

# Edmondsley Security Policy and Procedures

**Date Reviewed by Premises, Health and Safety Committee: Summer 2018**

**Review Date: Autumn 2022**

## **1. Policy statement**

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Edmondsley Primary and Nursery School. The school's security procedures will operate within the framework described in this policy.
- 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 provide staff with enough resources, information and training to implement the security 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 and staff.

## **2. Organisation**

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

### **2.1. Governors**

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
  - Via the head teachers reports to governors
  - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

### **2.2 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 policy and security arrangements.

### **2.3 Staff**

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

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Governing Body	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>
Day to day implementation and management of policy.	Head Teacher/Deputy Head Teacher School Office Manager	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Caretaker	Unlock gates 8.45-9.05am and 3.00-3.30pm Main entrance gate for vehicles closed from 9:30 – 2:30.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges and proof of ID DBS checks if necessary Printed Overview of Visitor Information – safeguarding is shown with specific points highlighted ie fire.
Control of contractors	Office Manager	Issue badges and proof of ID when necessary. DBS checks if necessary Printed Overview of Visitor Information – safeguarding is shown with specific points highlighted ie fire.
Security of money etc	Admin staff	Parents pay online via parent pay. Adhoc collections by LOOMIS. Safe in school.
Security Risk Assessment	Head Teacher / Office Manager	Review annually and inform governors of findings to use as part of policy review.

<u>Time</u>	<u>Lock</u>	<u>Unlock</u>
7:00		Main Driveway Gate
7:00		Lower Visitor Gate (gate nearest to Main driveway gate)
8:45	Main Driveway Gate – <b>CLOSE BUT DO NOT LOCK INCASE EMERGENCY SERVICES NEED ACCESS</b>	Top pedestrian gate and Garden Gate
3:00		Top pedestrian gate
3:30	Top pedestrian gate and Garden Gate	

### **3. Arrangements**

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

#### **3.1 Information and Communication**

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff inductions will include the school's security policy.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

#### **3.2 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. Edmondsley Primary and Nursery School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

#### **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 –

- All visitors to school and Nursery are asked to report to Main Reception.
- The main building has only one single access entrance via Main Reception area. Only authorised visitors allowed access via locked entrance. Communication via a speaker is available before entry

to school. Visitors can be seen through transparent glass before allowing entry.

- All doors cannot be opened from the outside.
- From the outside, only staff can access inside using the keys provided.
- Multi-block school – the main building has a Reception desk and access control. Signage directs all visitors to this entrance. Unauthorised visitors will be challenged by staff.

## **Grounds**

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

- Playground – fenced in on all sides by 6ft fence. Additional barriers include 6 ft bushes.
- 4ft fence section at Main Entrance. (6 panels) Well established 1m width bushes alongside the fence.

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. Children need access to school field for PE. This is always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge who approaches. (This only poses a risk at the end of the school day when the gate is open to allow Key Stage 1 parents/carers to collect their children)
- Forest School Area and allotment – this is always supervised by school staff. This area poses a risk as the visitor gate is left open for visitors which also allows access to our Forest School Area and allotment. Staff carry a walkie-talkie so communication with office staff can be heard immediately. Main Driveway gates are closed from 9:30 till 3:00.

### **3.3 Early Years Outside Areas**

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision. A padlocked gate at the bottom of the outdoor area allows for immediate evacuation from the school premises if needed.

### **3.4 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.

- All visitors to School and Nursery report to the Main Reception desk on arrival.
- All visitors are issued with a 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 reception desk.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the Head Teacher in the first instance.
- Visitors will not remove any items of school property without the express permission of school staff.

- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as fire safety

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

#### **Locations where supervision is part of our safeguarding procedures –**

- 6 panels of 4ft fence to Main Entrance is also part of the playground. This area is supervised and bushes have been planted to further obstruct entrance over the fence/exit from area.

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

- Start of breakfast club – Breakfast club – Lower gate is unlocked at 7:00. Children enter school via the main entrance. Upon entry, the Office staff registers all children. Parents/carers leave their children at the Reception entrance.
- Start of school day – Upper gate is unlocked from 8.45am to 9.05am. Parents have been informed of these arrangements and that supervision does not start till 8.45am.
- Lunchtime – all parts of the school site without access control are supervised.

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

- Start of school day – Breakfast club 8.05. (Lower gate) School Day 8.45 (Top Gate)
- End of the school day – school gates are unlocked at 3.30

### **3.6 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. Below are the additional security measures that apply to the groups listed.

### **3.7 Supervision of contractors**

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

- 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.
- 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.

### **3.8 Lone Workers**

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The 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 governors will ensure that physical security measures are installed. Where physical controls are not justified, the 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.

### **3.10 Locking arrangements.**

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

Main vehicle gate – Unlocked by the caretaker at 7:00am and locked again at 6.00pm. Gates are shut from 9:30 till 2:30. They remain locked all night and at weekend.

Main Top Gate – The main top gate is opened at 8.45am to 9.05am.

Lower Gate – The Lower Visitor Gate is opened at 7:00 and remains open for visitors to our school.

Garden Gate – The gate leading into our playground from the Visitor route is open from 8:45 till 9:05 then 3:00 till 3:30

### **3.12 Cash Handling**

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

### **3.13 Valuable equipment**

All items above the value of £50 will be recorded in the school asset register.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. 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.

### **3.14 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.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in the main office or staffroom fridge. The key is available from the office manager.

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

### **4. Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CAS School Health & Safety Policy & Procedures Manual.

### **5. Monitoring and Review**

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Premises, Health and Safety Committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.