Kearsley West

Security Policy

At Kearsley West we ensure, amongst other things, that pupils, staff and guests are secure from danger in the working environment, so that incidents are kept to a minimum level or avoided altogether. We must also ensure that the building and equipment within are secure from theft or damage to enable maximum use to be made of them. It is important that people, the building and equipment are secure at Kearsley West in order to sustain peace of mind from the worry of attacks and other dangerous incidents so the curriculum can be taught and learned successfully and role-holders can do their work efficiently at all times.

Aims and objectives

- To ensure all reasonable steps are taken to ensure the security of Kearsley West's pupils, staff, visitors, the building and site, equipment and personal belongings.
- To learn from incidents which have happened at Kearsley West and elsewhere in order to avoid them at Kearsley West in the future.
- To ensure that good practice exists at all times regarding school security.
- To ensure that the whole school community is involved in Kearsley West's security culture.
- To ensure that school security is monitored, reviewed, evaluated and improved at Kearsley West, according to this policy.

Introduction

It is important to the success of this policy that a proactive **security culture** exists at Kearsley West, which is owned by everyone connected with the school. This involves everyone realising the importance of their role in sustaining good practice, and developing and improving the school's security culture. This culture must pervade everything at the school and involve everyone. Staff, pupils, parents, governors, neighbours and friends of the school must have confidence to give opinions, and put forward suggestions to the Headteacher that will improve security at Kearsley West in the future. School security is not a matter that can be achieved by one person; it calls for a collective and wholehearted approach. New staff and pupils receive training in matters concerning school security during their induction and periodic refresher sessions are arranged by the Headteacher for all staff and pupils. Primary responsibility for planning Kearsley West security arrangements rests with the Governing Body and the staff, but the school aims to include the Local Authority and the police in those arrangements too.

Guidelines

Security at the main entrance:

- The only route into school for visitors must be the front entrance. This fact must be known to the school community and reinforced regularly. An exterior wall-mounted sign signals to visitors arriving in the car park the main entrance to the school.

- All visitors must sign in at the office window accessible via the entrance lobby. Once they have signed in and had their identity confirmed the inner door will be opened by a member of staff.

- Great care is taken by school staff to verify the identity of a visitor and the purpose of their visit. The staff member releasing the door to a visitor is responsible for that visitor until they hand him/her over to a colleague who will then assume responsibility for the visitor. All visitors entering the building will be required to sign in giving date, name, purpose, time in and, on leaving, time out. Parents who come to collect a child from school during the day will not be expected to sign in but school staff will bring children from the classrooms to meet their parent/carer at the front office.

- Pupils are not allowed to open the doors to anyone, and must be taught not to do so, even when asked politely by visitors they know.

- Staff can access the building through the main entrance and then by keying in a code into the door activation pad.

Security from intruders – trespass

- The Headteacher, in exercising the day-to-day management of the school, determines who should have access to the premises. With regard to pupils this is as follows:
    - pupils who are excluded from school, whether permanently or on a fixed term basis are trespassing unless arrangements have been made for them to return to the school, for example to collect work;
    - pupils who are forbidden entry to the school at certain hours.

- With regard to parents/carers responsible for a pupil at the school, these might expect to have permission to enter school premises at reasonable times including when:
    - supervising children arriving at or leaving the school;
    - attending a meeting with a teacher, or arranging an appointment for a meeting;
    - helping in the classroom or acting as a parent governor.

- Visitors, including parents, should be aware that they may be trespassers if they enter school uninvited, or, if invited, behave in such a way that their behaviour is not conducive to the proper function of the school. A parent/carer is not <u>entitled</u> to automatic entry into the school at any time.

- This policy enlists the help of everyone possible to deter intruders, and avoid break-ins to the school. The local residents, parents, staff and pupils are encouraged to report to the Headteacher and the police any suspicious incidents or behaviour on the school premises.

- The police are encouraged to pay special attention to the site at weekends and holidays whenever problems arise, and to warn trespassers that the Governing Body may take action against those who damage the school in any way.

- In the case of a break-in (during out-of-school hours) the intruder alarm automatically involves Security and Response who ensure that a key-holder is alerted and advised to attend. The key-holder or Security and Response will silence the alarm, scrutinise the affected area as alerted by the alarm panel and make a decision whether to call the police/the boarding-up service/the Headteacher or reset the alarm.

- Staff dealing with intruders should be aware of the possibility of violence being used. They should remain as calm as possible, identify a realistic escape route, avoid getting trapped in a corner, or involving pupils. Colleagues should not hesitate to call the police on 999 in such circumstances. Anything done by a trespasser will be an offence where it disrupts the routine of the school or the duties of its staff. To avoid such intruders gaining access to the inside of the building, staff must be vigilant at all times in verifying identity. They should challenge visitors who appear suspicious, refuse them access and report the matter immediately to the Headteacher or her representative who may call the police.

- Staff know that it is sometimes more appropriate to reassure upset parents who are behaving in an 'over the top' way than to call the police.

Responsibility of key holders

- Staff members who are key-holders are: the caretaker, the Headteacher and the Deputy Headteacher. All have pass keys for the intruder alarm. No other member of staff has keys to the school building. The cook has keys for the kitchen and food store only. The key-holders above also hold keys for other doors within the building.

- The caretaker is responsible for the security of the school at the end of each working day, unless the HT/DHT has taken responsibility. He checks that no-one is still in the building, closes all the interior doors and closes all the windows. Whenever any of the other key-holders are still on site at 6.00 pm the caretaker carries out as many of his tasks as possible before informing the person in charge of his imminent departure and of the security tasks he has not been able to carry out. That person then assumes responsibility for the full security of the school.

- When the school is used for weekend or evening events the key-holder who unlocks the building is responsible for the security of the school and its resources during the event. He/she is also responsible for locking and making the building secure again after the event (unless responsibility is handed to another key-holder).

- Whenever a key-holder unlocks the building during out-of-school hours, he/she is responsible for locking and making the building secure again on leaving the premises.

- Key-holders are responsible for the security of their own set of keys at all times. Should school keys be lost or stolen the matter must be reported immediately to the Headteacher who will then take appropriate action.

Security from Theft or misplacement of equipment

- The school maintains an inventory of items valued £100 or more. Items to be disposed of are withdrawn from this inventory.

- Valuable equipment, such as computer systems, are marked with the name of the school.

- Window shutters and doors are closed at night and visible valuable equipment is removed as far as is possible to a secure store. The office filing cabinet and the safe are locked.

- Whenever the school is used for weekend and evening events restricted areas are identified. Valuable equipment is removed from public areas at these times. Staff, parents and pupils are vigilant before, during and after such events and should notify the Headteacher immediately of any suspicious circumstances or any loss or damage.

- Staff ensure that pupils are taught that school equipment must be looked after and valued, and that stealing is wrong. Staff have systems in place to check that equipment they use with their pupils is kept secure and in good order.

- Staff take responsibility for personal possessions they have at school. Staff are encouraged not to bring valuable personal items to school, and none should be left in school overnight. Personal belongings are not covered by the school's insurance.

- School monies left in the school safe are kept to a minimum and should be no more than £500 normally. The safe is locked and the key is kept in the possession of the School Business Manager/HT/Admin staff.

- Whenever staff leave their employment at Kearsley West they are expected to ensure that all resources belonging to the school are left at the school (in particular school's laptop).

- The Headteacher and the School Business Manager are in touch with the community police officers for the area and discusses school-related matters with him/her.

Security of people at events held at school

- Risk assessments are carried out to cover events within the school building or elsewhere on the site. These identify relevant security details such as the maximum

number of people allowed to gather in the school hall at any one time, ensuring the fire exits are clearly marked and free from hazards, observation of behaviour and movement, etc.

Security from fire

- All staff play a role in ensuring the following practices are carried out:
  - fire doors are kept clear of obstruction at all times;
  - annual checks are carried out on fire fighting equipment;
  - notices displaying fire drill procedures are visible in every working area of the school;
  - signs indicating fire exits and the way out are strategically placed throughout the school;
  - staff are familiar with the procedure in case of fire – who calls out the fire brigade, what information must be given, who manages the traffic flow, who liaises with fire officers, the role of the fire wardens etc.;
  - fire drills are carried out during the day at least once per term;
  - staff know that during fire drills they are responsible for clearing their work area of pupils and adults, and ensuring that they assemble in an orderly fashion on the playground;
  - the Headteacher is responsible for clearing the building of people during a drill;
  - the fire alarm is checked regularly according to arrangements made by the Local Authority to ensure it is in good working order.

Security of pupils

- Written parental permission is obtained before a child is taken out of school by staff and details are provided about the visit;

- Staff members using their vehicles to carry pupils are required to have adequate specific comprehensive insurance to carry passengers for work purposes, they must also ensure that they meet all requirements and regulations concerning transporting children;

- Staff who organise a class or group visit out of school are required to meet specified instructions in respect of trip requests, parental permission, risk assessments and first aid procedures, upload those details onto Evolve;

- Pupils are dismissed at the end of the day to their parent/carers by a member of staff and parents are asked to inform school if someone different is collecting their child. If a member of staff is unsure of the person collecting the child they will check with the school office before releasing the child.

- Pupils who have not been collected at 3:15 pm are required to report to their class teacher in the first instance. After a reasonable period of time the School Business

Manager will ring home to rectify the position. Parents are expected to inform the school if they are unable to collect their child or have been delayed for any reason. Children will wait in the Year 1 classroom or office under the supervision of a member of staff. Where children are left at school after 4:15 pm and school has been unable to contact a responsible adult then the Duty Social Work Service will be informed in accordance with their protocols. In the case of very bad and worsening weather parents will be encouraged to collect their child at the earliest possible opportunity and staff members will be dismissed according to the number of pupils remaining, the critical conditions and their distance from the school site. The Headteacher or her representative will remain at school until all children have been collected to ensure the safety of the child.

- After school activities are only cancelled when needs must, and as much notice as possible is given to pupils and parents. When an activity is cancelled on the day and no other teacher is available to stand in then parents will be contacted throughout the day in order to appraise them of the situation.

- During after school activities which take place on the field members of staff are additionally vigilant and where risk is identified the children are escorted into the building or a message is sent in order to summon help.

- The Headteacher will maintain effective links with the local police in order to minimise risk from external undesirables.

- Pupils take responsibility for personal possessions they have at school. Pupils are encouraged not to bring valuable personal items to school, and none should be left in school overnight. Personal belongings are not covered by the school's insurance.

Security of staff, pupils and parents

- Staff members must ensure they are never alone with children inside a closed or confined space/room. Staff ensure that pupils are never alone with male or female visitors as above. Pupils are not expected to be sent outside of the building with messages or to do jobs. It is good practice to always send two children when taking messages around the school. Children are not allowed inside the kitchen or the caretaker's room at any time.

- Male and female members of staff are careful not to enter the pupil toilet areas unless it is an emergency situation. Staff should remember to knock first before entering and to give a verbal warning of intention to enter.

- Male and female members of staff are careful to provide pupils with a reasonable degree of privacy when they get changed for P.E. They are careful not to touch children in anyway that can be avoided. It is acknowledged that young children require assistance when dressing.

- Male staff are especially careful to avoid physical contact with pupils which could be avoided or misconstrued in any way. They are aware of their vulnerable position and therefore take reasonable steps to avoid difficulties arising. They report anything of any significance to the Headteacher as soon as possible.

- The school seeks parental permission to exert reasonable force to restrain pupils in order to prevent them from committing a crime, causing injury to themselves or others, causing damage to property or causing serious disruption. Such occasions will be recorded in accordance with the school's Physical Intervention Policy.

- The school views any sort of bullying very seriously and has an agreed policy and procedures to address such issues.

- The school ensures that all information regarding pupils, parents and staff is handled in accordance with its Information Management Policy. Personal and sensitive information is stored securely and can only be accessed by staff who need to use that information in the course of their work. Paper copies are stored in locked cabinets in rooms with controlled access. Information that is stored electronically can only be accessed by designated members of staff using a password.

- Theft, petty vandalism, minor criminal damage and burglary are likely to need to be reported to the appropriate agency but are unlikely to need an emergency response unless the intruder is still present.

Monitoring, review and evaluation:
The Headteacher has overall responsibility for this policy, its implementation and procedures for monitoring, reviewing, evaluating, further developing security and promoting good practice at Kearsley West. She will monitor this policy to take account of any significant changes or every two/three years in accordance with the school's policy review schedule.

Policy owner: Jackie Fitton
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