



# St Alban's

Catholic Primary and Nursery School

Member of St Clare's Catholic Multi Academy Trust, Diocese of Hallam

Let God's love shine in our lives as we grow and learn together

## Site Security Policy

Approved by: Local Academy Committee Date: 18<sup>th</sup> January 2024

Last reviewed on: December 2023

Next review due by: Summer Term 2025

### 1. Introduction

We are committed to ensuring our school building and site provide a safe and secure learning environment for all children. A school building that enables all stakeholders to engage purposefully in appropriate teaching and learning tasks and activities. An environment fit for a 21<sup>st</sup> Century education.

#### *Main considerations:*

- The safety and security of individuals – children and adults
- The security of the building and its contents
- The security of the wider school site and grounds
- Maintaining good security is everyone's responsibility

### 2. Roles and responsibilities

#### Local Academy Committee

- Monitor safety and security regularly through the Business Development, Finance, Buildings and Facilities Committee and make appropriate consideration and actions as part of the wider Health and Safety Policy
- Monitor the effectiveness of this policy through regular reviewing process
- Ensure that practice and procedure are in line with, and reflect the policy – including where necessary informing and reporting incidents to the Local Authority
- Regularly review this policy – every 2 years

#### Head Teacher

- Responsible for implementing this policy, ensuring any delegated duties and responsibilities are carried out effectively in line with procedure
- Ensure that staff understand their own responsibility with regard to the policy
- Identify, review and implement training needs
- Report to the Governing Body

#### Caretaker / Cleaner in Charge

- Ensure appropriate safety and security checks including the exterior areas of the school site are carried out in line with this policy
- Maintain rigorous safety and security checks
- Reporting defects and any crime and /or losses to the Senior Leadership Team, (*Business Manager -in the first instance*)
- Securing the school site at the end of the day

#### Business Manager

- Ensure Inventory is in place and kept up to date
- Control visitor access, ensuring delegated duties are in line with practice and procedure, ensuring all visitors are subject to the appropriate screening checks, follow sign in and sign out practice and are issued with the correct visitor's badge on arrival, and are correctly signed out at the end of their visit.
- Assess the urgency of any reports received from staff or visitors and act accordingly to ensure site security is not jeopardized
- Manage the appropriate handling of cash, including the management of associate staff.
- Liaise with Police reporting any crimes and resulting damage or losses
- Liaise with Insurers, completing insurance claim forms and related documentation

#### All staff

- Understand own responsibility in maintaining a safe and secure school site.
- Implement this policy and the strategies employed to ensure a secure school
- Be security conscious and help to develop security conscious pupils (*age appropriate*)
- Show responsibility for own classroom; closing windows and doors and switching off electrical appliances on vacating at the end of the working day
- Report any concerns, including security weaknesses/ near misses/ or damage to the Business Manager, and assist in logging the report
- Challenge any unaccompanied individual who is not wearing an appropriate visitors badged or carrying appropriate documentation
- In the course of your duty endeavor to protect / minimize hazards to pupils and safeguard property
- Maintain a tidy and well ordered school site, reporting any concerns or issues appropriately
- Implement and maintain security measures throughout the school day, including during extra-curricular activities before and after school
- Keep yourself and others safe, do not put yourself in danger - guard against assault

#### Parents / Carers

- Parents and carers to abide by the school's security procedures and practice, school will endeavor to ensure parents and carers are aware of and understand the school's security measures
- Adhere to, and follow the schools safety and security arrangements
- Updated information will be given to parents/carers via the school's website and through specific letters and monthly newsletters

## Pupils

- Have an age appropriate understanding of the school's safety and security measures and why they are important
- Pupils will be encouraged to respect the security arrangements implemented by the school and report any problems/damage to a member of staff

## 3. Security Procedures

Visitors – Access for visitors is by the main entrance, which has an intercom system, linked to the school's office. On arrival visitors are expected to identify themselves and report to the office where they will sign in and be issued with a Visitor's Badge – which they must retain throughout their visit.

- Visitors exit the school site by the same secure system
- The school playground gates are kept locked throughout the school day,

### Drop off / Pick up –

- Children arriving after 8.55 am must use the main visitor entrance and report in at the school office as the school gates will be locked for safeguarding at 8.55 am prompt
- Children requiring to leave school early leave by the school's office, where they MUST be signed out by a parent or identified representative with evidence of the appointment etc.
- Children that are not collected at the end of the school day, will be brought back into school and should be collected and signed out a late collection
- After school club drop off and collection are between 8 am and 8.05 am and 4.25 pm and 4.30 pm at the pedestrian playground gate and will be locked promptly for safeguarding.
- *Please see corresponding policies*

## Aggressive Behaviour by Adults

Under no circumstances will aggressive, threatening or violent behaviour be tolerated. Staff encountering any such behaviour should:

- Endeavour to remove themselves from the situation, alerting another member of staff to support them in assessing the situation.
- If feasible efforts should be made to calm the situation, if appropriate the assailant /perpetrator may be asked to modify their behaviour, or asked to leave the school building and /or site
- The perceived victim should remain with another staff member *for support* and the headteacher /member of the SLT informed of the incident as soon as possible
  - SLT will gather information, assess the situation to enable them to and decide if the incident should be reported to the police.
- Staff involved /witnessing the incident will be required to complete an incident log
- Adults not conforming to expected behaviours will be banned from the site for a period of time until reviewed.

## Contractors –

- are expected to pre-book /arrange visits to school
- On arrival contractors MUST report to the School Office where appropriate protocols will be followed dependent on the activity – including signing the school's Asbestos Register
- All contractors MUST be signed in /issued with Visitor's Badge by an appropriate member of staff
- Contractors will be made aware of evacuation procedures, together with any activity taking place that might affect their work area.