



**COLMERS FARM PRIMARY SCHOOL  
SCHOOL SECURITY  
POLICY**

**AUTUMN 2017  
REVIEW AUTUMN 2018**

**ADOPTED BY GOVERNORS**

**SIGNED BY.....CHAIR OF GOVERNORS**

**DATE.....**

**REVIEWED AUTUMN 2018**

## **SECURITY POLICY**

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

## **ROLES AND RESPONSIBILITIES**

Management Responsibility - School security is shared between the LA, Governing Body and Head Teacher.

### **Role of the LA**

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

### **Role of the Governing Body**

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At Colmers Farm Junior School the Governing Body monitors the policy on an annual basis. Any key issues and resource implications that arise are discussed. The School Prospectus will include a statement on school security.

### **Role of the Head Teacher**

The Head Teacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Head Teacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training as necessary;
- parents are informed of the Security Policy and encouraged to help;
- there are annual risk assessments conducted by the Business Manager and Site Manager and classroom staff;
- in addition routine security checks are carried out on an on-going basis by the Site Manager, Business Manager and Head Teacher
- reports are made to the Governing Body (as dictated by the annual meetings' focus schedule)
- all crimes are reported to the Police and security concerns to the LA Safety Services

## **GUIDELINES FOR SCHOOL SECURITY**

### **Security of Pupils, Staff and Visitors**

#### Security Strategies in School

All persons that are involved directly in the work of the school MUST have appropriate DBS clearance. Their details must be kept on the Central Record of the school; this is held securely in the Business Manager's Office and an electronic copy is password protected.

If any other person involved directly in the work of the school does not have this clearance then they must be directly supervised or enter the school when children are guaranteed not to be present.

All persons not directly employed by the school must have a clearance permit to operate in the school unsupervised or additional safeguarding procedures identified to ensure reduction of risks to children.

All doors exiting to outside of premises to be closed. Entry to be controlled through main reception door which is remote controlled with visual and audio monitoring. A coded security lock is fitted to the school office in order to safeguard confidential information and monies held within (staff have access to this code). Pupils and parents should not open this door to visitors.

#### School Staff

- staff based in school are the only persons to handle and use door entry keys
- it is school policy that all staff wear ID staff badges while they are on the premises, and that they sign in and sign out using the electronic touch-screen system or, if the system is unavailable, use the staffing sign in/out form which will be available at reception. Following the school policy is a requirement to ensure the safety of everyone using the site, maintaining security and for fire safety purposes.
- all staff must challenge visitors who are not wearing a visitor's badge or able to show permits
- all staff must support school security by ensuring resources are not left in vulnerable places

#### Pupils

- Pupils who arrive late to school should report to the office to be registered
- Pupils who leave school for any reason at times other than the end of school should be signed on the electronic touch-screen system in Reception by the adult who collects them – and signed back in if they return during the school day.

## Visitors

- all visitors, including contractors, to enter the school via the main entrance and report to the Receptionist, who will direct them to come to main office entrance, report to Admin Staff, sign in using the electronic touch-screen system, collect a permit and wear a visitor's badge at all times that they are on the premises;
- all parents wishing to meet with a member of staff should make an appointment and follow the same procedure as above;
- all other BCC services (SEN Teams, ICT, Advisor) not based in the School must sign in by the School Office;
- parents to be reminded of our security strategies on a regular basis through school Newsletters written by the Head Teacher;

All visitors on courses/seminars must:

- sign in at the School Office and wear a visitor's badge;
- follow the School's specified route to and from the training room, ensuring they exit via the School Office;
- all staff must ensure that the people trying to gain entry to the School should enter via the **Reception Area**. They should not gain entry through any other part of the school.

## Hardware

- electrical operated key fob locks secure the main entrances to school;
- all external doors to be kept closed, especially exit fire doors when unattended
- all rooms containing equipment that may pose a risk to be kept locked when school is closed or area not use

## Confidential Information & Security of Data

- all offices containing confidential pupil, staff or school information, or access to the school's MIS, must be kept locked when unattended (hatch access to the main school office should be kept closed and locked when the office closes at the end of the school day);
- all filing cabinets containing sensitive information (including pupil records in classrooms) should be kept locked at all times and documents filed promptly in secure storage;
- Staff should be constantly aware of the confidential nature of much of the documentation that they handle and ensure that all steps are taken to

ensure that confidentiality is maintained by observing the security procedures as outlined in this policy and other linked policies (eg, Staff Electronic Communications, Social Media, Data Protection etc).

### Outside School

- School playground gates to be kept locked during and out of school hours except for short periods at start and end of school
- The main gates into the site are locked at the start and end of school
- The gates that allow access into the school grounds via the Morrisons' slope will be opened at the start and end of the school day to allow parents to park in Morrisons' car park when bringing or collecting children. At other times, these gates will be closed unless an event is taking place in school; in this case the Morrisons' gate will be opened, along with the gate into the car park, giving access to the main entrance to the schools via the fenced pathway;
- all staff to challenge visitors on the school grounds during playtimes.

### **Security of Equipment**

#### ***Security strategies***

#### Inside School Building

- all expensive, portable equipment to be marked as belonging to the School;
- all valuable and recognisable equipment to be photographed;
- the intruder alarm system to be in operation when the school is closed;
- staff to be responsible for returning equipment to the secure area;
- staff to "sign out" equipment which is taken home, e.g. lap-top computer, tape recorder;
- an internal telephone system links each classroom and the school office; staff are able to use this to contact another classroom or the school office in the event of an emergency, and the school office staff are able to contact classrooms to notify of parents collecting children early etc (thus avoiding parents and visitors from wandering around school). It is important that this facility is not abused; however, it is also important that any calls are acknowledged;
- Staff should make every effort to keep their personal belongings (eg, handbags, laptops etc) safe by ensuring that they are placed in locked storage (eg staff lockers) wherever possible, or in classrooms or offices that are locked when unoccupied;
- The Reception desk will usually be staffed; in the event that no-one is available or the designated person is not at the desk, it is important that the main doors into school are not left open, nor opened by any unauthorised person (parent, visitor or pupils);

- Visitors to either school who may access areas of the other school, should be made known to the school, particularly if they will be on the school playgrounds. The Receptionist would normally be responsible for doing this but, in her absence, another member of staff should ensure that relevant staff from the other school (Head Teacher, DHT, Business Manager or admin staff) should be made aware of any visitors to the schools.

### Outside School Building

- security fencing to the front and side of the school to prevent intrusion.

### **Security of Staff, Visitors, Pupils and Equipment during whole-school events.**

During events in school that involve a number of visitors entering the school premises, it is recommended that staff wear their name badges in order that members of the public are able to identify school staff in the event of an emergency.

### Parents' evening

- all CDs, cameras and personal belongings to be securely stored
- all rooms apart from classrooms, kitchen and staffroom to be locked;

### Fundraising Events

- all rooms apart from those required to be locked;
- all CD's, cameras and personal belongings to be securely stored
- for outside events - Summer Fayre, corridor internal doors, ICT suite and office areas to be locked

### **Monitoring of strategies**

- informally through verbal reports from staff and visitors;
- formally through Premises meetings and Governing Body meetings.

**All staff to take shared responsibility to ensure the security strategies are implemented.**