

Security Policy



Deal Parochial Church Of England Primary School

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Values Statement

At Deal Parochial Primary School the curriculum is firmly rooted in its Christian foundation: enabling every child to grow spiritually and emotionally; fostering imagination and a deep sense of personal identity and self-worth; providing guidance through the loving example of Jesus Christ.

Mission Statement

Our hope is that each child at Deal Parochial Primary School will develop an appetite for learning that will endure throughout their lives. To achieve this, the curriculum will need to motivate and excite children so that they engage fully in learning, cultivate positive attitudes and relationships, make good progress and fulfil their true potential – being **the best that I can be**.

At Deal Parochial Church Of England Primary School, the pupils should 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 Governing Body has done everything it can to make the school a safe place in which to work.

We are acutely aware that the children and staff might be vulnerable while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the need for security very seriously.

Roles and Responsibilities

Overall school security is the responsibility of Kent LEA. The Headteacher is responsible for day to day implementation.

Headteacher

The Headteacher is responsible for implementing the Security Policy. 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 ensure parents and older pupils are fully informed of the security policy and encouraged to help.

There are regular surveys of security every term and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the LEA.

The Headteacher is responsible for the security of the premises during the school day; in her absence the Senior Leadership Team assumes this responsibility.

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 and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post. The security policy will form part of the staff handbook, and will be given to all staff, volunteers and students.

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 and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at Deal Parochial CE Primary are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- ◆ Information for Parents
- ◆ pre-school Parent's discussion
- ◆ Governors' Report to parents.

Police/Local Community

Deal Parochial values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the Liaison Officer and the Crime Prevention team on security matters. 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 should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

All staff have an identity badge to wear at all times.

They are also required to sign in their name and time of arrival and departures in the staff book that is situated at the front school entrance. This is used for fire safety head count and is most important.

Control of Access

Deal Parochial has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

There is a security lock and that prevents access to the building until a member of staff opens the lock or for staff who can use the code pad for secure entrance.

Entering and Leaving School

All children enter and leave the school by pedestrian gates. If a child arrives after 8.50am, they should report (that they are late) to the office.

Supervision of School Grounds

In the mornings teachers on duty greet parents at the Junior Gate or the Infant Gate at 8.40am and children go through and congregate in either the Junior or Infant Playgrounds where they are supervised until school starts at 8.50am. Once the children have gone into school, the gates are then locked and any late comers have to report to the school office. At the end of the school day parents wait in the Junior Playground for their children to be brought out from the classroom by the teacher or TA.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and lunchtime breaks and by the Midday Supervisors at lunch-time.

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.

Leaving School at the End of the Day

At the end of the school day, the children are led by teachers through various doors. Pupils are taught that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child will be supervised until parents arrive. No child is allowed to leave unless we are sure they are safe. If a member of staff has any concerns in view of a parent/carer's demeanour and ability to be in charge of a child, then they should seek support and advice from the Headteacher or deputy Headteacher.

Some children in Local Authority care may have arrangements to go home by taxis and minibuses. If this is the case, school office staff require drivers to report to the office and present their identification. School staff will only let children go with drivers and escorts if they are certain of who they are. This may require staff to seek authorisation by telephone.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside).

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, visitors will be met by the secretary or head teacher. They will be asked to sign in and give the reason for their visit. All visitors are required to wear a visitors' badge. They will be asked to read the visitors policy, and to sign that this has been read.

Visitors are escorted by the secretary to the member of staff requested – or asked to take a seat while the member of staff is contacted.

No visitor is given unrestricted access to the school; this includes parents and governors. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school not displaying their visitors' badge, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Pupils being taken out of school to attend appointments

If parents wish to take their child/children out of school during the school day, they should report to the school office. A request to take a child out of school should normally be made 24 hours in advance in writing. All children will be signed out in the appointment book and signed back in on their return.

Trespass

Deal Parochial 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.

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

The school will be alerted to a lock down which means that all doors are secured and children are required to remain in their classrooms until the alert is resolved.

Lockdown will be alerted through the code word "Jerusalem", which will be said over the tonoi, repeated 3 times and passed via teachers. Each class teacher must check that the cloak room doors are pulled shut after use.

Security of Personal Property

Children should not bring anything of value to school. If items of value are brought in by pupils, they should be handed to the teacher or TA for safekeeping. Mobile Phones may be needed by older pupils who walk home by themselves but they should be handed in for safekeeping.

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 and listed in the Asset Register. Any cash on the premises is kept in a safe but money is banked on a regular basis.

Security of Building

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

The Headteacher and the Caretaker are designated key holders and are responsible for the security of the building. A list of key holders is available in the school office.

Caretaker

It is the responsibility of the Caretaker to check that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are securely closed.

Contractors in School

When contractors are working in Deal Parochial, the following precautions should be taken: The Headteacher 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 with a notice being posted on the staffroom notice board. The Caretaker/Headteacher should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, when appropriate and read and sign the Asbestos Register held in the school office. All contractors should read the fire safety information also situated in the school office. Contractors should be accompanied by the caretaker if there are children in the school.

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.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. We are aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone and follow the guidelines for lone working that can be found in the school Health and Safety Policy.

Fire Detection Systems

At Deal Parochial, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

Fire alarm systems are in place throughout the school and are tested weekly. 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. The school refuse bins are locked to prevent intruders or pupils using them to start fires.

Bomb Threats

Any warning Deal Parochial receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

If Deal Parochial receives a bomb warning, staff will follow the guidelines as set out in the Health and Safety Policy.

Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LEA are notified.

This policy should be read in conjunction with the school's Health and Safety Policy.