



SECURITY / MANAGEMENT OF THE PREMISES POLICY

The ethos of our school is embedded in our key Christian values

Honesty

Forgiveness

Love for all

Celebration

Fairness

Being Thankful

This school is committed to safeguarding and promoting the welfare of children and this policy supports this commitment.

Policy approved: Nov 2012

Review Date: annually

GB 17.01.13, GB 03.07.14

SECURITY / MANAGEMENT OF THE PREMISES POLICY

1. Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Christ Church 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, SDBE, Governors and the Headteacher.

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.

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 regularly monitor the performance of the school security measures via:-

- Annual review of the security policy
- Headteacher's termly report to Governors
- Governors termly premises inspection report

Governors will delegate the day to day implementation of the security policy to the Headteacher.

2.2 Headteacher

The Headteacher will:-

- Set up arrangements in school that complies with the security policy agreed by Governors.
- Ensure that all staff within the school receives 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.

2.3 Staff

All staff will comply with this policy and the arrangements made by the Headteacher 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:

Security Issue	Responsible	Specific Duties
Agree and review the security policy	Governing Body – delegated to the Finance and Asset Management Committee	<ul style="list-style-type: none">• Agree policy• Review annually• Advertise on school website
Day to day implementation and management of the security policy	Headteacher	<ul style="list-style-type: none">• Inform staff• Monitor performance• Review arrangements• Record, report and investigate breaches of security
Secure school entrance/exits during the school day	Premises Manager/Assistant Caretaker	<ul style="list-style-type: none">• Ensure all gates are locked and secure
Check condition and maintain the safe operation of physical and electrical security devices (locks, gates, key pads and fences)	Premises Manager/Assistant Caretaker	<ul style="list-style-type: none">• Inform headteacher regarding any issues with condition/maintenance
Control of visitors	Administration staff	<ul style="list-style-type: none">• Ensure visitors sign the visitors book in main reception• Issue passes
Control of contractors	Administration staff /Premises Manager/Assistant Caretaker	<ul style="list-style-type: none">• Ensure contractors sign the visitors book in main reception
Security of money	Administration staff	<ul style="list-style-type: none">• Ensure money on site is secure in school office
Security risk assessment	Headteacher	<ul style="list-style-type: none">• Review annually and inform governors of findings to use as part of policy review

2.4 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.

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:-

- 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 for download via the school website (see list of 'Related Policies').

3.1 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 intercom, 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.

The pedestrian entrance gate in the front playground and the side gate are secured by an electronically operated lock which can be released via a handset and a PIN code. All staff is asked to sign to say that they will ensure PIN access codes are kept confidential at all times. Breaching security is considered a serious matter and may result in conduct procedures being enacted.

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

Access/egress point	Security measure in place	Notes
Rear car park entrance gate	Lock	Unlocked/locked by the Premises Manager/Assistant Caretaker at the beginning/end of school day.
Main inner gates including field entrance	Lock	Unlocked by Premises Manager/Assistant Caretaker at 7am, locked at 9.05am. Unlocked at 3pm. Locked by Premises Manager/Assistant Caretaker at 4.45pm
Pedestrian entrance gate front playground	Intercom system, keypad for staff	All visitors should request entrance to the school premises via the intercom system. Staff are provided with an entrance code.
Pedestrian entrance gate Manor Drive entrance	Intercom system and buzzer to exit.	All visitors should request entrance to the school premises via the intercom system. They should give their name, the name of their child, which class the child is in and the reason they are coming to the school. If the office staff are not happy with the answers given they will direct the person to the main entrance in Pine Gardens.

Main entrance (reception area)	Visitor book	Administration staff ensures all visitors sign in/out and issue passes.
Rear gate through the tennis club	Lock	Unlocked /locked by the Premises Manager/Assistant Caretaker 8.40 – 9.05am and 3.10 – 3.45pm
Double gates in KS1 front playground.	Padlock	Locked and only opened to provide access for emergency services

3.2 Alarm System

The alarm system is linked to the police and alarm service (LSG (Europe) Ltd). The Premises Manager is the main key holder and will open up the premises when the police arrive. The Premises Manager should not enter the premises until the arrival of the police to ensure his own personal security.

3.3 Buildings & Grounds

The Premises Manager and Assistant Caretaker have joint responsibility for the locking of various entrances at different times of the day. This restricts and prevents unauthorised access and ensures the personal safety of staff. During lunchtimes, when communication between staff is not easily possible when pupils are in the playground and/or field, the use of mobile phones is supplied. These phones are also used to maintain communication between staff when pupils are taken off-site on educational trips.

Staff are only allowed access to the building out of school hours when a letting is on and the Premises Manager is on duty.

3.4 Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Visitors must request access to the school through the main pedestrian entrance gate (via an intercom system) and will only be admitted when a security check has been made by the administrative staff. No member of staff should admit an unknown person, unless proof of identity has been obtained.

On arrival in reception, visitors will be required to complete the visitor's book by giving details of their name, purpose of visit and time of arrival. They will be required to wear a visitors' badge and children are encouraged to notify staff if they see any unknown visitor not wearing one. Staff should verify the particulars of any unknown visitor, accompanied by another member of staff. At no time should they put themselves at risk by challenging the unknown visitor on their own. Visitors are also required to return badges and sign out of the log book prior to leaving the site.

3.5 Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well-maintained and secure at all times. If a member of staff wishes to borrow a piece of equipment, (a laptop, for example) full details must be recorded on the school inventory log which is kept in the Bursar's Office. If the item is dropped or damaged whilst it is in the possession of the member of staff, details of the accident must be noted in the book and the headteacher informed. If the item is insured for use off premises then the school can reclaim part of these costs. If the item is not insured, then the

member of staff should be notified of this fact before it is borrowed and repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

Encrypted memory sticks are used by teaching staff and key administrative staff so that if information is taken off site it adheres to the data protection act. If an encrypted memory stick is lost the headteacher must be informed.

3.6 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 by request from the school office:-

- Child Protection Policy
- Educational Visits
- Health & Safety Policy
- Visitors Policy