



St. Joseph's Catholic Primary School

Security Policy

Approved by:	Governing Body	Date: 14.7.2020
Last reviewed on:	January 2023	
Next review due by:	July 2026	

1 Policy statement

Governors recognise and accept their responsibility to provide a safe and secure environment for children, staff, governors and visitors to St Joseph's Catholic Primary School.

Where appropriate, governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will provide staff with enough resources, information and training to implement the signing in/out procedures.

The Governing Body 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, staff and governors.

2 Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1 Governors

- Governors will ensure that the school is as secure as it can be for pupils, staff, governors and visitors
- Governors will ensure that the school has a robust signing in/out procedure
- Governors will monitor the performance of the security measures. This will be achieved:
 - By the Health & Safety governor monitoring performance on their visits
 - Through the headteacher's reports to governors
 - By all governors observing its implementation
- Governors will review the Security policy every two years
- Governors will delegate the day to day implementation of the policy to the headteacher

2.2 Headteacher

The headteacher will:

- Set up arrangements in school that comply with the Security policy agreed by governors
- Ensure staff adhere with signing in/out procedures
- Ensure that all staff within the school receives information, instruction and training in the procedures
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors, contractors and agency staff adhere to the policy
- Monitor the implementation of the policy and security arrangements

2.3 Staff

All staff will comply with this policy and the arrangements made by the headteacher to ensure the safety of children, staff, governors and others on the school site. Those listed below have been given specific responsibilities for school security.

Security issue/Specific Duties	Who	Specific Duties
Agreeing and reviewing the Security policy	Governing Body	Agree policy Review biennially
Day to day implementation and management of policy	Headteacher	Inform staff Monitor performance Review arrangements

Securing school entrance/exits as detailed in this policy	Site Manager/Designated staff	Opening and locking gates
Checking the condition and maintaining the safe operation of physical security devices (locks, gates, keypads, fences)	Site Manager	Part of normal duties to check physical integrity of security devices
Security of money	Office staff	Safe used for storing cash overnight. No large amounts of cash kept at school. Two staff take cash to bank
Control of visitors	Office staff	Confirm Identity Issue 'Inventry' badges Ensure visitors are always escorted unless they have current DBS check
Control of contractors	Admin staff Site Manager	Confirm Identity Issue 'Inventry' badges Ensure visitors are always escorted unless they have current DBS check
Risk assessment	Headteacher	Review biennially or after breach

2.4 Children

Our children must understand the importance of reporting strangers to known adults on site. If they see an adult on site without a St Joseph's lanyard/ Visitor badge, they will report that to a member of staff.

Children will not need to use the signing in/out procedures if they arrive at school on time. A parent/carer of a late child will need to sign that child in using the 'Inventry' system whilst the child quickly goes to class. If a child needs to be taken out of school during the day, they will need to be signed out by a parent/carer using the 'Inventry' system. Breaches of the arrangements will be investigated.

3 Controlled entry and exit during the school day

Controlled access is a combination of measures to ensure that the school has a record of which adults are present on the school premises at any one time. In the event of a fire evacuation, records can be produced for the emergency services detailing who is accounted for and who is unaccounted for.

Controlled access also ensures that unauthorised visitors do not present an unacceptable risk to children, staff and governors at St Joseph's. The extent of physical controls, such as gates, has been decided by a risk assessment of the physical security of the school and also a risk assessment of the likelihood of visitors presenting a risk and the practicality of the control measures needed to reduce this risk. St Joseph's Catholic Primary School has, through risk assessment, balanced the need to remain a welcoming school with safeguarding children, staff and governors.

3.1 Staff

- Staff will enter/exit the school site using the main office entrance or the Infant end car park gates

- Staff will scan their badge on the 'Inventory' system located at both entrances which will log their presence
- Staff will scan their badge on exit to show that they have left the school site
- Staff must not share badges or allow their badges to be used by somebody else
- Staff must not sign in another member of staff

3.2 Visitors

The school will make all reasonable efforts to restrict unauthorised access to the site to ensure the personal safety of children, staff and governors. The access control procedures for the school site are:

- All visitors report to the Office entrance on arrival
- All visitors will be asked to show photographic ID
- All visitors without a current, clear DBS check will be escorted at all times when in the building during the school day where any access to pupils is possible
- All visitors are issued with a Visitor badge to be worn at all times. This includes parents, helpers, contractors, LA staff 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 school office
- Any refusal will be reported immediately to the headteacher. Any aggression will be reported to the police
- For their own safety, any authorised visitors will be given appropriate information on the school's access procedures including parking, fire safety and first aid

3.3 Contractors

Contractors and maintenance personnel will not always have been DBS checked. However, if they have not been DBS checked, they should not have unsupervised access to children and will therefore be escorted on school grounds at all times. All non-DBS contractors will be supervised at all times by school staff while on school premises at times when pupils are on site.

If St Joseph's has been advised that the contractor has a clear, current DBS check, and we have received this notification in writing on headed paper with the DBS reference number and date of check, the contractor will be able to move around on site unaccompanied.

All contractors will be controlled as follows:

- The office will ensure that for any contractor reporting in, they have a pre-arranged appointment or can identify by name their school contact
- They will be asked to provide photographic ID to prove their identity
- All will be given school badges and be expected to wear them
- 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

3.4 Governors

- Governors will enter/exit the school site using the main office entrance when performing their duties
- Governors will scan their badge on the 'Inventory' system located by the office which will log their presence
- Governors will scan their badge on exit to show that they have left the school site
- Governors must not sign in another visitor to the school

4 Lone Working

There will be occasions e.g. evenings or weekends where lone working may be required by a member of staff. All jobs should be assessed for danger and a decision made as to their suitability for lone-working. Other controls as follow:

- When working alone in school, staff member to carry their mobile phone at all times and report entry to key holder
- Ensure that a key holder knows where you are and the times that you are expected to finish; phone key holder when finished
- If working for longer than two hours alone, make sure arrangements are made for a check-in system with identified key holder

5 Security of the buildings

An effective intruder alarm is in operation and it is always set when the school is not in use. The intruder alarm is monitored by Impulse Fire and Security who will inform key holders if a breach has occurred. Security lighting around the site is on after dark. It is the responsibility of the class teachers to make sure that their classroom is secure - windows closed and equipment switched off before leaving the premises. The last key holder to leave the premises is responsible for securing the building if they leave after the Site Manager.

6 Co-operation with third parties, extended services and community groups

St Joseph's 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. Below are the additional security measures that apply to the groups listed:

- After School Clubs managed and supervised by existing school staff who have enhanced DBS checks
- Independent after school clubs or community groups must sign our Lettings Agreement which states that they have appropriate public liability insurance, child protection, first aid arrangements in place and have received information regarding health and safety, security and emergency procedures. The school can only be locked and unlocked by a member of school staff. Visitors in unauthorised locations will be challenged by staff

7 Trespass and Nuisance

In the first instance, members of the Senior Leadership Team should consider the level of risk before approaching an unauthorised member of the public on the school grounds. If pupils are outside, it might be necessary to take pupils back to their classrooms. However, in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils, staff or governors as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

8 Serious Incidents or Threats

In the event of any serious incident the general idea is to stay calm, minimise risk and seek help. Staff should remember that:

- The welfare, security and protection of the pupils, staff, governors and visitors will take precedence over any other action required to contain the situation

- The headteacher or other senior members of staff must be informed. This person/s will then decide what action to take, which may involve contacting parents or the police

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required, an extraordinary meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, local authority, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents.

9 Offensive Weapons

The headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the headteacher's decision will be considered by the governing body.

10 Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items. The school takes an active stance on this and discourages children and staff from bringing in items of high value to school. The school banks all monies such that large sums are not left on the school premises. Valuables left on school premises are stored in locked drawers or cabinets. Staff are provided with lockable lockers for which they need to buy a padlock. The staff are encouraged to use these lockers to store their valuables.

11 Closed Circuit Television (CCTV)

The CCTV system is part of St Joseph's security. The system has been installed by the school with the primary purpose of reducing the threat of crime, protecting the premises and helping to ensure the safety of all of our children, staff, governors and visitors. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage informs people of this. CCTV may be used by the headteacher to establish timelines of incidents that happen in view of CCTV. Parents are not allowed to view CCTV recordings but the General Data Protection Regulation (GDPR) allows individuals a right to data held about themselves, including those obtained by CCTV as long as no other person is identifiable. Requests for access should be made to the headteacher.

12 Monitoring and Review

The headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the leadership team. Governors will monitor performance via the headteacher's termly report to governors and when visiting school.

This policy will be reviewed biennially by the Governing Body.