

MARY DEAN'S CE PRIMARY SCHOOL SITE SECURITY POLICY

Review date: 9th January 2019

Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Mary Dean's CE Primary School.

The school's security procedures will operate within the framework described in this policy and is a joint responsibility shared between the Local Authority, Governors and the Head Teacher.

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

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 members of the school community.

Organisation

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

Governors

The Governors will ensure that the school has a security policy and that this has been implemented. Governors will regularly monitor the performance of the school security measures via:-

- Regular review of the security policy
- Head Teacher's termly report to Governors (where appropriate)
- Governors' premises inspection reports

Governors will delegate the day to day implementation of the security policy to the Head teacher.

Head Teacher

The Head teacher will:-

- Set up arrangements in school that comply with the security policy agreed by Governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and 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 security policy.
- Monitor the implementation of the security policy and security arrangements.

Staff

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

Specific responsibilities

Governing Body (delegated to the Buildings and Grounds committee)

Agree and review the security policy

- Agree policy
- Review regularly
- Display on school website

Day to day implementation and management of the security Policy

Head Teacher

- Inform staff
- Security risk assessment. Review regularly and inform governors of findings to use as part of policy review
- Monitor performance of security measures
- Review arrangements
- Record, report and investigate breaches of security

Caretaker

- Check condition and maintain the safe operation of physical and electrical security devices (locks, gates, key pads and fences)
- Secure school entrance/exits during the school day
- Inform Head Teacher regarding any issues with condition/maintenance

Administration staff

Control of visitors

Ensure visitors sign the visitors' book in main reception

Issue visitors' badges

Ensure visitors have information regarding safeguarding, first aid, fire and mobile phones

Control of contractors -

Ensure contractors sign the visitors' book in main reception

Ensure contractors have information regarding safeguarding, first aid, fire and mobile phones

Security of money

Ensure money on site is secured in the safe

The security of the staff is the responsibility of the Head Teacher and the Governors.

Pupils

Pupils will be encouraged to exercise personal responsibility for the security of themselves and others and will cooperate with the arrangements made for the security of the school.

Breaches of the school security arrangements are a breach of the school's behaviour policy.

Arrangements

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

Staff will have an awareness of the school security procedures and will receive training as necessary

Parents are informed about the school security procedures via this policy, available via the school website

Controlled access and egress during the school day

Through risk assessment, the school has balanced the need to remain a welcoming environment to the community whilst ensuring the safety of the pupils and staff. 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, gates and intercoms, 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. These measures also reduce the risk of pupils exiting the school premises without permission during the school day, and as necessary parents will be informed of any such incidents.

An overview of controlled access/egress to the school premises is listed below:-

Access/egress point Security measures in place

Car park entrance gate padlock unlocked/locked by the Caretaker at the beginning/end of school day.

Car Park entrance gate padlocked between 8.30 and 9.00 am and between 3.00 and 3.30pm

Pedestrian pathways direct pupils and adults towards main school entrances at start/end of school day

Pupils and adults enter and exit school site via the pedestrian gates.

Pupils and parents are discouraged from using the car park area at the beginning and end of the school day.

Doors to the school building are secured at 8.40, the commencement of Registration.

All gates are secured after 9.00 am and only accessible (for Nursery) by intercom between 11.15 and 12.00.

In case of emergency evacuation, gate keys are held in each Year group team .

All visitors (including pupils who are late) access the school building via Main Reception after 8.40 am

Main entrance (Reception area)

Visitor book: Administration staff ensure all visitors sign in/out and issue visitors' badges.

An internally controlled release button is required to facilitate entry into the school building.

Safeguarding

All new staff are security checked and until this has been ensured are not allowed to be in contact with pupils in an unsupervised capacity. Parents and volunteers who regularly support the teaching of the children in the school are also asked to complete the necessary security checks.

Related policies

Aspects of this policy are covered in the following related school policies, all of which are available to view on the school website or by request from the school office:-

Safeguarding policy
Child Protection policy
Health & Safety policy
Lone working policy

Approved by Governors: January 2019

Signed:

Chair of Board of Governors

Review Date: January 2021