

Shottery St Andrew's CE Primary School



This policy is underpinned by our school vision based on the scripture,

'Let your light shine before others,
that they may see your good deeds and glorify your Father in heaven.'
Matthew 5:16

Security Policy

Date adopted by Governors:	June 2024
Date for policy review:	June 2026
Person responsible for review:	Headteacher
Signed by Chair of Governors	<i>[Signature]</i>

Rationale

At Shottery St Andrew's CE Primary School we aim to provide a safe and secure environment for children, employees and visitors. The school's security procedures operate within the framework described in this policy.

Where appropriate the School seeks any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Responsibilities

The following groups and/or individuals have responsibilities for ensuring the security of the School.

Governors

The Governors ensure that the School has a security policy and that this has been implemented and they monitor the performance of the school security measures. The Health & Safety governor monitors and reports upon the performance of these measures as part of their visits and all governors are responsible for observing its implementation when they visit the school.

Governors will review the School's Security Policy every two years or earlier if required and delegate the day to day implementation of the policy to the Head Teacher.

Headteacher

The headteacher:

- Sets up arrangements in school that comply with the Security Policy agreed by governors.
- Ensures that all staff within the school receive information, instruction and training in the Security Policy and procedures.
- Establishes a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensures that all visitors, contractors and agency staff adhere to the Security Policy.
- Monitors the implementation of the policy and security arrangements.

Staff

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the School site.
- Those listed below have been given specific responsibilities for School security.

Security Issue	Name	Any Specific Duties
Agreeing and reviewing the School Security Policy	Governing Body	<ul style="list-style-type: none">• Agree Policy• Review every 2 years
Day to day management and implementation of the Policy	Headteacher, Office Manager & Caretaker	<ul style="list-style-type: none">• Inform staff• Monitor performance• Review arrangements
Securing School entrances and exits as detailed in this Policy	Headteacher, Office Manager & Caretaker	<ul style="list-style-type: none">• Locking of gates, etc

Checking the condition and maintaining the safe operation of security devices (e.g. locks, gates, fences, etc)	Caretaker	<ul style="list-style-type: none"> Part of normal duties to check physical integrity of devices
Control of visitors	Office Manager	
Security of monies	Office Manager	

Children

Children are encouraged to exercise personal responsibility for the security of themselves and others. Any breaches of the school security arrangements are a breach of the school's Positive Relationship's Policy.

Security Arrangements

The School has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

Information and Communication

All staff must be aware of the School's security procedures, especially staff that have been given a specific role to play and all staff inductions will include the school's Security Policy.

These arrangements will also be communicated to all third parties that use the premises and grounds. All will be expected to comply with the School's security arrangements as a condition of shared use of the building. Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, gates and CCTV, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Shottery St Andrew's CE Primary School has balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing has also been taken into account when designing, installing and maintaining physical controls.

Buildings

The School takes all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building:

- The main building has only single access entrance via gate which can only be opened by a secure key code or from the School Office.
- The front and perimeter of the school is well fenced.
- CCTV cameras are in place covering the front gate and site entrance area. The CCTV is monitored in the main office and can be 'rewound' if required.
- Pupils enter and exit their classrooms using the external doors onto the playgrounds which is a fenced and locked area during the school day.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and lockable gate.

- School buildings – security fencing to prevent access to any area except the front entrance during the school day. Gates are opened at 8.45am and 3.15pm and monitored by staff during this time.
- Playground – school gates are locked throughout the School day. Children are only ever in playground under supervision of at least one member of staff.

Control of Visitors

The control of visitors is a fundamental part of our school's Security Policy for the safeguarding of both people and property.

Our policy is that:

- All visitors have to announce their arrival at the front electronic gate which is monitored by CCTV.
- All visitors report to the School Office on arrival to be signed in.
- All visitors are issued with a visitor badge / lanyard to be worn at all times. This includes parents, helpers, contractors, Governors, LA staff and any other person entering the school site.
- Any person on site without a badge will be asked to accompany a member of staff to the office or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of School staff.
- For their own safety any authorised visitors or volunteers will be given appropriate information on the School's health & safety and safeguarding procedures such as parking, fire safety and first aid.

Supervision of pupils

The School's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised School staff.

Locations where supervision is part of our safeguarding procedures:

- EYFS – children are always supervised
- Breakfast Club and Wraparound – children are always supervised and walkie-talkie radios are used for communication
- Playground - children are always supervised in this area
- Entrance gate – all access is supervised via our electronic system and CCTV.

Times of the day when supervision is part of our safeguarding procedures:

- Wraparound – children are supervised both inside and when playing outside.
- Start of school day – playground gates are open to allow access into school and are supervised by staff. Parents are clearly informed of timings that their children should arrive at school

- Lunchtime –Staff are on duty at all times inside and outside of the buildings.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Staff stand at the gates and on the playground as children come into school in the mornings.
- At 3.20pm staff take out the children as their known adult arrives to collect them. Staff wait until all children have been collected. Any child who is not collected the child is taken back into school and parents telephoned.

Supervision of Contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Our school has Lone Working Policy for staff where there is a security risk due to the need to work alone.

Locking arrangements

At different times of the day the School security arrangements require the locking of various entrances and exits as detailed below:

- Main gates and entrances – unlocked by the caretaker at 7.30am and locked again at 6.00pm. They remain locked all night and at weekend.

Cash Handling

We avoid keeping cash on the premises wherever possible and promote our online payment system, ParentMail, for payments and donations from parents.

Valuable equipment

Wherever possible valuable items will not be left where visible from outside. Most of our computers, Ipads, laptops, etc are stored in locked cabinets

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

This policy will be reviewed every 2 years or sooner if necessary.