



***For every child to reach their potential and
'Live Life in all its Fullness.'***

Policy: Site Security

Policy Written: September 2019

Policy Renewed: November 2021

September 2020	**Information given with regard to Covid-19.**
November 2021	Changes to times

Next Renew Date: September 2022

Rationale

At Hindsford CE Primary School, pupils work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the school has done everything it can to make the school a safe place in which to work.

Aim

The aim of this policy is to outline procedures in place to secure the school site and ensure the safety of all children and adults.

Roles and Responsibilities

Overall school security is the responsibility of Hindsford CE Primary School's Governing Body.

The Headteacher and Health & Safety Officer are responsible for implementing the Site Security Policy.

Head Teacher

The Headteacher is responsible for ensuring that the relevant staff are in position so that the Site Security Policy can be implemented. He/she should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher should also ensure that parents and pupils are fully informed of the security policy and encouraged to help.

There are regular risk assessments of security carried out every year and regular routine security checks. Advice is obtained from the police on security matters and all crimes are reported to the police.

The School Business Manager (Health & Safety Officer) reports once a term to the Governing Body and, where appropriate, the LA/other Advisory Body e.g. Diocesan Board of Education.

Staff

Teaching and non-teaching staff should be fully aware of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services
- implement the emergency procedures – lock down/evacuation

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE Curriculum, the pupils will be taught about personal safety and social responsibilities through the Hindsford School Values.

Parents/Carers

The parents/Carers of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the school on the school website, class dojo and in the weekly newsletter.

Police/Local Community

Hindsford CE Primary School values co-operation from the local police and community in assisting with security arrangements for the school site and the surrounding area. Local residents are encouraged to report incidents directly to the police. The police are called immediately if there is an incident of a violent, aggressive or abusive nature. The police will be called immediately if a child goes missing and cannot be found after the school's initial checks.

Control of Access

Hindsford CE Primary has a policy of welcoming visitors although occasionally there can be an issue with a visitor such as angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Security fencing surrounds the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. There is no parent parking at the beginning or end of the school day.

Between 8.30am and 8.40am children enter school via their classroom door. ****These times have been amended due to Covid-19 and are now from 8.30am to 9.00am.**** - no longer applicable

During the school day, both side gates are locked.

After 8.40am, all children must enter school via the front entrance and report to the main office where their name is recorded, an adult must be present with the child and sign them in with a reason for their late arrival.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave. If they refuse to leave the Headteacher or a member of the leadership team will call the police.

At the end of the day, the children are released to their parents/carers via their classroom door. Any child who has not been collected will be taken up to the front of school until an authorised adult arrives. Parents/Carers will be contacted from 3.40pm.

****This time have been amended due to Covid-19 and is now from 3.15pm to 4.45pm.**** - no longer applicable

No child is allowed to leave unless we are sure that it is safe for them to do so.

Access to the School Building

To prevent any unauthorised or unknown visitors entering school, security locks are fitted to the main entrance/exit door.

In the first instance, the SBM will meet visitors and ask them to sign in and give the reason for their visit.

The school's Visitor Policy will then be adhered to before a visitor is allowed into the building. Please see this policy for more information about the process followed after this.

Leaving School During the School Day

If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance in writing or an oral message given to a member of staff. The child will be signed out of the register.

If staff leave the building during the school day, they too will sign out and back in.

Trespass

Hindsford CE Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent/carer is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher has the right to revoke the parent's permission to be on the premises by taking the following action:

- The parent/carer can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the police will be called.
- A formal letter from the Headteacher/LA or Governing Body will be sent confirming the parent's permission to visit the school has been revoked and that there will be a five day period in which to make representation. Formal notification is important as their human rights are being affected.

Extra information about this matter can be obtained from the LA.

The police will be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Supervision of School Grounds

Members of staff are on gate duty each morning from 8.30am, so that parents/carers can leave their child in safety. The doors open at 8.30am and the children enter their classes. The Site Manager closes both side gates at 8.40am. The side gates are unlocked at 3.25pm, school finishes at 3.30pm. Children leave school via their classroom door. The side gates are locked again at 3.40pm.

****During Covid-19, there have been some changes to the times of different classes opening but the procedure remains the same. **** - no longer applicable

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and at lunchtimes.

Security of Personal Property

Children should not bring anything of value to school. If a child brings a mobile phone to school it must be handed in to the class teacher/TA, this will then be placed in secure location. Individual staff are responsible for their own property

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked. Any cash on the premises is kept in a safe but money is banked regularly.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty.

It is the responsibility of the site manager/caretaker to make sure that all classrooms are secure, the windows closed and equipment switched off before leaving the premises and that the security alarm is set and all the gates are locked. Blinds should always be closed in the evening.

The School Business Manager (SBM), Headteacher, Site Manager and Caretaker all have a set of keys and are responsible for the security of the building.

It is the responsibility of the Site Manager to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the security system is working properly.

Contractors in School

When contractors are working in Hindsford CE Primary School, the following precautions should be taken:

The SBM agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access Outside School Hours

On occasion, the School Business Manager, Headteacher, Caretaker and Site Manager may be on the premises on their own either waiting for a contractor to carry out work or working out of hours on site themselves. Although this should try to avoided where possible, if this does happen, the staff member will lock the front door, keep their fob and mobile phone on them at all times and another member of staff must be aware that they are in the building.

If the hall is used for evening events, students should have access to this area and the staff toilets with the remainder of the building should be locked and alarmed. When locking up after 8.00pm, there should be two members of staff present.

Fire Detection Systems

We acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions. Fire detection and alarm systems are in place throughout the school and tested regularly.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside. The school grounds are kept clear of litter and movable objects that could be used to start a fire.

Offensive Weapons

It is a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him/her for such use by him/her or some other person.'

If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the police will be summoned and they will assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect he/she is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, the school will phone the parent/carer to ask for permission before calling the police is called to assist with this situation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police will be informed and they will carry out the search in an appropriate manner.

Confiscation of Weapons

Staff can take possession of a knife or any weapon brought to school by a pupil. The following staff that are authorised to do this are the Headteacher or Deputy Headteacher.

-When confiscated, the item will be locked away and the staff member will either: arrange for the parent/carer to collect the item

or

-arrange to surrender the weapon to the police.

Reporting Incidents

All incidents of crime and losses will be recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The police and LA will be notified when appropriate.

A review of incidents will be taken each year and shared with the Governors.

Review of Policy and Procedures

The Health and Safety Committee of the Governing Body will review this policy annually and the procedures on an annual basis. A risk assessment will also be completed each year under the guidance of the LA.