



# All Saints CE (VC) First School, Busy Bees Nursery & Kingfisher Club

## Policy on Site Security

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By: Full GB

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**To be reviewed: October 2023**

At All Saints CE (VC) First School, Busy Bees & Kingfisher, we strive to create and maintain a secure and safe environment for all children and adults in school. 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:

1. To help make the children and all those who work in the school feel safe and secure.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest recommendations of the DFE & local authority guidelines.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues.
7. To review our policy on a bi-annual basis or more often if events dictate.

#### Scope

This policy covers the following areas:

1. Site access, general building security, movement around and outside of the school.
2. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
3. Offensive weapons.
4. Identify threats to the safety and well-being of the school community from those with criminal intent.
5. Visitors, contractors, helpers or other persons involved with the children.

#### Roles and Responsibilities

Staff should:

1. Support the Headteacher in implementing this policy.
2. Report any shortcomings to the Senior Leadership Team.

The Headteacher shall:

1. Implement the security policy and any action plan approved by the Governors.
2. Ensure staff members have a clear understanding of their particular responsibilities.
3. Take day to day operational decisions.
4. Consider particular risk situations (e.g. home visits, lone working) and complete relevant Risk Assessments.
5. Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
6. Provide appropriate information to pupils, parents and visitors.
7. Monitor and review security measures.
8. Review the policy and update the governing body as needed.

The governing body shall:

1. Review and approve the security policy and any action plan for the school.
2. Ensure arrangements exist for measures to be monitored and reviewed.
3. Determine expenditure priorities.

Pupils, parents, community users and visitors will be:

1. Expected to respect the measures taken by the school to improve and ensure security.
2. Encouraged to report ideas and problems to the staff or Governors or both.

#### Physical Measures

All Saints CE (VC) First School, Busy Bees & Kingfisher is on a single site.

The main front vehicle entrance, from Church Lane, which gives pedestrian access and vehicular access to the playground, and the pedestrian entrance on to Mill Lane are the only

entrances onto site.

The school uses the following physical security measures:

1. Sign-posted entry to ensure all visitors report to the video-entry system before being allowed access to Reception, which is to the side of the school.
2. All visitors are required to sign in and out with reception.
3. Identification lanyards and badges for visitors and helpers.
4. All door and window locks comply with LA standards and are reviewed regularly.
5. No member of staff should admit an unknown person unless proof of identity has been obtained.
6. Outside normal hours the school has an electronic security alarm activated.

#### Security of the Building

1. An effective intruder alarm is in operation. This is always set when the school is not in use.
2. Security lights are on whilst the premises is occupied after dark.
3. 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.
4. IMPORTANT - The last key holder to leave the premises is responsible for securing the building.

#### CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

#### Alarm Call-Outs

If a key holder is contacted as a result of a 'Person Present', they will wait in the outside car park until the police arrive. If necessary, additional key holders and the Headteacher should be contacted for support.

#### Car Parking and Vehicle Movement

As the school has separate pedestrian entrances, cars dropping off and collecting children are not allowed to enter or leave the school grounds at any time, particularly, when pupils are arriving at the beginning or end of the school day. Parking is provided for staff and there is limited parking for visitors. The front entrance to school is supervised whilst children enter school at the start of the school day and the children are supervised from the library and conservatory doors in the afternoon. The video-entry and vehicular access gates are locked at all times and admittance can only be gained via contact with a member of the administration staff.

#### People Management

The school 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 HSE Guidance.

1. All staff and governors are fully vetted before joining the school team or governing body. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
2. A single central register of security incidents will be maintained by the Headteacher.
3. All regular parent helpers are checked with the DBS before working unsupervised with children.
4. 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 Janitor to check that:-

- all locks and catches are in working order
- the security system is working properly

### Key Holders

It is the responsibility of the last key holder to leave the building daily that:-

- all the windows are closed
- the doors are locked and secure
- the security alarm is set
- all gates are shut and locked

### Headteacher

It is the responsibility of the Headteacher to ensure the performance of the above functions in the absence of the Janitor/Cleaner.

In addition, the Headteacher or in their absence, a member of the Senior Leadership Team is responsible for the security of the premises during the school day.

### Lone Working

Please see separate Policy

### Pupil Supervision - Arrivals

Children should not arrive on site until 8:45 am unless they are attending a supervised activity or have permission to be in school before this time. The school gates are opened at 8.45 am and remain open until 8.55am. If children arrive after this time they should report to the school office via the video-entry system.

### Supervision on School Grounds

1. During the school day all children are supervised when in the playground. This is by teachers/HLTA at playtimes and by mid-day supervisors at lunchtime.
2. There should always be a member of qualified teaching staff out with a class during games or outdoor PE.

### Leaving School at the End of the Day

Staff supervise their classes at the end of the school day. KS1 & KS2 class teachers are responsible for unlocking the library doors; EYFS staff are responsible for unlocking the BB gate and conservatory doors. Doors are opened at 3.30pm each day and supervised by staff until being locked after the last child has left. Parents are permitted to wait in the school grounds. All children are handed over by the school staff to their parent or an adult nominated by the parents.

Children are:

- not allowed to walk home by themselves unless individual arrangements have been made and are known to school.
- collected by a known adult. School should be informed of any change to this arrangement. If by 3.40 pm, the adult who should be collecting a child has not arrived, the child's class teacher should escort the child to Kingfisher Club and report to the school office, where a member of the office staff will telephone to see what the delay might be. The child remains in Kingfisher Club until an adult arrives to collect them. Parents must inform the school either in writing or by informing the teacher in the morning in person, if they wish their child to be collected by another person.

### Leaving School 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 and they are signed out of school by the adult collecting them.

## Trespass and Nuisance

In the first instance, members of the Senior Leadership 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:

1. Stay calm.
2. Minimise the risk to yourself, the children or others.
3. Seek help as soon as possible (referral via internal phone or by sending an accompanied child/ren).
4. The Office Manager will activate the 'Lockdown' alarm and all staff and pupils should make their way quickly and calmly into the main hall.

The general policy is:

1. The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
2. The Headteacher 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, Local Authority, etc. will be informed and consulted as required.

The school 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 Headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to confiscate it. Any appeal against the Headteacher's decision will be considered by the governing body.

## Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value "security marked" and the banking of all monies such that large sums are not left on the school premises. Valuables left on school premises are stored in a locked cabinet or safe.

The school 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 by pupils. The school will not take responsibility for loss or damage to phones.

## Curriculum Activities

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

1. Encouraged to be security conscious e.g. never open external doors to adults other than staff.
2. Encouraged not to approach any adult they don't know but to tell a safe adult.
3. Taught how to take care of themselves and others. - STRANGERDANGER

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 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 pieces of equipment full details must be recorded on the correct form. If an item is damaged whilst it is in the possession of a member of staff, repairs will be the undertaken by school, however, staff will be recharged for the cost of repair if the damage is due to negligence.

### Coming in Procedure

If there is a need to evacuate the children from the playground due to a potential threat, the following action will be undertaken:

- The responsible/reporting teacher should alert the Headteacher via the office, of an unsafe situation.
- The playground bell should be rung and the children asked to line up.
- The children should then be sent in through the safest route possible and normally, via the playground entrance doors. Playground staff should ensure all doors are locked behind them as they enter school.
- Upon receiving communication from the Headteacher (or Deputy / Lead Teacher), it is the responsibility of all staff to take action. Without putting themselves in danger, all staff should support the staff on the playground duty collecting children and ensuring that all children head to their classrooms. All external classroom doors must be locked.
- If a class has internal blinds, these should be released.
- Office staff will alert all senior staff who will conduct an emergency risk assessment as to the danger of approaching the person or the degree/nature of the threat.
- The relevant emergency services will be called by the office staff. At no time should the children be allowed to leave their classroom without an adult being present.
- Children may need support and may need to talk about what they have seen.

Staff should be advised of the support offered by the Local Authority, if they are affected by the events. Once all the children are safely in, the Headteacher or in his/her absence, a member of the Senior Leadership Team, will contact the Local Authority.

Parents will be informed in a sensible and supportive manner.