

Security Policy

January 2012

Reviewed annually by the governing body



Introduction

At the Priory Primary Academy Trust we strive to create and maintain a secure and safe environment for all children and adults in the Academy. Parents need to be confident that procedures are in place to provide this environment. Both children and staff should feel that their working environment is a safe place in which to work but it is important that visitors continue to feel welcomed.

Our aims are:

- to help make the children and all those who work in the School feel safe and secure.
- to focus strongly on personal awareness and responsibility
- to meet the latest recommendations of the DCSF, Government guidelines and the advice of the LEA
- to identify and minimise risk as far as is practical and sensible
- to control access to and movement within the School and its grounds by people and vehicles
- to respond effectively and in good time to identified security issues
- to review our policy on a bi-annual basis or more often if events dictate.

This policy covers the following areas:

- site access, general building security, movement around and outside of the School
- assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance
- offensive weapons
- identified threats to the safety and well-being of the School community from those with criminal intent, including drug dealers
- visitors, contractors, helpers or other persons involved with the children.
- computer data security.

This policy should be read in conjunction with other health and safety policies: health and safety, fire safety and traffic on site.

Roles and Responsibilities

All staff should:

- support the Head Teacher in implementing this policy
- report any shortcomings to the senior management team.

The Head Teacher shall:

- implement the security policy and any action plan approved by the governors
- ensure staff have a clear understanding of their particular responsibilities
- take day to day operational decisions
- consider particular risk situations (e.g. lone working)
- consult with local professionals as appropriate (e.g. police, road safety workers, etc.)
- provide appropriate information to pupils, parents and visitors
- monitor and review security measures
- review the policy and update the governing body as needed.

The governing body shall:

- review and approve the security policy and any action plan for the School
- ensure arrangements exist for measures to be monitored and reviewed
- determine expenditure priorities.

Pupils, parents, community users and visitors will be:

- expected to respect the measures taken by the School to improve and ensure security
- encouraged to report ideas and problems to the staff or Governors or both.

Active security measures

Physical measures

The Priory Primary Academy is a single storey linear building with an attached caretaker's cottage. It has a playground to the front and to the back and a field. The main entrance to the School is located at the front of the School and entry is via the blue gates. Staff members enter the building via the staff car park leading to the rear playground and then via a key fob to the rear covered walkway door.

The School uses the following physical security measures:

- sign-posted entry to ensure all visitors report to reception
- all visitors are required to sign in and out with reception.
- information for visitors and contractors covering Health and Safety issues is displayed in the entrance porch
- identification badges are worn by visitors and helper
- the opening of the main door leading into the School and the reception area is controlled from the office
- there is a security window in the porch which can be opened from the office
- no member of staff should admit an unknown person unless proof of identity has been obtained
- on no account should children admit any visitor, known or otherwise
- outside normal hours the School has an electronic security alarm activated.

Security of the building

- an effective intruder alarm is in operation. This is always set when the School is not in use which is monitored by ADT.
- Chubb security are the principal key holders for the School during the evenings at weekends and school holidays and attend any emergency call-outs
- security lights are on whilst the premises is occupied after dark.
- Appendix 1 lists the key holders who are responsible for the security of the building.
- it is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- the last keyholder to leave the premises is responsible for securing the building if they leave after the Caretaker.

Car parking and vehicle movement

Vehicles are not allowed to enter or leave the main car park when pupils are arriving at the beginning or end of the School day. The main gates are closed between 9am and 3.15pm.

Staff and visitors to the School use the staff car park. Parents are able to drop off their children from 8.15am onwards. If parents need to park their cars, they are politely requested to observe the voluntary drop off zone and to park in a safe place on the side of the road.

People management

The Academy acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children, and the Governing Body and the teaching staff take this aspect of the management of the School extremely seriously. The following rules apply to all individuals who come into contact with children and follow the HCC Guidance:

- all staff are fully vetted before joining. This includes the taking up of references and checks with the Criminal Records Bureau (CRB) on criminal records for any offence. A single central register is maintained in the office by the Senior Finance Officer and it is monitored by the governors
- all regular parent helpers are checked with the CRB before working unsupervised with children.
- in exceptional circumstances, the Head Teacher may authorise helpers to work with children under constant supervision.
- visitors at the School are obliged to wear identification badges
- children are instructed on what to do when they encounter an unidentified stranger.

Caretaker

It is the responsibility of the caretaker to check daily that:

- all locks and catches are in working order
- the security system is working properly
- and before leaving the premises, to check:-
- all the windows are closed
- the doors are locked and secure
- the security alarm is set
- all gates are shut.

Head Teacher

It is the responsibility of the Head Teacher to ensure the performance of the above functions in the absence of the Caretaker.

In addition, the Head Teacher or in their absence, a member of the senior management team is responsible for the security of the premises during the School day.

Lone working

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any teacher or teaching assistant wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. If a member of staff arrives at the Academy outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on

site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site they should take these precautions:

- do not work at heights on a ladder or steps
- do not go into lofts or any other space in which you might become trapped
- do not do any tasks involving hazardous tools or materials.
- avoid working outside of the main building
- close the doors and windows to prevent intruders
- know the location of the nearest fire exit and how to open it in an emergency
- know the location of the nearest first aid kit
- carry a mobile phone or take the School phone from the office
- cars should be parked close to the entrance on the front playground
- when leaving, limit the amount you are carrying to have one hand free
- ensure someone knows where you are and when you intend to leave the School; arrange to telephone them when you are leaving
- if you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police
- if you become aware of intruders or vandals, do not challenge them. Instead, call the police
- do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious
- when working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

Pupil supervision

Arrivals

Children should not arrive on site until 8:15am when supervised play in the front playground (or on the adventure trail, weather permitting) shall commence. Pupils attending the before school “Strictly School Dancing” club or other pre School organised activities should enter the School at 8am through the covered walkway. All children who arrive after the bell has been rung at 8.40 am must report to the School Office.

Supervision on the Academy grounds

During the School day all children are supervised when in the playground. This is by teachers and support staff at morning break and by mid-day supervisors at lunchtime.

Leaving at the end of the day

Parents (or those adults authorised by parents to collect their child) are permitted to wait in the front playground. Staff dismiss their class from the front playground. Children in Reception are dismissed from the covered walkway front door to their parent or authorised adult. Children catching the minibus are escorted to the staff car park by a member of staff. All children know that if the adult who should be collecting them has not arrived, they are to return to the library where they are supervised until 3.30pm by a member of staff. If after this time, no-one has arrived a member of staff will telephone to see what the delay might be. The child remains in the library until an adult arrives to collect them.

Leaving during the day

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the School office. The departure and return of the pupil is recorded in the “signing in and out” book in the entrance porch by the accompanying adult.

Trespass and nuisance

In the first instance, members of the senior management team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary for the Coming In procedure to be followed. However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the School will always refer to the police.

Serious incidents or threats

In the event of any serious incident staff should:

- stay calm
- minimise the risk to themselves, the children or others
- seek help as soon as possible.

The general policy is:

- the welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation
- the Head Teacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required, an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, LEA, etc. will be informed and consulted as required.

The Academy will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the "Critical Incidents: Guidance for Schools" publication.

Offensive weapons

The Head Teacher has discretion to determine what is considered an offensive weapon or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Head Teacher's decision will be considered by the Governing Body.

Theft and burglary

The Academy is not immune from burglary or from theft of belongings, monies and personal items of pupils. The Academy takes an active stance on this with items of high value "security marked" and the banking of all monies such that large sums are seldom left on the Academy's premises. There is a safe for storing valuables left on school premises. Suitable locks are used on doors and windows.

The Academy actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should not be brought into school.

Curriculum activities

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

- encouraged to be security conscious e.g. never open external doors to adults other than staff

- encouraged not to approach any adult they don't know but to tell a safe adult
- taught how to take care of themselves and others.

All the above issues are covered in the Personal Social and Health Education (PSHE) curriculum guidelines. The School takes advantage of any opportunity to heighten children's awareness.

Children will be listened to and their fears and concerns respected.

Security of equipment

All items of equipment are the property of the Academy and as such must be kept well maintained and secure at all times. The School uses smart water to mark valuable pieces of equipment. Teachers are permitted to take their class laptop out of the building but they are required to sign a form accepting responsibility for it. If a member of staff wishes to borrow other pieces of equipment full details must be recorded in the logbook which is kept in the office. If an item is damaged whilst it is in the possession of a member of staff, repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

Computer data security

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss. To this end:

- computers used in the School will be equipped with up-to-date anti-virus software
- frequent backups will be taken of important data, to minimise the time needed to return to normal, and kept in a fire resistant safe in the School office.
- recent backups of important data will be kept securely off the School premises by a member of the senior management team or the Finance Officer