



Security & Visitors Policy

Approved by Governors on: Awaiting ratification

Review Committee: Full Governors

Review: Biannually



SECURITY & VISITORS POLICY

Mission Statement

“Love one another as I have loved you” (John, 15)

We believe that Jesus Christ and his Gospel Call – to love God and all people – are at the heart of what we do.

He inspires us, as children of God, to uphold the dignity of each individual.

We strive to develop a community in Christ which fully supports all in achieving their potential – spiritually, academically and personally.

1. Roles and Responsibilities

1.1 Role of the School Governors

The Governing Body are responsible for ensuring the overall effectiveness of this policy by working closely with the Head and other members of the Senior Leadership Team whose role it is to implement the requirements of this policy.

The School Governors will:

- Review and approve this policy biannually or upon significant change of circumstances.
- Support and monitor its implementation by the School

1.2 Role of the Head

The Head is responsible for implementing this Policy as agreed by the Governing Body.

The Head will ensure:

- All staff appreciate the importance of security and understand the school's Security & Visitor Policy and their responsibilities
- All risk assessments are reviewed annually or sooner if there is a need
- In addition, routine site security checks are carried out on an on-going basis by the Business Manager and the site team
- Termly reports are made to the School Governors
- All crimes are reported to the Police
- Records of all security-related incidents are maintained

1.3 Role of the School Business Manager

The School Business Manager will be responsible:

- For assisting the Head with the day to day management and implementation of the Security & Visitor Policy
- For ensuring that risk assessments have been undertaken and reviewed as required, and their findings implemented

1.4 Role of the School Staff

School staff are required to comply with this Policy and the security arrangements that have been put in place at all times and will:

- Familiarise themselves with the contents and their responsibilities under this policy.
- Ensure they sign in and out using the 'Inventory' system and display their ID badges at all times
- Ensure that they, and the students in their charge, observe the security rules and procedures
- Report any defects using the Health & Safety Portal immediately.
- Report incidents/concerns to the Business Manager and ensure that the incidents are recorded as necessary
- Staff should ensure that the classroom and windows are secured when the classroom is not in use

1.5 Role of students

- Students are to be vigilant and report to staff anybody that is on the school premises and not wearing a visitor badge
- Students are regularly reminded to report any concerns/issues to staff.

1.6 Role of visitors, contractors and staff not employed by the School

Other visitors, contractors and staff not employed by the school are required to:

- Recognise that security of the school and safety of its occupants is priority
- Sign in and out at Reception using the 'Inventory' system and visually display the school's visitor badge, returning it at the end of the visit.
- Ensure that staff and visitors under their control are aware of and observe the School's Security & Visitor Policy
- Ensure that their activities and those of their staff/visitors do nothing to compromise the School's Security & Visitor Policy, the security of the school or the safety of its occupants
- Ensure that any obvious defects are reported directly to the Business Manager

2. Arrangements

Christ the King Catholic High School will implement the following arrangements to ensure, as far as reasonably practicable, the safety and security of students, staff and other persons using the school premises.

2.1 Building Security

The school buildings will be checked periodically throughout the school day by Site Supervisors to ensure that there are no security breaches/issues.
Windows should be closed at the end of the school day.
CCTV cameras are located at key points internally and externally.

2.2 Signage

External signage at the main entrance indicates directions to the School Reception, car parking areas including designated disabled parking.
CCTV notices are displayed at all entrances to the School site.

2.3 Intruder Alarm System

In order to ensure the integrity of the system:

- The code is known by a small number of staff (Head, Premises Manager, Site Supervisor and Business Manager)
- The system is a monitored system maintained by EFT with Sector Security the nominated security company and key holder.

2.4 Access Control

An Access Control system is in operation with the inter-com operated from the main school office. All main access points are controlled by this system.

3. Security of Staff, Visitors, Students and Equipment during School events

3.1 Parents' Evenings

Access to the school will be via the Main Reception and will be supervised by members of staff who will direct parents/carers to the meeting areas.

All other parts of the building, apart from those required for the meetings, will be locked. Emergency escape routes/exits will remain open.

All portable equipment and personal possessions must be kept in a secure place. Where rooms contain valuable equipment doors will be locked.

3.2 Other functions/events

Access will be restricted to designated areas where the function/event is taking place.

All other areas of the school building, apart from those required, will be secure.

All portable equipment and personal possessions must be kept in a secure place.

4. Emergency Procedures

Staff should follow the School's approved procedures.

Students must not confront/challenge strangers on site at any time, but should report the situation to a member of staff immediately.

Staff should never challenge any person unless it is safe to do so and must not attempt to detain or remove an intruder from the premises using force.

The emergency services should be contacted on 999 if assistance is required.

5. Incident reporting and recording

All incidents relating to security of the school premises and violence to persons shall be reported to the Head, or Senior Leadership Team member if the Head is unavailable, and recorded accordingly.

6. Arson

The School will take all steps to reduce the risk of arson including good housekeeping methods of work. Rubbish bins will be emptied daily and the inflammable waste stored in a secure location away from the buildings.

7. Risk Assessments

The School Business Manager will ensure that risk assessments are undertaken to identify any hazards and that the appropriate control measures are implemented. Site Inspections will identify issues which need addressing e.g. trips, slips and falls.

Risk assessments will be reviewed annually or sooner should the need arise.

