



“I have come in order that you might have life – life in all its fullness.”
John 10:10

School Security Policy

Policy reviewed:	<i>22/2/2017</i>
Next review:	<i>Spring 2020</i>
Signed (Headteacher):	<i>R. Kaye</i>
Statutory policy: <i>Yes/No</i> On school website: <i>Yes/No</i>	

SCHOOL SECURITY POLICY

(To be read in conjunction with the school's Health and Safety Policy.)

1. Rationale

All staff and pupils at Christ Church First School have a right to work and learn in a safe environment conducive to human flourishing.

2. Aim

We aim to provide and maintain, as far as reasonably practicable, a safe and healthy environment with adequate facilities and arrangements for safeguarding at all times the welfare of all persons who work at, attend or visit the school.

We will take all reasonable efforts to control access to the school premises in order to:

- prevent unauthorised access to children;
- ensure the personal safety of staff;
- ensure all visitors are made aware of the school's Safeguarding and Health and Safety requirements;
- keep a record of visitors on the premises;
- protect property from misuse, vandalism or theft;
- offer a welcoming school environment to the community.

The following arrangements are designed to ensure the safety and security of staff, pupils and other persons using the school premises.

3. Controlled access and egress during the school day

The school operates a simple workable access control system and therefore:

- considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure;
- provides visitors with a waiting area until they can be dealt with.

The access control procedures for the building are as follows:

- Key holders are the only staff to know the alarm code to enter the school.
- Staff must wear their photo-ID badges at all times.
- Staff must contact the school office or senior staff in an emergency.
- Security gates and fencing around the perimeter of the school grounds prevent access to any other area of the school other than the main entrance.
- The main entrance has one access entrance with mag-locked doors that can only be opened from the outside with a security pass or from the inside by office staff.
- Only authorised visitors are allowed access to the school building.
- All gates to the school grounds, other than the main gate to the school/Key Centre car park, will be locked during the school day. Hence, access to school during the school day can only be gained via the main internal entrance door at the school office.

- The main internal entrance door to the school is kept locked. Visitors can be admitted by school staff using an electronic entry button *after* they have signed the “signing in” book and received their visitor’s badge.
- For their own safety, all authorised visitors will be asked to read the “Important Information for Contractors and Visitors to Our School” (Safeguarding and Health and Safety) notice by the “signing in” book by the school office. (The notice is Appendix K of the school’s Child Protection and Safeguarding Policy.)
- Visitors will be asked by office staff if, in the event of an emergency evacuation, they might require any assistance in safely leaving the premises.
- Pupils and school visitors inside school must not open the main internal entrance door to anyone else. They should alert a member of staff, who will deal with the situation.
- Signage directs all visitors to the main entrance in order to report to the school office on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, Somerset County Council (the LA) staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the school office 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.

4. **CCTV**

There is no CCTV system in place.

5. **Information and communication**

All staff and governors must be aware of the school’s security procedures, especially those individual staff who have a specific responsibility for school security.

All staff induction will include the school’s Security Policy and will be recorded on employees’ training profiles. Records of which are kept in the school’s Risk Register.

Relevant security arrangements will be communicated to all third parties using the school building and grounds. Compliance with these arrangements will be a condition of sharing use of the premises.

Parents will be informed about the school security arrangements and any part they are expected to play. For example, when visiting the school or at handover times at the start and end of the school day.

6. **Supervision of pupils**

The school’s overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

7. Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any third parties that 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.

8. Supervision of contractors

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

- All will be given visitor's badges and be expected to wear them.
- 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.

9. Lone worker safety

Our school has a Lone Working Policy which advises staff of the need to manage security risks when they work alone.

10. Locking arrangements

External doors and gates will be locked during the school day to maintain a secure perimeter around the school grounds.

All entrances have security mag-locks in place. Doors cannot be opened from the outside other than with a security pass. Doors can be opened from the inside.

During the school day, all pedestrian access to and egress from the school site will be channelled via the main entrance/school office.

11. Adverse weather conditions

In the event of adverse weather conditions, the Headteacher is responsible for deciding if the school is safe enough to open.

The Headteacher is responsible for ensuring that all practicable steps have been taken to ensure that the site is safe and secure for operation. (This will include considering whether there is an adequate staff:pupil ratio and whether an appropriate number of qualified First Aiders are on the premises.)

12. School closure due to unforeseen circumstances

The Headteacher is responsible for closing the school due to any unforeseen circumstances that may compromise the health and safety of its employees, pupils and visitors. It is also the Headteacher's responsibility to inform the LA should this need to happen.

13. Computer hardware and data storage

Please refer to our Data Protection and Information Security Policy for details of how we keep data held electronically safe and free from corruption. In summary:

- Anti-virus software has been installed on all computers and is updated annually.
- During school holidays, all laptops and iPads are stored in locked cupboards.
- Office computers are backed-up on a daily basis on servers held in the UK.

14. Cash handling

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away.

15. Valuable equipment

All items above the value of £25 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, e.g. ICT equipment.

16. Personal property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Staff are provided with lockers for personal use upon request.

Lost property should be handed to the school office where it will be kept for six months before disposal.

17. Medicines on site

- Medicines are stored in a secure place out of reach of children.
- There is an identified member of staff who ensures the correct storage and administration of medication. (See the school's Medicines Policy for details.)
- Administering of prescribed medicines only takes place with written parental permission.

18. Children missing from education

Children missing from education and deletions from roll

Please refer to our Attendance Policy and Children Missing from Education Policy for details of how we manage children missing from education and deletions from roll.

Children who go missing whilst at school

In the event of a child going missing from the school premises, we would take the

following steps:

- School staff would search the buildings and grounds.
- If the child was not on the premises, school staff would search the local vicinity maintaining contact with the school by mobile phone.
- If the child was not found within minutes, the school would phone the Police and the child's parents/carers and the LA. The school would follow procedures set out in Christ Church's Dealing with Critical Incidents Policy.

Children who go missing whilst on a school outing

- As soon as it is noticed that a child is missing, staff will ensure that children stand with their designated adult and that a headcount is carried out to check that no other child is missing.
- The lead member of staff will search the immediate vicinity and notify the venue security if they do not find the missing child straight away.
- The lead member of staff or the venue's security will contact the Police.
- The lead member of staff will notify the school, then the school will contact the child's parents/carers and the LA. The school would follow procedures set out in Christ Church's Dealing with Critical Incidents Policy.

19. Dealing with antisocial behaviour

Threatening or abusive language

If any visitor to the school behaves in a verbally abusive manner, they will be asked to leave the building and grounds or the Police called. (Section 5 of the Public Order Act 1986 makes it an offence to use threatening or abusive words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.)

Physical violence

In the event of any person assaulting or battering another person (staff, pupil, governor, other adults or children involved in school activities), the following apply:

- School staff may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases, the staff will refer to the Police any assaults which appear to involve bodily harm. The school will also report to the Police incidents which take place in a public place off school premises, but in circumstances where the school has responsibility for any of those involved whether they be members of staff or pupils.
- Where possible, those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The school will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the school premises.

Under any other circumstances, a search for offensive weapons should not be

Theft, petty vandalism, minor criminal damage and burglary

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which are not under regular surveillance.

Criminal incidents of this sort require reporting to the Police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off.

When an intruder is thought to be present on the premises, Police help must be sought immediately.

20. Dealing with suspicious/abandoned packages, bags or vehicles

If a package, envelope, bag or other container – whether found or delivered – arouses suspicion, then it should not be touched or opened. The Police should be phoned immediately and the premises should be evacuated.

When contacting the Police, tell them the following:

- Who you are and your job title.
- Where you are calling from and the phone number.
- Why you are calling.

Note: The Police advise that it is often the touch or feel of a package that gives rise to suspicion in the first place. If a package has been picked up and handled before suspicion is aroused it should be placed gently onto a firm surface where it can be clearly seen by Bomb Disposal Officers and everyone in close proximity should leave the room, closing doors and windows if possible.

For further guidance, refer to the school's Dealing with Critical Incidents Policy.

21. Threats and hoax calls

The most likely threat to a school is from someone with a desire to disrupt the running of the school rather than from a terrorist organisation wishing to cause an outrage by exploding a bomb on the premises. **Unfortunately, this cannot be assumed, and all threats, however outlandish they may appear, must and will be taken seriously.** The Police should be phoned immediately and the premises should be evacuated.

For further guidance, refer to the school's Dealing with Critical Incidents Policy.

22. Reporting and recording incidents

The school will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recur and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A.

23. Responsibilities

Everyone shares responsibility for ensuring the security of the school.

Governors

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

The designated Health and Safety Governor has a watching brief for Health and Safety issues, and is responsible for bringing such issues to the attention of the Governing Body. The Health and Safety Governor will work with the School Business Manager, Site Manager and Headteacher to:

- monitor the performance of the school security measures;
- review the school's Security Policy every three years, or earlier if necessary.

Governors have delegated the day-to-day implementation of the policy to the Headteacher.

Headteacher

The Headteacher will ensure that all school staff receive information, instruction and training in the Security Policy and procedures.

School Business Manager

The School Business Manager will:

- ensure that all visitors, contractors and agency staff adhere to the Security Policy;
- monitor the implementation of the policy and security arrangements, reporting any concerns to the Headteacher and/or Health and Safety Governor;
- establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.

Site Manager

The Site Manager will:

- conduct a daily visual safety inspection of the school buildings and playgrounds, checking for danger or damage;
- check the condition and maintain the safe operation of physical and electrical security devices (locks, gates, key pads, fences);
- test the fire alarm on a weekly basis, keeping a record of these tests in the log;
- ensure all COSHH and other Health and Safety requirements are met.

School staff

All staff will:

- comply with this policy and the arrangements made to ensure the safety of children, employees and others on the school site;
- challenge and/or report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge.

Pupils

Pupils will:

- exercise personal responsibility for the security of themselves and others;
- cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the School Behaviour (Pupil Discipline) Policy;
- report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. They should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.

Visitors

Visitors will:

- read the “Important Information for Contractors and Visitors to Our School” (Safeguarding and Health and Safety) notice by the “signing in” book by the school office;
- sign in and out in the “signing in” book held by the school office;
- wear a visitor’s badge while on the school premises.

24. Monitoring and review

The designated Health and Safety Governor, School Business Manager, Site Manager and Headteacher will meet three times a year to jointly monitor and evaluate school security arrangements. The designated Health and Safety Governor will then report any breaches, failings or security-related incidents to the Finance Committee.

APPENDIX A: INCIDENT REPORT FORM

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil.
Please use continuation sheets if necessary.

1. MEMBER OF STAFF REPORTING THE INCIDENT

Name:

Position: (if member of staff)

Relationship (if any) between member of staff and trespasser/assailant:
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2. PERSONAL DETAILS OF THE PERSON(S) ASSAULTED/VERBALLY ABUSED

Name 1:

Position: (if member of staff)

Class: (if pupil) Age: Gender: M/F

Relationship (if any) between member of staff and trespasser/assailant:
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Name 2:

Position: (if member of staff)

Class: (if pupil) Age: Gender: M/F

Relationship (if any) between member of staff and trespasser/assailant:
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3. DETAILS OF TRESPASSER(S)/ASSAILANT(S) (if known)

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4. WITNESS(ES) (if any)

Witness 1: Position: (if member of staff)

Address: Postcode

Other information:

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Relationship between member of staff/pupil and trespasser/assailant:

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Witness 2: Position: (if member of staff)

Address: Postcode

Other information:

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Relationship between member of staff/pupil and trespasser/assailant:

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Witness 3: Position: (if member of staff)

Address: Postcode

Other information:

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Relationship between member of staff/pupil and trespasser/assailant:

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5. DETAILS OF INCIDENT

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of incident (attach sketch if appropriate)

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c) Other details (describe incident, including, where relevant, event leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present)

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d) Outcome (e.g. whether police called; whether trespasser was removed from premises under Section 547 of the Education Act 1996; whether parents contacted; what happened after the incident; any legal action)

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e) Any further information/sketches, etc. (as attachments)

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Signed: **Dated:**