

Woodmancote School

Security in School

Security Policy and Procedures

Designated Member of Staff: G Tucker/Premises Committee

1. Policy statement

- The *Governors* recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Woodmancote School. The school's security procedures will operate within the framework described in this policy.
- 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 provide staff with enough resources, information and training to implement the security procedures.
- 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 monitor the performance of the school security measures. This will be achieved -

By the health & safety governor (John Musgrave) monitoring performance on their special interest visits

Via the Headteacher's Reports to *Governors*.

By all *Governors* observing its implementation when they visit the school.

- *Governors* will periodically review the school's security policy.
- *Governors* will delegate the day to day implementation of the policy to the Headteacher and School Manager.

2.2 Headteacher

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by *Governors*.
- Ensure that all staff within the school receive 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 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 children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body delegated to relevant Committees	<ul style="list-style-type: none"> • Agree policy • Review every 24 months
Day to day implementation and management of policy.	Headteacher	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue passes.
Control of contractors	Admin staff	
Security of money etc	Admin staff	
Security risk Assessment	Headteacher	Review annually and inform governors of findings to use as part of policy review

3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.

Parents will be informed about the schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

3.2

Controlled access and egress during the school day

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, 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. Woodmancote School has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are -

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside.
- Unauthorised visitors will be challenged by staff.
- Designated entrances, restricted for staff use have had security access control systems installed.
- Extensive floodlighting covers entrance and exit doors adjacent to car parks.
- The school has close links with local police and the Community Police Officer. Police will patrol the school on request.
- The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early.
- Contractors comply fully with school procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

3.3 Early years Outside Areas

The Foundation Stage Play area is a secure area with limited access to the main playground. Gates are locked/unlocked at designated times when the children are in class or with parents.

3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that -

- All visitors report to the reception desk on arrival.
- All visitors are issued with a lanyard or sticker to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.
- We ask that mobile phones are only used in the reception area
- The use of a mobile phone/camera will be regarded as suspicious behaviour

3.5 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use/extended school activities - Although not extensive use, community groups may use facilities at the end of the school day. When inside the building access to the rest of that block is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff. Only personnel with DBS clearance will be allowed on site for extended school activities such as football and music clubs.

3.6 Supervision of contractors

Contractors and maintenance personnel will not always have been **DBS checked** as therefore they should not have unsupervised access to children. They will therefore be controlled as follows -

- All will be given school badges and be expected to wear them; LA staff to wear their own badges, visible at all times.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.7 Physical security measures

The Governing Body will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account -

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governing Body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.8 Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.9 Valuable equipment

All items above the value of £50 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.10 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- safeguarding school property.

They should be told:

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- the cost of crime in school.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

3.11 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers.

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

Governors will monitor performance via the Headteacher's report to Governors and when visiting school.

This policy will be reviewed annually by the Premises Committee

Date: December 2010

Signed..... (Chair of Premises)

Reviewed: November 2012

Reviewed: March 2017