

“A cord of three strands is not easily broken”

Ecclesiastes 4:12



Weeting Primary School Site Security



Date Agreed: March 2025

Review Date: March 2028



Introduction

It is our aim at Weeting Primary School to ensure that all children, staff and visitors are safe and secure whilst on our premises.

School security is of paramount importance and is the responsibility of all staff in conjunction with the Headteacher and the Trust.

The safety of children is of the paramount importance and outweighs any inconvenience to staff, families and visitors caused by security measures.

School Security

This will encompass:

- Intruders
- Theft/loss
- Arson
- Vandalism
- Violence to children and staff
- Personal safety

We aim to take a preventative approach.

It is important to recognise that complacency can result in injury or distress to individuals and can also cost the school money. A well managed and maintained school will convey a sense of security to all stakeholders and visitors.

Roles and Responsibilities

The Trust has responsibility for the school security policy whilst the Headteacher is responsible for the day to day management of security in the school. However, all staff are expected to adhere to the policy and to be aware of the need to report risks to the Headteacher. The staff and Headteacher have responsibility for securing the premises and for co-operating in implementing this policy. Any concerns regarding school security will be reported to parents through the school newsletter where appropriate.

Security Measures and Procedure

Access to the school is controlled through the main reception entrance a swipe card entry system. Gates onto the playground are locked during the school day and opened 5 minutes before the start and end of the school day. During this time access to the playground is controlled by a member of staff with access to a walkie talkie to communicate to the school office if needed.

All teachers are responsible for their own classrooms at the start and end of the school day and must ensure external doors are secured as appropriate throughout the day. Staff are responsible for ensuring doors and windows are shut and locked when they leave the school building. The Headteacher regularly surveys the school site to ensure the boundaries are safe and ensure any maintenance needed is secured.

Staff and Visitor Access

- All visitors must enter through the main reception area.
- Visitors sign in, receive a visitor's badge and safeguarding instructions. Visitors are accompanied on site.

- Contractors report to the Headteacher or Office Co-ordinator to sign in before starting or continuing work.
- Contractors sign in to the contractor signing in book, which includes the contractor asbestos signing in sheet.
- All teachers, school cleaner and office co-ordinator have keys to the building.
- The intruder alarm system number is restricted to key holders.

Entry to the school in the morning

All children come into the school through the main gate or side gate which are opened by a member of staff at 8.35am and closed by 8.45am. Children accessing Birch Breakfast Club come into school via the main reception door and are met by the Wraparound Club Assistant. Classroom doors are opened at 8.40am and children are met by their class teachers. Oak Class children line up outside the double doors and are met by their class teacher, walking down to their classroom. The class teacher is responsible for locking these doors. Any child arriving late must come into the main reception. The Office Co-ordinator is responsible for admitting the child into school.

Leaving school during the day

If parents need to take their child out of school during the school day, they should report to the office, via the main reception. A request to take a child out of school should normally be made in advance in writing or by a message sent to the school office. A log is kept of children leaving school during the day. Parents are requested to sign their children out, and on their return, if appropriate.

Supervision of the school grounds

Children are always supervised when outside. This supervision is led by a Class Teachers, Teaching Assistants and Midday Supervisory Assistants.

Leaving school at the end of the day

All children depart their classrooms onto the playground, when a member of staff their parents from the classroom door. Children are only given to a person with parental responsibility or where permission has been given for the child to be collected by someone else. Year 6 children are able to walk home independently where written permission has been obtained from parents. If a child is collected by taxi, the taxi driver collects them from the main reception area. If the taxi driver is unknown, identification needs to be shown.

Trespass

The school is not a public place to which any member of the public is entitled to access. Any person entering without permission is a trespasser. If children are outside the staff member should immediately take the children inside following the invacuation procedure.

If a parent is causing a disturbance, becoming abusive or violent towards a child, member of staff or another parent, the Headteacher may revoke the parent's permission to be on the premises as outlined in the Parent Code of Conduct.

Contractors in school

When contractors are working in school, the following precautions should be taken:

- The Headteacher or Office Co-ordinator should agree a convenient time for the work to be completed, where possible outside of the school day.
- School staff should be made aware that the work is taking place and the health and safety issues.
- The Headteacher or Office Co-ordinator should regularly check the work that is being carried out.

- Contractors should report to the office on arrival and before leaving.
- When on the school site, badges identifying the company they work for should be worn at all times, alongside a school visitor badge.

Offensive weapons and confiscation of weapons

It is a criminal offence to carry an offensive weapon or knife on the school site. If it is judged that the circumstances are innocent, the matter is dealt with through school disciplinary procedures as outlined in the School Behaviour Policy. If there is doubt the police should be called and they will assess the seriousness of the incident. Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. When the person suspected of carrying an offensive weapon is not a pupil of the school, or an incident occurs off the school premises, the police should be called. The Headteacher will take possession of a knife or weapon that has been brought into school. The item is locked away and is either:

- Arranged for the parent/carer to take the weapon away, if the circumstances deem this to be a reasonable course of action. When weapons are returned to parents, a record should be kept.
- Arranged for the weapon to be surrendered to the police without delay.

Bomb threats

Any warning of such threat should be treated seriously, with the safety of the children and staff being paramount. Staff should be vigilant at all times and report anything suspicious.

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should follow the evacuation/invacuation procedures. They must not handle a suspected device and the police should be called immediately.

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor have anything placed on top of it. Staff should evacuate the immediate area, raise the alarm and contact the police.

Fire detection and communication

- Fire detectors are in place and a fire procedure is followed if the fire brigade is needed to attend.
- The intruder alarm is set at all times when the school is closed.

School inventory, personal belongings and cash

- The school server is supported offsite.
- Cash handling procedures are in place and a safe is used for storing small amounts of cash only.
- All personal belongings are stored in locked cupboards in classrooms.

Incidents

- Health and safety regulations must be observed.
- All incidents are logged and investigated.
- Crimes are reported to the police.

Other procedures

The school's Lone Working Policy is adhered to.

Parents are reminded of Health and Safety and Security measures in newsletters.

Security will be considered in the planning of events and risks assessed in light of the aims of this

policy, the school's Health and Safety Policy and the school's Safeguarding and Child Protection Policy.

New staff complete an induction.

Perimeter fencing, doors and windows are kept in good repair.

Equal opportunities

This policy applies equally to all children, staff and visitors. It is recognised that security measures may need to be carefully considered and adapted to meet the needs of those who are disabled or have a particular additional need.