

**Burton Agnes C of E Primary School**



# **Site Security Policy**

**Review in: September 2020**

At Burton Agnes CE Primary School the pupils and staff should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

## **Roles and Responsibilities**

### **Governing Body**

Mrs Andrea Lister and Mrs Julia Banks are the Governors who are responsible for Health & Safety, including school security. The Behaviour, Health and Safety Committee' meets termly and reports to the full Governing Body on all matters related to health, safety and premises and The Governor responsible for Safeguarding and Child Protection, Mrs Julie Warkup, meets termly with the Headteacher and reports to the full Governing Body on all matters related to safeguarding and child protection. The Governors responsible for Health & Safety meet every term to undertake a site inspection, and this meeting includes a regular discussion of site security arrangements. The Health & Safety Governors then report their findings and progress to the full governing body each term.

### **The Head Teacher**

The Head Teacher is responsible for implementing the Security Policy – in line with the roles and responsibilities outlined in the schools full 'Health and Safety Policy'. She should 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 should ensure parents and pupils are fully informed of the security policy and encouraged to help.

There are regular risk assessments of security every year and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Headteacher reports regularly to the Governing Body and, where appropriate, the LA. Health and safety features on our weekly staff meeting agenda.

### **Staff**

**All** members of staff and regular visitors (such as volunteers and students) should be fully acquainted with the security procedures and know how to:

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

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

## **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 and understand why they are in place. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

## **Parents**

The parents of pupils at Burton Agnes CE Primary School are kept fully informed of security procedures and of their responsibilities when visiting the school; through regular newsletters.

## **Police/Local Community**

Burton Agnes CE Primary School values co-operation from the local police and community in assisting with security arrangements for the school site and the surrounding area. The school communicates with the local Police on security matters. Local residents are encouraged to report incidents either to the school or directly to the police. Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

## **Security Strategies**

### **School Grounds**

The school grounds are bounded by fencing and walls on all sides. All children enter the school grounds via the school gates, unless they are dropped off by the bus and then they are escorted via the main gate onto the yard. 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. If the reason is not legitimate, the stranger should be asked to leave. Children are supervised at all times when on the playground. Supervision is by either teachers and/or support staff at morning and lunch time.

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

- To prevent unauthorised or unknown visitors entering school, the main entrance has a locked reception area. All visitors to the school should report to the reception area, which is clearly marked. In the first instance, visitors will be met by a member of the Admin team, asked to sign in the visitor's log and show identification. A visitors badge and lanyard will be issued. They are also required to sign out with the time of leaving.
- All office doors will be closed when not in use and all external doors locked at the end of break times.
- Lesser known visitors are asked to wait in the reception area.
- No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her

identity and reason for the visit. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced 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.

- The exterior door of the Foundation Stage should also always be locked, if not in use. The door to the outdoor area does not need locking if a free-flow of activities from indoors to outdoors is in session. At these times, there will always be a member of staff on the large outdoor area

## **Delivery, Collection and Supervision of Children**

### **Delivering children in the morning - routines:**

- Parents may accompany children into breakfast club enter through the main entrance if before 8.45am.
- The main entrance gates to the yard will be unlocked by a member of staff at 8.45am. Children coming to school before this time should go to Breakfast Club and enter school through the main entrance.
- A member of staff is on duty on the playground from 8.45am.
- The foundation stage door will be unlocked from 8.45am. Parents of children in Class 1 are then welcome to bring their children into school, help them in the cloakroom and settle into class– but we ask that the classrooms are clear of parents by 8.55am.
- Children in Classes 2, 3 & 4 are encouraged to make their own way into school via the back doors from the yard when the bell rings at 8.55 and sort their own belongings as we are trying to develop independence and responsibility.
- At least one member of staff will be on duty on each of the outside doors each morning as from 8.45am until the bell goes at 8.55am. All of our parents/carers who regularly drop children off are known by sight; staff have been told to be vigilant and challenge/make themselves known to anyone they do not recognise.
- One member of staff is on duty to receive the children from the bus and bring them on to the yard.
- As a parent/carer, if you need to speak briefly to your child's class teacher or another member of staff in the morning, please come and do so in the reception area – if you would like a longer conversation you might like to make an appointment for after school.
- The playground gates will be locked at 9.05am once the children are all inside. This is to ensure the school site is secure and is a purposeful routine designed to encourage punctuality – anybody arriving after this time will then have to use the main school entrance.

### **Collecting children during the day**

- When a child is collected by an adult (for example – for an appointment or for illness), that child will only be allowed home with adults having parental responsibility or confirmed permission. Children leaving during the school day must be signed out.

- Children are never allowed to leave school alone during school hours. Should a child leave the school premises without permission then staff have been informed to report immediately to the office. The parents and police will then be informed of the circumstances.

### **Collecting children at the end of the day**

- Playground gates will be open in time for 3.10pm for parents to gather on the playgrounds.
- All children in school will be handed over to their parents or the designated pick up person, by school staff.
- Parents of Nursery children and Class 1 collect their children from the Foundation Stage unit
- Children who travel home on the bus are registered and put on the bus by a member of staff.

### **Children attending 'After-School Clubs'**

- Children attending any after-school club will only be allowed to leave school via the main entrance as the KS1 and KS2 doors will be locked – if you would like to come into school to collect your child from any after-school club, please come through the main entrance and wait in the reception area.
- Parents should not stay in school while their child is attending an after-school club or attempt to wait on the premises for an extended period of time.

### **Security of Personal Property**

Children should not to bring anything of value to school. Individual staff are responsible for their own property.

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

Main items of school equipment, for example computers, TVs etc. are security marked. Any cash on the premises is kept locked away, but money is banked weekly.

### **Security of the Building**

An effective intruder alarm is in operation. This is always set when the school is empty. It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

### **Caretaker**

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the fire alarm has no faults and that the security system is working properly before leaving the premises. The Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and

that all gates are locked. The caretaker must ensure that someone knows where they are and what time they are expected home. A mobile phone must be carried at all times.

### **Contractors in School**

When contractors are working in Burton Agnes CE Primary School, the following precautions should be taken:

The Head Teacher or Caretaker agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Head Teacher should check regularly that the work is being carried out safely. Contractors should report to the reception area on arrival and before leaving. Contractors should complete maintenance logs, when appropriate and have checked the asbestos file. Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates. All buildings contractors will be shown information related to safeguarding, child protection and asbestos on the premises and asked to sign the log book.

### **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. Burton Agnes CE Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded. 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 mobile phone. Curtains and blinds should always be closed in the evening, but especially if staff are working late.

### **Reporting Incidents**

All incidents of crime and losses, near-misses or potential security threats should be reported to the school office or directly to the Headteacher. Information on the date, time, location, cost, staff, parents involved, action taken, should be recorded. The Police and LA are notified. Governors and parents will be notified of any such events.

### **Review of Policy and Procedures**

This policy will be reviewed in September 2020