



MILTON CE PRIMARY SCHOOL

Life in all its fullness

School Security Policy

Last revised: 13 December 2023

Adopted: January 2020

New review date: December 2024

School Security Policy

Section 1 The Policy Statement

We are committed to providing a safe and secure working, teaching and learning environment for all staff, pupils, governors, contractors and visitors whilst on site. We aim to develop, promote, communicate, and encourage a positive culture within the school, which recognises the importance and relevance of Risk Management and Security strategies.

The school recognises that our pupils, visitors and staff, whether disabled or otherwise, have individual needs when accessing the school site and facilities. As part of the ongoing commitment to the delivery of an inclusive educational service, we will endeavour to ensure, as far as possible, that disabled pupils, staff and visitors have easy access to the school reception area and other parts of the school and reasonable adjustments are in place.

The school understands that whilst there is a need to promote an open and welcoming environment, there is also a responsibility to address all security and personal safety-related issues. This will ensure protection of the school's staff, pupils, visitors and contractors, as well as its physical assets.

This policy is to be used alongside the DEMAT's Health and Safety Policy. As outlined in the DEMAT's Health and Safety policy, roles and responsibilities will be nominated to the person through job role, position and/or title. It will be reviewed on an annual basis, or sooner if change or alterations occur.

All staff will be given copies of the policy and then as staff join the organisation as part of the induction process.

Section 2 Responsibilities/ Organisation

The security within the working environment is the responsibility of everyone on site. The site will only be as secure as the people who use it. Whatever the arrangements for delegating certain functions, there is a clear message *that good security involves everyone in the School.*

Regular checks to ensure that the policy and procedures are up to date will be undertaken throughout the year. This will be a standing item on health and safety visits each term. Any changes or issues that need to be highlighted to staff, will be notified through weekly staff meetings, emails and notices in the staff room, when they occur.

Section 3 Arrangements

Our Office Coordinator (OC) will liaise with the caretaker on a weekly basis to ensure that any perimeter or maintenance issues are addressed. Current controls that are in place, such as gates and pedestrian entrances should be locked, whenever possible, both during and out of school hours.

Exterior lighting should be present by all access and egress areas including the car park and other vulnerable areas. Floors and traffic routes must be kept free of obstructions which may present a hazard or impede access.

Any arrangements for lettings or extended school activities will be arranged on a separate basis and authorised by senior management (OC/HT).

All the appropriate signage should be displayed throughout the site directing visitors, staff and pupils to the designated entrances that are to be used to access the building. All of these doors should, wherever possible, have access control measures in place for use during the school day. Staff should check these measures at regular times to ensure they are in working order and have not been compromised. All staff will ensure that doors and windows to their areas are secured at the end of the working day.

Information and instruction will be given to both staff and pupils regarding the importance of personal safety whilst on site.

i) Key holders

Keys for the school will be given out under the agreement of the school leadership team, limiting master keys to a restricted number where possible. Key security will be monitored on site by using a key inventory. All staff who have been allocated keys, will appear on the list, which should be updated if staff leave, or further keys are issued. All spare keys should be securely locked away and covered by the intruder alarm system out of school hours. All access to spare keys should be logged.

Section 4 Arrangements for Visitors

All visitors and Volunteers will have restricted access to the school, reporting to the main reception, using the signing in system at all times. Visitors might include representatives from DEMAT, the Local Authority, Children Social Care Services, Health and police and peripatetic teachers as well as parents. Visitors will be accompanied by a member of staff at all times.

i) General

Badges will be issued to visitors and they must be informed that they should display them at all times. Staff should also be advised that they need to wear identity badges at all times.

Agency Staff also need to be informed that they need to wear identity badges. Staff should be aware of the school's procedures and actively question all persons on site if they are not wearing a badge and are unknown.

ii) Volunteers

Where volunteers are entering the school they should be expected to sign in at reception and carry ID. Volunteers should have proper checks in place and only have unsupervised access to children when correct documentation including a DBS check has been completed. They will be issued with visitors badges.

iii) Contractors

All contractors should be made aware of the school's policy for 'contractors working on site.' A nominated person (the Office Coordinator) will be in charge of the contractors, ensuring they are aware of any security related issues, which may be effected by their work. Assessment should be made of all areas if such work will breach the current access control measures in place.

The school and grounds are Private Property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser and should be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the Head Teacher and/or notify the police. Staff should avoid any risks as far as possible to their confrontation with the offender.

Section 5 Arrangements for Pupils

All pupils entering the school later than the dedicated time of arrival must report to the main reception, registering in through the school system and process.

Any child leaving the site before the dedicated time should only be allowed to do so with prior arrangement through an appropriate member of staff. No pupil should be allowed to leave the school unless accompanied by an adult with parental responsibility or confirmed permission. Where age appropriate, children may be allowed to leave the school alone provided contact has been made with an adult with parental responsibility via written or verbal permission/agreement. If in doubt this **MUST** be checked with the designated safeguarding lead (DSL) or other senior member of staff. Any child who is removed from the school site during normal school hours **MUST** be signed out.

Should a child leave the school premises without permission then staff should not chase after a child, in case this should put the child at more risk. A staff member should follow at a safe distance and keep in contact with the school / HT as to their location and the location of the child through a walkie talkie and then mobile phone when out of range. A report of the event must be made to the office. Parents and police will be immediately informed of the circumstances.

The management of the school will make the appropriate arrangements for the supervision of the pupils during break and lunch times. Arrangements for each day are set out on a rota and managed by the senior midday supervisor. Any difficulties or

issues must be notified to the senior midday supervisor who will keep the senior management team informed who may need to review processes. Information and instruction will be given to both staff and pupils regarding the importance of personal safety whilst on site.

Section 6 Trespass

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:

- a) Members of staff - unless suspended for health or disciplinary reasons
- b) Registered pupils - unless excluded for disciplinary reasons
- c) Parents or guardians responsible for a student at the School - unless prevented for legal reasons.
- d) Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities

Section 7 Visitor Access Control

The School operates a simple workable access control system and therefore: Considers everyone who is not a member of 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:

- a) Their arrival and reason for their visit by requiring them to sign in and complete the safeguarding documentation.
- b) Movement around the School and
- c) Departure time
- d) All visitors will be given an ID badge, which they will wear as long as they are on site and carry the safeguarding documentation with them.

Section 8 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, or disorderly 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 incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without 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 a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

Section 9 An incident that involves physical force

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children 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 School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or pupils.
- Where possible those involved should make an 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.

Section 10 Personal Property

Pupils 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 Headteacher regarding temporary safe keeping.

Staff are responsible for their personal property.

Section 11 Theft, Petty 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, and 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 is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

Section 12 Reporting and Recording Incidents

The School will maintain an Incident Register. This will contain simple but accurate

details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A:

- Trespass
- Aggressive behaviour by persons other than students around the School building
- Matters reported by pupils
- Any other incidents giving cause for concern
- The Office Coordinator will retain the completed forms in an Incident Register
- The Headteacher and OC will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action

Incidents relating to the behaviour or safeguarding of children will be recorded on CPOMs by staff members. These logs will be monitored daily and reviewed in regular DSL meetings (at least fortnightly). Any trends or patterns will be identified and actions put into place to address concerns. External visitors, agencies, kitchen staff and midday supervisors will report any such incidents by speaking directly to a member of the safeguarding team or through the completion of safeguarding logs that are located in the staff room. All adults in school will be told how to report any incidents of a safeguarding nature upon arrival and after signing in at reception. Further clarification can be found in the school's Safeguarding policy.

Section 13 Site Security

All staff are responsible for the security of buildings and property.

- At the end of the School day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by site staff.
- Risk assessments are in place and are reviewed by the health and safety representatives annually.
- Property of the School is marked clearly and permanently and this is publicised.

Section 14 Contractors

- Contractors on School site are required to observe the School's security policy/procedure, and this is overseen by the relevant site staff.
- Building materials and equipment must not be left lying around.
- When not in use scaffolding should not be given access to previously secure roof areas.
- Alarm systems must not be disrupted.
- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as School staff.

APPENDIX A: INCIDENT REPORT FORM

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

1. Member of staff reporting incident:

Name:.....

Work Address:

.....

Position.....

2. Personal details of person assaulted/verbally abused (if appropriate)

Name:

Work Address:

.....

Position: (if member of staff)

Class: Age: Gender:.....

3. Details of trespasser/assailant(s) (if known)

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4. Witness(es) (if any)

Name:

..... Gender..... Age.....

Address:

..... Postcode.....

Other Information:

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Witness(es)

Name:

.....Gender.....Age.....

Address:

.....Postcode.....

Other Information:

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Relationship between member of staff/pupil and trespasser/assailant

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5. DETAILS OF INCIDENT

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of Incident (attach sketch if appropriate)

c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

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6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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7. Any further information/sketches, etc. (as attachments)

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Signed: **Dated:**.....