

BARNS GREEN PRIMARY SCHOOL

Security Policy

Security Policy Statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Barns Green Primary 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 children and staff.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

1.1 – 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 monitoring performance on special interest visits
- via the headteacher's report 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 Head Teacher

1.2 - Head Teacher

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

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- policy.
- Monitor the implementation of the policy and security arrangements.

1.3 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	FGB	<ul style="list-style-type: none"> • Agree policy • Review every 3 years
Day to day implementation and management of policy.	Headteacher and School Business Manager	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates at 6.30pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	School Business Manager	Sign in visitors/Issue visitor labels
Control of contractors	School Business Manager	Control of Contractors training completed
Security of money etc	School Business Manager	Money to be locked away and regularly banked
Security risk Assessment	Headteacher alongside School Business Manager	Review annually and inform governors of findings to use as part policy review

1.4 Children

Children will be encouraged to exercise personal responsibility for the security of themselves and others.

Children will cooperate with the arrangements made for the security

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of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

1. Arrangements

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

2.1 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 inductions will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

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

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

2.2 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. Barns Green Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

2.3 Buildings

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

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The access control procedures for the building are:

- The main building has only single access entrance via main door and office. This door can only be opened from the outside by security key. There are only 6 key holders – Headteacher, Deputy Headteacher, Senior Teacher, Pioneer Childcare, School Business Manager and Caretaker.
- All doors except main entrance cannot be opened from the outside except with a security fob. The School Business Manager has lists of who has security fobs and fobs are given to named persons.
- Staff escort pupils into school and out from school on to the playground, where they are collected by parents and carers, or from where they go home.
- Reception Entrance and exit is supervised at all times by school staff.

2.4 Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School buildings – security fencing around buildings and locked gates onto the school playground.
- School fields – security fencing around the perimeter to prevent general public from coming onto school grounds.
- Main car park – anyone in the car park not known to school will be challenged by staff.

The access arrangements for the grounds are –

- School field – access to school field for PE – always under control of staff.
- Lunchtime – children sometimes use the school field but will always be under the supervision of staff.
- Playground – school gates are closed at all times. Children are only ever in playground under supervision of at least one member of staff.

2.5 Early Years Outside Areas

As pupils require access to the outside areas at all times, the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

3 Supervision

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3.1 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 office on arrival. External hirers will register their own members.
- ☑ All visitors are issued with a lanyard or visitor label to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- ☑ Any person on site without a lanyard/label will be asked to accompany a member of staff to the office or asked to leave the site.
- ☑ Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- ☑ Visitors will not remove any items of school property without the express permission of school staff.

3.2 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.

Locations where supervision is part of our safeguarding procedures –

- EYFS unit – children are always supervised
- Pioneer Childcare
- Playground – Children are always supervised in this area and visitors challenged.
- Field
- Entrance – Occasional late-comers also enter via the main entrance. Access is supervised.

Times of the day when supervision is part of our safeguarding procedures –

- Pioneer Childcare – staff collect children from the door and they are supervised before the start of the day
- Start of school day – as playground gates are open to allow access, this area is supervised 8.45am to 8.55am. Parents have been informed of these arrangements and that supervision does not start until 8.45am.
- Lunchtime – When doors are open, staff will be on duty at all times inside and outside of the buildings.

Our security arrangements also include the handover arrangements for the start and end of the school day. Staff are on duty from 8.45 am in the morning. At 3.20pm every class is taken out to the playground. Staff wait

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until all children have been collected. Any child who is not collected is taken back into school and parents telephoned.

4 Cooperation with Third Parties, Extended Services and Community Groups

Our school security arrangements have taken into account any other 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. Below are the additional security measures that apply to the groups listed.

4.1 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 school badges and be expected to wear them.
- Contractors will only park where authorised to do so.
- Contractors will only carry out work agreed at the start of the contract and at the times agreed.
- Contractors 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.

4.2 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

5. Physical Security Measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls 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.

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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.

5.1 Locking Arrangements

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – Unlocked by Pioneer Childcare at 7.00am and locked again by Pioneer Childcare or Caretaker at 6.30pm. They remain locked all night and at weekend.

Gates on to the playground – unlocked by Headteacher at 8.45am and locked again at 8.55am Unlocked again at 3.20pm and locked after families and children leave at 3.30pm.

5.2 Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Handling cash in visible areas should be avoided. Any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

5.3 Valuable Equipment

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.

5.4 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing any valuable personal property to school.

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Lost property should be handed to the school office where it will be kept for 6 months before disposal.

5.5 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. These containers will be locked in the school's medicine cabinet in the first aid room or kept in the fridge in the staff room. Arrangements for the administration of medicines are detailed in the Medication in School Policy.

6. Risk Assessment

A security risk assessment will be completed annually by the Headteacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

7. Monitoring and Review

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

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

This policy will be reviewed tri-annually by Headteacher and School Business Manager.