

Lady Katherine Leveson
Church of England Primary School



Security Policy

Responsibility of: The Site Manager / Headteacher

Evaluation: Annually, Autumn Term

Lady Katherine Leveson Church of England Primary School
Policy for Security

Overview:

Executive Summary

Purpose:

The Security Policy ensures that we have in place effective procedures to enable us to achieve the aim of providing a safe and secure environment for our pupils, staff and visitors.

Rationale:

HEALTH AND SAFETY AT WORK etc ACT 1974

This policy is part of, and should be read in conjunction with, the school Health and Safety Policy. The main aims are to ensure that quality learning and teaching takes place in a safe and secure environment. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date; the policy and the way in which it has operated will be reviewed every year by the school governors

Key Principles

In a similar way to Health and Safety, security is the responsibility of all staff on site. Coded doors should be left shut and not propped open, unknown persons should be challenged (in-line with school policy) and appropriate risk assessments should be carried out where necessary.

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

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

Actions / Aims:

To ensure the security of everyone in the building

Monitoring and Evaluation:

This policy is evaluated and reviewed every year, in conjunction with the Health and Safety Policy, and the Risk Assessment policy. The monitoring is carried out by the Site Manager and Headteacher, overseen by the Governors' Buildings Committee and evaluated by the Buildings Committee, the Site Manager and the Headteacher

Roles and responsibilities:

The school Governors are responsible for:

- ensuring that they are organised to exercise their responsibilities, through the Buildings Committee
- arranging to consult and inform all staff about security;
- resource allocation and approving training for security in consultation with the Headteacher.
- arranging to monitor and review the policy, including the frequency and nature of reports from the Headteacher and Site Manager;
- ensuring that security issues are reported to parents
- identifying their own training needs to enable them to understand their responsibility for managing security.

The Headteacher is responsible for:

- ensuring that this policy works, is understood by all staff and is revised annually;
- ensuring that this policy is monitored as required by the Governing Body;
- identifying training needs and arranging for training
- ensuring that regular routine security checks and annual/periodic survey/risk assessments take place;
- raising awareness of pupils to security and personal safety issues developing and encouraging close links with others.
- familiarising themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- ensuring that advice, support and information is obtained from the Local Authority where appropriate
- ensuring that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages;

Individual Staff Members are responsible for:

Ensuring the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;

- that property is safeguarded;
 - that they know when to contact the police;
 - how to implement the school's Critical Incident plan;
 - their own actions do not expose themselves or colleagues to unacceptable risks
- Involvement of Other Groups

The Headteacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

Pupils

The Headteacher is responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare and the safety of others in and out of school (eg swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug and health programme);
- the safe use of the accommodation (eg anti-bullying campaigns, school councils);
- the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

Information

The Headteacher ensures that the all staff are aware of the policies relevant to Security, including the Health and Safety policy and the Critical Incident Policy. Should any staff need further information, the Headteacher can signpost this.

Security Strategies in School

Staff

- Staff based in school are the only people to know the code for the external doors, or to have a swipe key for the main door;
- in an emergency, staff implement the Critical Incident policy
- all staff must challenge visitors who are not wearing a visitors' badge, using the agreed school policy (ref Staff handbook);

Visitors

- all visitors, including contractors, to come to main office entrance, report to School Secretary, sign in the visitors book and wear a visitors badge;
- all other services (SEN Teams, ICT Advisor) based in the School must sign in by the School Office;
- parents are reminded of our security strategies as appropriate, through the school newsletter

Hardware

- push button combination locks operate on the main internal thoroughfares to school, the external school doors and the external door to the Foundation Stage. The main entrance is operated via a swipe key.
- all external doors are kept closed, including at lunchtime
- all rooms containing equipment that may pose a risk are kept locked - Site Manager's room, ICT suite (accessed via coded lock)

Outside School

- school gates to be kept bolted out of school hours;
- school gates to be kept closed and bolted during school hours;
- all staff to challenge visitors on the school grounds during playtimes;

Security of Equipment

Security strategies

Inside School Building

- all expensive, portable equipment is marked as belonging to the School;
- all valuable and recognisable equipment is postcoded
- the infra-red intruder alarm system is in operation when the school is closed;
- staff are responsible for storing equipment in a secure area, eg locked cupboards or the ICT suite;

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

Parent and Pupil Evenings

- all CD's, laptops, cameras and personal belongings should be stored safely out of site

School Self Evaluation:

Monitoring of strategies

- informally through verbal reports from staff and visitors;
- informally through monthly Site Manager and Head's meetings
- Formally, through half-termly "Buildings" Committee meetings and Full Governing Body meetings.

Arrangements

Risk Assessment

The Headteacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) and the current one to be attached as part of this policy as Appendix 1. The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy as Appendix 2.

Incident Reporting

Any security incidents should be reported to the Headteacher, recorded and kept in the Site Manager's office and presented to the Governing Body's Buildings Committee.

As part of his/her responsibility the Headteacher will ensure that opportunities will be provided for:

- specific training on security issues within the school's overall development plan priorities; and
- training of new staff including supply and temporary staff.

General

Policy Written September 2008

Staff consultation September 2008

Policy contributed to by Governors September 2008

Signed

To be reviewed

September 2009

