

**THE RACKHAM**  
**C OF E PRIMARY SCHOOL**

# Site Security Policy and Procedures

**Policy Number:** SCH 036

**Date:** September 2023

## **Policy statement**

The Rackham C of E Primary School recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to The Rackham C of E Primary School. Security procedures will operate within the framework described in this policy.

Where appropriate the School and Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The School will provide staff with enough resources, information and training to implement the security procedures.

The Governor's will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

## **Responsibilities**

Governing Body - The governing board shall:

- Review and approve the security policy and any action plan approved by the governing board.
- Ensure arrangements exist for measures to be monitored and reviewed
- By all governors observing its implementation when they visit the school.
- Determine expenditure priorities

Headteacher - The Headteacher will:

- Implement the security policy and any action plan approved by the governing board.
- Ensure that all staff members have a clear understanding of their particular responsibilities.
- Take day to day operational decisions.
- Consider particular risk situations (e.g. home visits, lone working) and complete relevant risk assessments
- Consult with local professionals as appropriate (e.g. police, road safety workers, etc.)
- Provide appropriate information to pupils, parents and visitors.
- monitor and review security measures
- Review the policy and update the governing board as needed.

Staff - Staff should:

- Support the Headteacher in implementing this policy
- Report any shortcomings to the senior leadership team.

Those listed below have been given specific responsibilities for school security.

| Security issue   | Name  | Specific Duties   |
|--|---|---|
| Agreeing and reviewing the school security policy  | Governing Body                                    | - Agree policy<br>- Review every 12 months  |
| Day to day implementation and management of policy.  | Headteacher /<br>Admin Office<br>Business Manager | - Inform staff<br>- Monitor performance<br>- Review arrangements  |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads and fences). | Caretaker   | - Caretaker unlocks school on arrival<br>- Caretaker oversees management of site keys and maintenance of perimeter gates and fences           |
| Control of visitors  | Office Staff                                      | Check visitor identification credentials and issue security badges  |
| Control of contractors   | Business Manager and Caretaker                    | - Ensure safe access to site and manage potential risks contractor work may present<br>- Supervise contractors while pupils present in school |
| Security of money etc.   | Business Manager and Office Staff                 | - School is effectively cashless, but any monies will be held securely  |
| Security Risk Assessment   | Headteacher, Business Manager, Caretaker          | Review annually and inform Governing Body of findings as part of policy review  |

Pupils, parents, Community Users, Visitors and Neighbours/Businesses in the locality:

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Expected to respect the measures taken by the school to improve and ensure security.
- Will be informed of any security incident that they affect them.

### Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

## 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 a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The Rackham C of E Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so has also been taken into account when designing, installing and maintaining physical controls.

## Buildings

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

The access control procedures for the building are –

- The main building has three entrances consisting of main entrance, reflection and arch door. The main door, can only be opened from the outside by security fob issued to all members of staff once the security lock is enabled.
- Access to the reflection and arch door is restricted by a locked gate and fencing.
- Access to the lower car park and the back of school is restricted by a locked gate and fencing.
- Vehicular access to the site is the front car park only. The rear car park can only be accessed through the locked gate, which if appropriate a member of the office team will open.
- Staff supervise the KS1 and LKS2 pupils as they come into school and leave at the end of the school day where they are collected by parents and carers.
- Electronic fire and security alarms are in operation.
- Outside lighting is operational after dark
- Outside security contractor employed for unsociable hours

## Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School buildings – security fencing around buildings and locked gates on to rear school grounds.
- School fields –fencing around perimeter to deter the general public from coming onto school grounds.

- Vehicular access to the school car park is to the front car park. Access to the rear car park is restricted by means of a locked gate with an access code panel. Anyone in the car park not known to school will be challenged by staff. Vehicles used to drop off and collect children are not allowed to enter the car park. Special arrangements can be made for disabled visitors. Contactors and deliveries are time constrained to outside drop off and collection times.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are:

- School field – access to school field for PE and forest schools – always under supervision. Forest schools should always have a member support staff out with the class.
- Lunchtime – children sometimes use the school field but will always be under the supervision of staff. Staff would also have walkie talkie to allow contact with school.
- Playground/playtime – school gates are closed at all times. Children are only ever in playground under supervision of staff whether teaching or non-teaching.

### Early Years and KS1 outside Areas

As pupils require access to the outside areas at all times the school have ensured a secure outside area has been provided. KS1 Area has a suitable perimeter fence at least 4ft high and is only accessible via a key code. There is adult supervision at all times.

Early years outside area is in a confined area with 6ft fencing to the perimeter area. There is a latched gate to this.

### Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to office on arrival.
- All visitors' sign in electronically. ID badges are issued and are to be worn, alongside a visitor lanyard, at all times while on site. This includes parents, helpers, contractors, and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the office or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.

- All regular volunteers and visitors are provided with a pack which includes safeguarding, DBS information and other relevant forms and guidance. Volunteers are asked to sign that they have read and understood the information provided.

### Supervision of pupils

The school's overall safeguarding strategy requires pupil supervision by school staff at all times.

Beyond the classroom environment and curriculum time, locations where supervision is part of our safeguarding procedures include –

- EYFS unit – children are always supervised in-line with statutory adult: pupil ratios
- Breakfast and Afterschool Clubs
- Outdoor environment – Children are always supervised
- Gate entrance – the entry is supervised to ensure no unauthorised access into school. Children who arrive late after the gates have been closed enter via the main entrance. Access is supervised.

Times of the day when supervision is part of our safeguarding procedures –

- Breakfast Club – staff collect children from the door and they are supervised throughout breakfast and whilst playing before the start of the day
- Start of school day – KS1 playground gates are opened to allow access to this area and is supervised from 8.30am until 8.45am. Parents have been informed of these arrangements and that supervision does not start until 8.30am.
- Lunchtime – When doors are open staff will be on duty at all times inside and outside of the buildings.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Staff are on duty from 8.30am in the morning.
- At end of school day, every early years and KS1 pupil and pupils from Years 3 and 4 are held until known adult collects. Pupils from Years 5 and 6 will be allowed to leave classrooms to exit through the main carpark gate to wait until they have been collected by parent or carer or if allowed, to walk home. Early years, KS1 and year 3 and 4 staff wait until all their children have been collected. Any child who is not collected is taken to the school office and parents telephoned.

### Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.

### Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and visitor lanyards and be expected to wear them at all times when on site
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed (out of school hours where possible)
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### Lone Workers

Our school has Lone Working policy and Risk Assessment for staff where there is a security risk due to the need to work alone. Ideally staff should not work alone or in isolated situations at school as this may introduce risks for a non-normally non-hazardous work activity.

### Physical security measures

The school and governors has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The school and governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, the school and governors will ensure that physical security measures are installed. Where physical controls are not justified, the school governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### Locking arrangements

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

- Main gate – Unlocked by the caretaker on arrival and locked again on leaving. They remain locked all night and at weekends.
- Gates on to the playground – unlocked and locked again at 8.45am by staff supervising the gate. They will be unlocked again at 3.15pm. They will be locked up for the evening once the caretaker has removed the bins for the day.
- Gate on to rear carpark and grounds are locked at 8.45am by the office staff and remain locked until the end of school.

### CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

### Cash Handling

The school operates a cashless system. Very little cash is kept on site.

### Valuable equipment

All items above the value of £500 will be recorded in the asset register.

Items of valuable portable equipment with a value above £500 will not be left unattended in rooms where there is public access. All items should be held securely when not in use and locked away out of sight overnight. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

### Medicines



There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in their original labelled containers. These containers will be locked in the schools medicine cabinet in the office.

Arrangements for the administration of medicines are detailed in the administering medication policy.

### Computer Data Security

It is important that computer data used in administration is secure, as far as is practical and reasonable from accidental or malicious damage or loss.

To this end:

- Computers used in school will be equipped with up- to-date anti-virus software.
- Backups will be taken of important data, to minimise the time needed to return to normal.
- This is encrypted and stored in cloud storages.
- The GDPR law is in operation and will be enforced
- The school makes every child aware and regularly reminds them about our `Rules for Responsible Internet Use`.

### **Risk Assessment**

A security risk assessment will be completed annually by the Headteacher, Business Manager and Caretaker. The findings will be used in the review of this security policy.

### **Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

Governors will monitor performance via the Headteacher's termly report to governors and when visiting school.

Documents to be read in conjunction:

- Health & safety Policy
- Risk Assessments
- Fire safety Policy and Procedure including Invacuation Procedure
- Lone Working policy

This policy will be reviewed and agreed in line with Government guidelines by the Governing Body.

**Approved and signed by:**

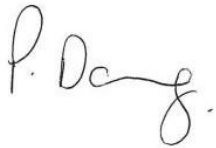
**Headteacher**



**Signed:**

**Date:** 7<sup>th</sup> September 2023

**Chair of Governing body**



**Signed:**

**Date:** 7<sup>th</sup> September 2023

# Boundary Plan

