

## Site Security Policy

Adopted: October 2020

Review Period: Autumn 2022

### 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

#### Governing Body

- 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** - *As part of our Covid Recovery Strategy – visitors to school are by appointment only and must adhere to our school's protocols and procedures in line with Government and Local Authority guidance, including NHS Track and Trace facility. Visitors may be required to wear items of PPE and follow hand hygiene routines.*

- 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** - *As part of our Covid Recovery Strategy – school has adopted and follows Government and Local Authority guidance with regard to absences related to the Coronavirus.*

- School commences at 08.55 and children arriving after this time must use the main visitor entrance and report in at the school office
- Children requiring to leave school early leave by the school's office, where they MUST be signed out by a parent or identified representative
- Children that are not collected at the end of the school day, will be brought back into school
- *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. Persistent noncompliance with these expectations may result in the assailant/perpetrator being banned from the school 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

### **Cash handling**

- The Business Manager and Pupil Manager are responsible for the safe handling of school money and are accountable to the Headteacher
- Business Manager, Pupil Manager and Headteacher have access to the school safe
- All school money collected is recorded and kept secure, and banked on a regular basis
- All cash brought into school should be taken /sent to the school office where it will be recorded and secured in the school safe

### **Contractors** -

*Contractors must adhere to our school's protocols and procedures in line with Government and Local Authority guidance, including using NHS Track and Trace facility. Contractor visits must be pre-arranged and the nature of works to be carried out agreed with school before any works can commence. In the course of their work Contractors may be required to wear items of PPE and follow strict hand hygiene routines.*

- 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.

