



BURSCOUGH VILLAGE PRIMARY SCHOOL

SECURITY POLICY

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim. The policy is to read in conjunction with the Health and Safety policy of the school.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the LA, Governing Body and Headteacher.

Role of the LEA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At Burscough Village Primary the "Premises, Health, Safety and Security Sub-Committee" of the Governing Body will monitor the policy on a termly basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Finance Sub-Committee for discussion. The School Prospectus and School Profile will include a statement on school security.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training as necessary;
- Parents are informed of the security policy and encouraged to help;
- formal risk assessments are conducted by an governing body and updated on a annual basis or if changes have been made.
- there are termly risk assessments conducted by the Headteacher and Site Manager;
- in addition routine security checks are carried out on an on-going basis by the Site Manager;



- termly reports are made to the Premises, Health, Safety and security Sub-Committee of the Governing Body.
- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- All staff must challenge visitors who are not wearing a visitors badge;
- Staff based in school are the only staff to know the combination of the security locks;
- Whenever possible staff to have meetings with parents in the meeting room.
- Meeting room door cannot be opened from inside the holding area.

Visitors

- All visitors, including contractors, to come to main office entrance, report to School Secretary, show their identity tag, sign in the visitors book and wear a visitors badge and/or identity tag;
- All parents to make an appointment to meet with a member of staff. To follow the same procedure as above;
- All students on placement, volunteers working in school must sign in by the School Office;
- Contractors reporting to Nursery entrance must report to School Office, show their identity tag, sign in and wear a visitor's badge and/or identity tag ;
- Parents to be reminded of our security strategies on a regular basis through newsletters written by the Headteacher;

All visitors on courses must:

- sign in at the School Office and wear a visitor's badge;
- follow the School's specified route to and from the training room, ensuring they exit via the School Office;
- all staff must ensure that the people trying to gain entry to the school should enter via the **School Office**. They should not gain entry through the playground ;

Internal Security

- push button combination locks operate on the main entrance to school;



- all external doors to be kept closed. (In accordance with fire regulations doors can be opened internally for quick evacuation but not externally);
- all rooms containing equipment that may pose a risk to be kept locked - Site Manager's room, Parents' room, resource cupboards, and rooms containing cleaning equipment;
- Meeting room door to be kept locked only accessible from hall;
- Parents/carers picking up /dropping off for Kids Club at the beginning /end of day ring the bell on the outside of the Meeting room for attention, upon which a member of staff will attend to the door.
- Entrance to head's office and staffroom to be kept closed (opened by keypad system) during such times when the school is open to the public.

Outside School

- school gates to be kept locked out of school hours;
- school gates to be kept closed and bolted during school hours;
- all staff to challenge visitors on the school grounds during playtimes;
- Pupils supervised by staff at all times when on the playground or school playing field.
- for school netball and football matches, the internal door must be locked.

Security of Equipment

Security strategies

Inside School Building

- all expensive, portable equipment to be marked as belonging to the school;
- staff to be responsible for returning equipment to the secure area;
- staff to "sign out" equipment which is taken home, e.g. lap-top computer, tape recorder.

Outside School Building

- security fencing to the front and side of the school to prevent intrusion.
- internal gates padlocked to limit intrusion.
- regular checks to be made of premises by Head teacher & site supervisor (see risk assessments).

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening



- all CD's, cameras and personal belongings to be stored in resource areas and locked in cupboard by Headteacher's Office;
- all rooms apart from classrooms, and hall to be locked;

Fundraising Events

- all rooms apart from those required to be locked;
- all CD's, cameras and personal belongings to be stored in storage containers and locked away;
- for outside events - football matches, Summer Fair, internal doors to office, head's office and staffroom to be locked so people have access to toilet facilities without having access to office areas..

Security of Staff, Visitors, Pupils during extra curricular activities.

- Parents must return signed agreement for child to participate in activity and indicating responsibility regarding collection of child/ren after closure of activity.
- Collection must be made via the front entrance of school which will be supervised by a member of staff.
- Staff involved in activity will ensure correct hand over procedure is carried out.
- Staff /external agencies will ensure register is kept of children participating in out of school activity.

Monitoring of strategies

- informally through verbal reports from staff and visitors;
- formally through Premises meetings between site supervisor and headteacher, termly "Premises, Health and Security" Sub-Committees and Full Governing Body meetings.

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