
- a formal letter from the Head Teacher/Local Authority or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period

Formal notification is important to ensure the parent is fully aware of the sanction imposed upon them and the reasons for it. The school takes seriously parents' human rights.

The Police will be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

### **Incidents that Involve Physical Force**

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

- the school may restrain the assailant with reasonable force to protect the victim
- in all but minor cases the school will refer to the Police any assaults which appear to involve bodily harm
- the school will also report to the Police incidents which take place in a public place off school premises, but in circumstances where the school has responsibility for any of those involved whether they be members of staff or pupils
- where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault
- the school will be ready and willing to provide a substantive account of what led up to the incident

### **Offensive Weapons**

It is an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the school premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches should be undertaken by a member of staff who is of the same gender as the student being searched, where possible.

When a student declines to co-operate, the parents must be summoned after the matter has been referred to the Head Teacher, followed if necessary by referral to the Police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the Police.

### **Bomb/Terror Threats**

Any warning Stratford-sub-Castle CE Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb or other threat of a similar nature is received the school will be evacuated immediately in accordance with the Critical Incident Plan and the emergency services informed.

Staff are vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

### **Reporting Incidents**

All incidents of crime and losses are recorded, including information on the date; time; location; cost; staff; parents involved; action taken and so forth. The Police and Local Authority are notified appropriately.

Incidents are reported to Governors, at every Full Governing Body Meeting and included in the 'Head Teacher's Report to Governors'.

**Special Circumstances**

The Head Teacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register; looked after children; those who may be abducted; those who may run away and any who are subject to Care Orders). Parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity in relation to their security.