

Bredenbury Primary School
SECURITY POLICY
September 2020

Signed and dated:

Chair of Governors:

Executive Head:

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils a similar sense of responsibility for their own safety and that of others.

1. INTRODUCTION

This document identifies the key elements of Bredenbury Primary School's security management system, and the ways in which we seek to improve security for our pupils, staff, governors and any other adult or child who may come onto our school site.

It is essential that risks to security are properly controlled through an effective security management system and commitment at all levels. This policy is part of, and should be read in conjunction with, the school Health, Safety and Wellbeing Policy.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed biannually by the Governing Body.

Re-written by Governors in:	March 2015
Consultation with Governors and Staff in :	September 2019
Ratified by Governors on:	09.10.2019
To be reviewed by Governors in:	Every 2 years September 2021

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2.SAFEGUARDING

Bredenbury Primary School has a duty of care and responsibility towards pupils, parents/carers, staff and visitors. The care and safety of the individual is the key issue behind this document.

3. AIMS

The aim of this policy is to ensure that the school can operate on a day to day basis in an environment that is safe and secure and in which the risks posed by external factors are minimised as far as is practically possible.

The document make explicit:

- The responsibilities of members of the school community
- The measures in place
- The procedures that will be followed by members of the school community to maintain and ensure security

4.OBJECTIVES

- Enabling strategic leadership to promote a collaborative and co-ordinated response to risk management
- Identifying improvements in security culture and accountability across Bredenbury Primary School
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing
- Informing parents and pupils of the Security Policy and encouraging them to help ensure that it is effective

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5. ORGANISATION

Whatever the arrangements for delegation of certain functions, there is a clear message that good security involves everyone in the school.

5.1 Governors

The Governing Body is responsible for ensuring the security of the school buildings and premises and all of the adults and children who work within. The school governors are responsible for ensuring that they are organised to exercise their responsibilities.

To do this the Governing Body is responsible for this by:

- a) ensuring a Security Policy is in place and is monitored and reviewed biannually
- b) arranging to consult and inform all staff about security;
- c) resource allocation and approving training for security in consultation with the Executive Headteacher/Head of School
- d) arranging to monitor and review the policy, including the frequency and nature of reports from the Executive Headteacher/Head of School
- e) identifying their own training needs to enable them to understand their responsibility for managing security
- f) The Executive Head/Head of School will report to the full Governing Body on Security at each Full Governing Body meeting

The Governing Body charge the Head of School with the day-to-day implementation of security procedures in school.

5.2 Head of School

The Head of School is responsible for maintaining the security of all of the adults and children within the school building.

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The Head of School is responsible for and has delegated responsibility for the day to day security of the School and for ensuring such things as:

- a) ensuring that this policy works, is understood by all staff and is reviewed biannually
- b) ensuring that this policy is monitored as required by the Governing Body
- c) ensuring that all parents and pupils are informed of the Security Policy and procedure and of their roles and responsibilities
- d) new staff are informed of the School's Security Policy and procedure (Including Security as part of Induction for new staff)
- e) arranging staff training on Security and ensure that they demonstrate this understanding of their personal responsibility, by following the School's Security Policy
- f) Staff training needs being kept under review and training arranged as and when necessary
- g) ensuring that regular routine security checks and annual/periodic survey/risk assessments take place
- h) immediately reviewing security measures and procedures in the event of a security breach
- i) raising awareness of pupils to security and personal safety issues
- j) developing and encouraging close links with others
- k) seeking advice from the Police where necessary
- l) all crimes being reported to the Police and involve the Emergency Services if necessary to enforce security procedures

6. DELEGATION OF RESPONSIBILITY

The following are delegated by the Head of School to the Health & Safety Governor, Security Attendant and Caretaker.

These persons will:

- familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties
- ensure that advice, support and information is obtained from the Director of Education and in particular will seek advice from the Education Department's Health and Safety Unit

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- ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages

The Security Attendant and Caretaker are responsible for maintaining security of the schools buildings and premises on a day-to-day basis.

The Security Attendant/Caretaker will:

- regularly review safety measures and procedures by carrying out regular routine security checks
- immediately notify the Head of School if any repairs or maintenance work is needed relating to issues of security
- making sure the arrangements for these repairs is in place and completed
- ensure the security systems and equipment is maintained
- ensure that all testing of equipment relating to security is carried out according to current regulations
- record security lapses and bring them to the attention of the Head of School
- review the security arrangements as and when required
- raise awareness of security issues

The school administrator will:

- ensure all staff have signed in and out of school;
- be responsible for supervising all visitors signing in, (including Governors) and hand out security badges to them;
- maintain the register of attendance for pupils twice a day;
- follow up pupil absence;

Individual Staff Members

All adults working in the school are responsible for maintaining the security of their own environment.

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All staff members have a responsibility for ensuring:

- they follow the procedures of this policy
- the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults
- that property is safeguarded
- that they know when to contact the police
- how to implement the school's emergency plan
- they immediately inform the Head of School should a security concern be identified
- their own actions do not expose themselves or colleagues to unacceptable risks
- make themselves aware of and conform to operational procedures that affect security e.g.
 - key and gate control procedures – only staff and contractors to know the combination
 - school alarm – only designated staff to know the combination and set it
 - visitor monitoring
 - external door locking and monitoring
 - be issued with ID badges and will display them whilst on the premises or on school trips
- remove all valuable equipment from sight at the end of the day, (if possible), and all blinds must be closed
- if at all possible, do not keep cash on the premises overnight
- do not handle cash in visible areas, where practical

Involvement of Other Groups

The Head of School is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

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Pupils

Children are responsible (to a level commensurate with their age and understanding) for following the school rules relating to school security.

The Head of School is responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare and the safety of others in and out of school (e.g. swimming, personal survival programmes, cycling proficiency training, first aid courses, drug and health programme)
- the safe use of the accommodation
- raising awareness of ongoing issues (e.g. through anti-bullying campaigns, school council)
- the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action

Pupils will:

- be told to report any persons on site who are not familiar to them and are not wearing either official School ID badge or a visitor ID badge
- be told not to approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff
- be made aware of safety signs around the school and discuss with a member of staff the meaning and procedure to follow
- keep to designated playing areas within the school grounds
- keep the supervising member of staff in sight at all times
- have regular practices of safety routines e.g. responding to the fire alarm

7. ARRANGEMENTS

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

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Risk Assessment

The Head of School will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) **and the current one to be attached as part of this policy as Appendix 1.** The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy as Appendix 2.

Incident Reporting

All security incidents should be reported to the Head of School and recorded on a Security Incident Form which will be kept in the school office. A copy of this form should be sent to the Director of Education at his request and reported to the Governing Body.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

In addition the Head of School will ensure that the appropriate accident report form is completed.

Training

As part of his/her responsibility the Head of School will ensure that opportunities will be provided for:

- a) specific training on security issues within the school's overall development plan priorities
- b) training of new staff including supply and temporary staff

Personal Security

The Head of School and Governors will review measures for combating violence to staff and pupils.

They will include:

- a) ensuring priority is given to personal security training
- b) fully co-operate and notify all assaults to the police, including full cooperation with the police in the exercise of their legal powers
- c) ensuring appropriate legal advice is obtained following incidents in which the police will not prosecute;

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- d) sending formal letters to people making threats or verbally abusing staff as appropriate
- e) fully supporting staff who have been assaulted or suffered verbal abuse and facilitate access to the County Council Counselling Service;
- f) ensuring appropriate investigation of all incidents of violence that take place

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide either written consent or fill in the appropriate school consent form.

Registers to be marked at the beginning of the morning and afternoon medicines in suitable and labelled containers. These containers will be locked in the school medical room. Arrangements for the administration of medicines are detailed in the Medicines in School Policy.

8. LOCAL SECURITY PRACTICE

- a) Registers to be marked on SIMs at the beginning of the morning and afternoon session, as laid down by the LA
- b) Visitors to school (including mum-helpers in classrooms, temporary mealtime assistants, contractors) to sign visitors book and wear identity badges
- c) Visitors (including contractors) out of hours to sign-in and sign-out on the visitors' book
- d) Any people on the premises not wearing badges to be challenged
- e) All external doors to be secured after playtimes
- f) **Early Years outside areas-** the outside learning area is fenced which prevents the pupils leaving the area

It is important that we all maintain the levels of security at school: it is not one person's responsibility, but everyone's. With tragic happenings in mind, please be on the look-out for anything out of the ordinary.

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9. ADDITIONAL SECURITY ISSUES FOR THE SCHOOL

- If any pupil displays behavioural issues which could create both personal safety or security issues, the School will assess on an individual case
- If any child presents a security risk, then **all** staff should be aware of any additional procedures put into place. (This will be undertaken with the agreement of the Head of School and the parent/carer)

10. CURRICULUM

Where ever possible, the issue of safety and security of the individual and of the school will be integrated into the curriculum.

11. 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, has been decided by assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk

Bredenbury Primary School aims to balance the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Visitors, Parents and Contractors

- All visitors to the school are required to follow the procedures laid down in this policy
- Failure to do so will end in a request for them to leave the school site

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12. SECURITY MEASURES

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

CCTV is used on the school premises

12.1 Entrances

a) Main Entrance

- Lobby external door has 5 lever lock
- Internal doors to administration and classroom areas have electronic fob access only
- Area alarmed at night, weekends and school holidays

b) Classrooms

- Windows locks are fitted where possible
- Blinds closed at night
- External doors are secured

c) Offices and staff only areas

- Staff only door to outside Yale type lock
- All blinds closed at night

d) Other entrances

- School hall and corridor – both external doors are fire doors can only be opened from inside. School hall door is alarmed.

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e) Classroom doors

- External doors are fire doors and can only be opened from inside
- Some Internal doors are fire retardant standard as per regulations.
All internal doors must be closed at the end of the day

f) Cupboards

- Cupboards that contain equipment that may pose a risk to be kept locked e.g. cleaner's cupboard.
- First aid cupboard/refrigerator sited in the medical room (out of bounds to children) and accessible only by using the security fob to the office area.

12.2 Playground/school site

The School Site is secured by fences.

- The condition of the fences is regularly monitored as part of the site inspection carried out by the Head of School, Security Attendant and Caretaker each term
- The main gates and fences were replaced in 2019. This was implemented by the LA to upgrade security. To gain access to the school there is an intercom button on the gate to call the school office. Supervision of children by school staff in the playground commences 8.35am and finishes at 3.20pm upon release of children to parents at the end of the school day. Parents are allowed access to the school playground at 3.15pm. (Covid Changes- Parents are required to socially distance outside the main gate from 8.35am. Staff will greet children and let onto playground. KS1 children will go to the animal area and KS2 will stay on the main playground. At the end of the school day, bus children will be accompanied by staff at 3pm onto the school bus. KS1 children and siblings will be released by staff also at 3pm at the Main gate. Years 3/4 are released by staff at 3.10pm and Years 5/6 are released at 3.20pm)

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- The main gate has a key pad system to gain entry and to exit the school. This code under no circumstances must be divulged to pupils, parents or people with no connection to the school
- Pupils must not play in areas they have been told are out of bounds e.g. the staff car park situated near the main gates
- Reminders about these times and safety rules in the playground beyond the times of school supervision will be periodically published in newsletters to parents and on the school website

12.3 Car park

- Only staff may park in the area designated for staff cars during the school days
- Cars must be driven into the car park before the children arrive in the playground for school in the morning or when the children are inside the school building

12.4 Communication

- The internal telephone system includes 2 telephones in the school office and a telephone in the Head of School's office. The additional phone in the office is for absent reporting
- All telephones can dial directly to the emergency service

12.5 Visitors during school hours

The school operates a simple workable access control system and therefore:

- Considers everyone who is not a member or staff or student as an intruder until they have gone through the visitor reception procedure
- Provides visitors with a waiting area until they can be dealt with

Identifies legitimate visitors and monitors:

- Their arrival and reasons for their visit by requiring them to sign in and complete safeguarding documentation
- Movement around the school
- Departure time

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- All visitors will be given an ID badge, which they will wear as long as they are onsite (safeguarding information is available on sign in)

Visitors will:

- Report to the office in the main entrance in the first instance
- Be asked to complete their details on the security signing in book and be issued with a security badge
- Be escorted to an agreed point or a member of staff will be called with whom the appointment was made
- Return the security badge to the office and sign out against their original entry in the book

Visitors after school hours:

- All appointments made out of school hours must be notified to the Head of School in advance
- Any member of staff expecting a visitor after office hours must be available to meet them at the main entrance at an agreed time
- Upon completion of business, the member of staff is responsible for ensuring the visitor is escorted off the school premises

12.6 Staff working alone

- Work beyond the normal school hours is not encouraged
- However, if any staff choose to do this they need to ensure they have let someone else know they will be alone in school and arrange to receive a phone call if they have exceeded their stated time at school
- Lone workers must have a mobile phone with them at all times and have the telephone number of another person to phone in an emergency

12.7 Clubs and Lettings after School

- All regular after hour's users of the school buildings/site will be responsible for ensuring that the security of their own areas is maintained
- They need to ensure that they have appropriate procedures in place for their own members/visitors
- The Head of School and/or Caretaker will liaise with these users to ensure that the procedures are in place and adequate

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12.8 Strangers

- Any adult on site not wearing a security badge must be challenged and asked either to report to the main entrance to sign in and collect a security badge (if an appointment has been made) or to leave the building (if there is no appointment with a member of the school Community)
- The Head of School or Teacher in Charge must be informed immediately if there is any unauthorised person on site and may enlist the services of the Police in the event of a refusal to leave the site

13. EMERGENCIES

- In the event of an intruder with malicious intent all possible attempts must be made to remove children from the area of immediate danger.
- The Police should be called
- The Head of School or the most senior member of staff onsite must be notified immediately **but this action must not delay either of the two initial actions above**
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14. TRESSPASS

Trespass may give rise to a criminal offence under Section 547 of the Education Act 1996 (See section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

The school is a private place. Any person, who is not included in the following categories and enters without permission, is a trespasser and may be asked to leave:

- **Members of staff** - unless suspended for health or disciplinary reasons
- **Registered pupils** - unless excluded for disciplinary reasons
- **Parents or carers** - responsible for a pupil at Bredenbury Primary School - unless prevented for legal reasons
- **Others** - visitors, Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities

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Offences not involving assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or 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 the incident in or around School, which technically amounts to committing the offence above, are best dealt with internally before involving the Police
- The School is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997
- Should any visitor to the School behave in verbally abusive manner, they will be asked to leave the building or grounds or the Police called

An incident that does involve physical force.

In the event of any person assaulting or battering another person, (staff, pupil, governor, or any other adult or child 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 the School Premises, but in circumstances where the School has responsibility for any of those involved whether a member of staff or pupil
- Where possible those involved should make 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

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15. PERSONAL PROPERTY

- Pupils and staff are discouraged from bringing valuable items to school and in the event that they do so the School accepts no Liability.
- If this is unavoidable on some occasion then special arrangements should be made in advance with the Head of School regarding temporary safe keeping
- Staff are responsible for their personal property

16. THEFT, VANDALISM, MINOR CRIMINAL DAMAGE AND BURGLARY.

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance

- Criminal incidents of this sort require reporting to the Police
- Incidents could possibly be likely to require an emergency response where an intruder is still present on the premises (this is when the School is locked and the alarm set off
- When an intruder is thought to be present on the premises, Police help must be sought immediately

17. REPORTING AND RECORDING INCIDENTS

The School will maintain an Incident Book. This will contain simple but accurate details of all events, which, while minor in nature, could be significant if they recurred and became persistent.

All staff are expected to record on an Incident Form.

- Trespass
- Aggressive behaviour by persons other than students around the school site
- Matters reported by pupils
- Any other incident giving cause for concern

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- The Head of School will retain the completed form in an Incident Register
- The Executive Head and Chair of the Governors will check the Incident Register at least each half term (or more frequently if necessary) to see if any patterns are developing and consider a need for consequent action

18. SITE SECURITY

All staff are responsible for security of buildings and property.

- At the end of the school day each member of staff should ensure that windows and external doors in their work areas are securely fastened and blinds lowered prior to a check by the cleaner
- Adequate Security Lighting is installed and maintained/monitored by the Security Attendant and Caretaker
- Property of the school is marked clearly and permanently and this is publicised

All staff to take shared responsibility to ensure the security strategies are implemented.

19. MONITORING

The security of the School will be monitored through:

- The Head of School monitoring the performance of this policy and report breaches, failings or security related incidents to the Governing Body
- Informal verbal reported from staff, pupils and visitors
- Formally through weekly Staff meetings
- Governors will monitor performance via the Head of School's Report to Governors and when visiting school
- Formally each term in the School Full Governors Meeting
- Local Authority audit
- Formal Inspection e.g. Ofsted