



## Security Policy

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<b>Date of policy:</b>	September 2015
<b>Date last review adopted by governing body:</b>	5 November 2019
<b>Frequency of review:</b>	Annual

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This policy has been prepared after consultation with all staff and will be presented to Governors for their approval. The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

### 1. Roles and Responsibilities

Overall school security is the responsibility of the employer. At Writtle Infant School, this is the school governing body. The Head Teacher is responsible for implementing the security policy.

#### Governing Body

The Governing Body of Writtle Infant school has agreed the Security Policy with the school community. The School's Finance and Premises Committee meets once a term to review safety, including security, and reports to the full Governing Body.

#### Head Teacher

The Head Teacher at Writtle Infant school is responsible for implementing the Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities. 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.

#### Staff

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

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

New staff are to be informed of their responsibilities before taking up their post.

#### Site Manager

The Site 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 community use.

## **Pupils**

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

## **Pupils of Special Concern**

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) and 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.

## **Parents**

The parents of pupils at Writtle Infant school are kept fully informed of security procedures and of their responsibilities when visiting the school in the:

- School prospectus
- School newsletters
- Individual letters
- Procedures implemented by office staff including notices on entry

## **Police/Local Community**

Writtle Infant school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. Local residents are encouraged to report incidents directly to the police.

**The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.**

Health and Safety Services, with assistance from the Police and Corporate Security Adviser will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

## **2. Security Strategies**

### **Control of Access**

Writtle Infant school has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

## **School Grounds**

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the perimeter pedestrian gates.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. All legitimate visitors will have entered the building via the school office and will be given a daily visitors sticker which will have the date written on it. If the reason is not legitimate, the stranger should be asked to leave. No visitor is given unrestricted access to the school; this includes parents.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced or a visitor sticker is not worn then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

## **Access to the School Building(s)**

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), apart from the main entrance to the school, which has a secure reception area with an access control system installed.

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

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance via the school office. Admin staff will inform the class teacher in advance.

## **Supervision of School Grounds**

Teaching staff are requested to be in their classrooms at 8.45am so that parents can leave their child in safety. The Site Manager ensures gates are closed securely at an identified time, shortly after 9.00am. Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the dining room assistants and duty teaching or support staff 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 shared areas such as the ICT suite. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

## **Educational Visits**

See our Educational Visits policy.

## **Security of Personal Property**

Children should not bring anything of value to school. 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. should never be left unattended.

## **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras, iPod etc.) are not to be left unattended in an insecure classroom or office. Such items must be locked away. All monies collected by staff must be sent to the school office immediately for recording and banking.

## **Security of Building**

An effective monitored intruder alarm is in operation. This is always set when the school is empty. CCTV and security lighting has been installed. It is the responsibility of the site services officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The SSO is also responsible for locking the gates and setting the intruder alarm at the end of the day.

## **Contractors in School**

When contractors are working in Writtle Infant school, the following precautions should be taken: The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.

Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

## **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone.

## **Fire**

At Writtle Infant school, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

### **Injury**

Health and Safety Services must be informed of any serious injury caused to a pupil or a member of staff.

### **3. Equality statement**

The governors and staff are committed to providing the full range of opportunities for all pupils regardless of gender, disability, and ethnicity, social, cultural or religious background. All pupils have access to the curriculum and the right to a learning environment which dispels ignorance, prejudice or stereotyping.