St. Andrew & St. Francis CE Primary School

School Security Policy

Chair of Governors	A.Frederick
Acting Head teacher	J.Kelly
Date	September 2014
Review date	September 2017

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Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim. We take the safeguarding of our pupils very seriously and this policy should be read in conjunction with other safeguarding policies.

ROLES AND RESPONSIBILITIES

School security is shared between the LA, Governing Body and Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

At St. Andrew & St. Francis CE Primary School the Resources Committee of the Governing Body monitor this policy. At each meeting of the committee any relevant health and safety issues, including school security issues are reported to the committee for discussion/ review.

Role of the Headteacher

The Headteacher is responsible for implementing the Security Policy on a day to day basis.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training provided as necessary;
- risk assessments are conducted;

- there are regular Health and Safety audits conducted by the Site Manager and reviewed with a member of the SMT.

- there are termly Health and Safety audits conducted by the Site Manager and reviewed with a governor on the Resources Committee.

- routine security checks are carried out on an on-going basis by the Site Manager.

- termly reports are made to the Finance and Premises Committee of the Governing Body;

- crimes are reported to the Police.

- serious breaches of school security are reported to either the police or LA as appropriate.

GUIDELINES FOR SCHOOL SECURITY

Staff

- There is a fob entry system through the front door to the school.

- Staff must contact the School Office or senior staff in an emergency e.g. via internal telephones or through support staff;

- Parents entering the building for meetings with staff are accompanied by an adult. Parents normally wait in the front reception area for appointments;

- All staff must challenge visitors who are not wearing a visitors badge if they are not know to the staff member;

Visitors

- All visitors, including contractors, come to main office entrance, report to School Secretary, sign in the visitor's book and wear a visitor's badge. Appropriate checks are made for identity, CRB etc;
- All parents make an appointment to meet with a member of staff and follow the same procedure as above;
- All other services (eg SEN Teams) based in the School must sign in by the School Office and display identification;
- Parents to be reminded of our security measures from time to time via newsletters or in person when the need arises e.g. if a parent is trying to gain access in an inappropriate way;
- All staff must ensure that the people trying to gain entry to the School should enter via the **School Office entrance**. Parents should be escorted and given assistance if this is practical otherwise they must enter via the School Office.

Security Measures

- The grounds are secure and gates are padlocked;
- There is a whole school wide alarm system in operation when the school is closed;
- A push button / fob system operates on the secure front door to the school;
- The front end of school is monitored by CCTV cameras;
- All external doors to classrooms will be kept closed. (Doors can be opened internally but not externally);
- All rooms containing equipment that may pose a risk are kept locked – e.g. Site Manager's room, IT server room, electrical rooms, Art and Science cupboard, stock cupboards, school kitchen and rooms containing cleaning equipment;
- Keys are stored in a the school office or with the Headteacher / Site Manager
- Both downstairs and upstairs windows are secured. They should not be open fully.

Outside School

- All school gates are kept locked out of school hours;
- During school hours the gates to the playgrounds are kept locked;
- Security fencing around the school prevents intrusion.

Security of Equipment

- all expensive, portable equipment to be marked as belonging to the School;
- laptops and iPads are stored in locked trolleys
- the infra-red intruder alarm system to be in operation when the school is closed;
- staff are responsible for returning equipment to secure areas;

Security of Staff, Visitors, Pupils and Equipment during whole-school events/ lets

- Certain areas of the school remain locked to prevent unwanted access;
- Valuable equipment and personal items e.g. laptops and phones are locked away;
- Staff on duty to monitor access during events;

Monitoring of strategies

- Through verbal reports from staff and visitors;
- Through half-termly audits of health and safety;
- Through regular meetings of the Finance and Premises Committee

All staff to take shared responsibility to ensure the security strategies are implemented.