



## Security Management Policy

Created: February 2025

Reviewed: June 2020

Review By: June 2023



### Statement of Intent

The aim of this policy is to ensure a secure environment for pupils, staff and equipment, whilst retaining a pleasant atmosphere within the school and not imposing impractical restrictions.

#### 1. Visitors

- A visitor is regarded as any adult, and includes parents and contractors.
- All visitors are encouraged to use only the main entrance to the school, and to report to the school office.
- Sufficient directional signs to guide visitors to the main point of entry.
- Authorised visitors will be provided with a temporary badge identifying them as a visitor, and/or will be escorted.
- All staff should wear an identity badge and will have unaccompanied access to children at all times.
- Visiting professionals/visitors with a DBS which is lodged with us may have unaccompanied access to children for the purpose of their visit.
- Staff are encouraged to challenge unidentified visitors, but bearing in mind the risks involved.
- Pupils are encouraged to report any unidentified adult to a member of staff.
- All external doors should remain closed at all times.

## 2. Pupils

Pupils are not allowed to leave the school premises during the day, except by prior arrangement with a member of staff. Parents are made aware of this requirement.

Pupils are supervised during break and lunch times by staff. Pupils are asked to gather in the Learning Resources Centre when they arrive in school very early. At 8.30 staff are on duty to organise full supervision. In the event of an incident requiring pupils to return quickly to the school buildings during these times, a procedure is in place.

Crime Prevention as a topic is included in the school curriculum.

In relation to the School's out of hours use of premises, keys are signed for and recorded.

## 3. Personal Property

Pupils are discouraged from bringing valuable items to school. Should they do this, pupils should not leave the item unattended. By preference, they are advised to hand over to the office staff so that it can be held securely or in the school safe.

Staff are reminded of the risk of sneak theft and advised not to leave handbags etc unattended in the classroom or staff room.

Staff are reminded to lock vehicles parked in the school car park.

## 4. Premises

The buildings are enclosed within an internal security controlled fence system.

The pedestrian gate will be opened and manned from 8:15 and closed at the start of the school day 8:40 hrs and re-opened at 15:00 and closed for security reasons at 15:15 hrs.

Security doors to be fitted Summer 2020 allowing access for staff and students with a PIN code.

Classrooms and toilets etc. are checked for intruders prior to locking up at the end of each day. This is normally the responsibility of the Site Supervisor.

Staff close all windows at reachable height at the end of the day, and lock them if appropriate. Blinds, where they exist, should also be drawn.

The Assistant Site Supervisor will carry out an external walk around the building at the end of their shift to ensure no windows, gates or external doors are left open when the building is unoccupied.

External lighting is fitted in various positions ensuring sufficient passage to the staff car park.

The school gates are kept locked outside school hours, to discourage unwanted visitors.

The perimeter fence is to be fitted autumn 2020 by the archdiocese.

## 5. Equipment

Cash-handling procedures are as directed by the LA Financial Regulations. Cash is not kept on the premises in normal circumstances. When unavoidable, then it is held in the school safe. Parents are encouraged to pay via on-line facilities or cheque rather than cash, payments are requested on a Monday morning.

High value equipment such as computers are kept, as far as practicable, away from windows.

All computers are security marked with 'Smart Water' and asset tagged and this fact is made widely known.

The internal doors of the school are left unlocked out of hours, as experience suggests that locking them increases the damage caused whilst doing little to discourage entry.

Certain offices and rooms are locked due to the nature of their contents.

When the school is open for a letting it is advisable to lock internal doors to deter anyone from wandering.

## 6. Trespass

Staff are made aware of the law relating to trespass, as it applies to school premises.

The Headteacher or Deputy Headteacher will challenge trespassers on discovery and ask them to leave, bearing in mind any potential risk to themselves. When not considered safe to challenge, the Police will be called.

LA guidelines will be followed in cases of repeated trespass.

## 7. Miscellaneous

All acts of theft, criminal damage and vandalism are reported to the Police.

Damage and graffiti is made good at the earliest possible opportunity, to discourage further acts and reported to the police.

Community use of the school and grounds is actively encouraged, both to minimise the time that the school is empty and to foster a sense of community 'ownership'

The number of key holders is limited. They are as follows:

- **Site Supervisors**
- **Headteacher**
- **Deputy Headteacher**
- **Business Manager**

The Local Authority are supplied with contact numbers for the above. Locking up at night is the responsibility of these key holders or their nominee. Community users are not supplied with keys, unless by special arrangement.

Tools, ladders and other implements of burglary are kept in a secure place.

## 8. Arrangements for Review

The Resources Committee of the Governing Body reviews this policy on a regular basis. The Governing Body on an ongoing basis monitors the cost of theft, vandalism, etc.

The advice of the Police and other experts is sought wherever appropriate to evaluate and reduce risks to security.

Any identified requirements for improving the security arrangements of the school are included in the Improvement Plan, for action as funding permits.