

Security Policy



Reviewed Autumn 2016

Eastway Primary School

1. STATEMENT

This school will ensure, so far, as is reasonably practicable, that employees, pupils and other non-employers are protected from risks to their Health and Safety. All staff are expected to be pro active in ensuring security of school site.

Measures will be adopted: to protect lone workers on site; prevent access to intruders; check and supervise visitors and ensure general security arrangements.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged.

2. ORGANISATION

The following personnel have responsibilities for ensuring security under the direction of the Headteacher and Senior Leadership Team

SECURITY ISSUES	NAME	SPECIFIC DUTIES
Perimeter fencing, access routes	K Smith	Check intact and secure regularly.
Securing school entrance/exits	K Smith	Lock/unlock gates as agreed with Headteacher
Control of visitors	Office staff	Identification checks/ CRB checks/School Passes/ appropriate supervision around school.
Control of contractors	K Smith	Identification checks/ School Passes/ Site Manager to escort round school and supervise.
Security of money etc	Office staff	Money banked as soon as possible. Two safes within the school.
Emergency procedures (fire, first aid, accidents)	K Smith	Risk assessment, training, Health and Safety Policy, Emergency Policy.
Security risk Assessment	D. Marchant K Smith Office staff	Ongoing.

NB This is not exhaustive

SECURITY ISSUES	Present status	Proposed improvements if any
Perimeter fencing, access routes	Staff car park and perimeter fencing in place. Internal fencing where necessary.	
Securing entrance/exits	Main school entrance on Rossall Road closed between 9.30 and 3pm to increase security, as this entrance is located adjacent to a playground. Only entrance to school is via Family Centre on Eastway between these times. EYFS, Y1/2, Y3/4, Y5/6 have dedicated entrances for start and end of school day which are manned by staff when open. All other doors to be kept locked. Children told not to open doors for anyone even if they know that person. Electronically operated main doors installed. All gates except main entrance on Eastway are locked at 9.15am until end of day.	
Control of visitors	Both visitor entrances have signing in books. Badges/ Lanyards issued. Staff are instructed to challenge visitors. Only staff and visitors with blue visitors badge are allowed to move around school unescorted. Red badge wearers to be escorted. Children are made aware of red/blue badge system.	
Control of contractors	Appropriate entrance and area designated to be used for contract work – to be supervised by Site Manager after signing in.	
Security of money etc	Two safes, both in locked rooms and secured as detailed financial procedures manual. Staff lockers available if requested.	
Emergency procedures (fire, first aid, accidents)	See Health and Safety policy	
Security risk assessment	Ongoing as usage increases	

The school will discuss security arrangements regularly at Staff induction, Staff meetings and Governors meetings.

3. ARRANGEMENTS

The school has implemented the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 INFORMATION AND COMMUNICATION

All staff must be aware of the school security procedures. Good communication to be ensured with identified persons having particular role for security and knowing their duties.

3.2 SUPERVISION

Adequate supervision of pupils must be maintained at all times whilst in school, particularly when visitors and contractors are on site.

3.3 VISITORS

No adults are allowed in school unsupervised unless DBS checked. All visitors are required to report to the school office. A signing-in book is kept in both school offices indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration and area of school to be visited. All visitors are asked to wear an identification badge – blue if DBS check is valid and a red badge if no DBS. All staff and pupils to be aware of badge system. Red badge holders to be escorted around school at all times.

Emergency procedures are made available when signing in. Visitors are not allowed to remove items of property unless they have identification and authority to do so.

3.4 CONTROLLED ACCESS AND EGRESS

Controlled access is achieved as above. Signs, directing visitors to the main reception are prominent. Doors are secure at all times persons are in the building, however doors can be used in case of fire etc without the use of a key.

3.5 PHYSICAL SECURITY MEASURES

The school has identified vulnerable areas with the ultimate aim of obtaining additional fencing or other Security protection. Casual access, as far as possible within the limits of safety, is prevented by physical means.

3.6 CASH HANDLING

School avoids keeping cash on the premises wherever possible. Safes are used and kept locked. Staff are asked to avoid handling cash in visible areas. Any money requiring banking is done at irregular times, particularly where substantial sums are involved.

3.7 VALUABLE EQUIPMENT

All items over £4000 are recorded and notified to the Education Building Inspection and Support Services (insurance) 666 5611. The school makes arrangements for all valuable equipment to be security marked. All valuable equipment to be removed from sight at the end of the school day wherever possible.

3.8 PERSONAL PROPERTY

The school dissuades staff and pupils from bringing valuable personal property into school. This is outlined in information given to all parents annually. Lockers are available for staff for personal belongings.

3.9 LONE WORKERS

School has identified areas or staff where lone working is foreseeable. Risk Assessments have been carried out. External security lighting is installed on Rossall Road entrance/exit.

4.0 RISK ASSESSMENT

Risk assessments concerning security have been carried out by the school and will be regularly monitored and updated.

Appendix 1

Audit Form for School Security

POLICY & COMMUNICATION	Yes	No	N/A
Does the school have its own School Security Policy?	✓		
Is there a named and responsible person to update the Policy?	✓		
Are Staff aware of the School Security Policy?	✓		
Is School Security regularly discussed in staff meetings?	✓		
Is School Security a regular item on Governors' meeting agendas?	✓		
VISITORS			
Are access points adequately controlled?	✓		
Are visitors/contractors etc required to sign a visitors' book?	✓		
Are all visitors etc monitored whilst on school premises?	✓		
Are all visitors given a visitors badge?	✓		
Is the main Reception area clearly signed?	✓		
Is the Reception area well organised and safe?	✓		
BUILDING SECURITY			
Is the school protected by security fencing?	✓		
Is the school protected by CCTV?		✓	
Have areas where lone work is carried out been identified?	✓		
Is there adequate protection for lone workers?	✓		
Is there a comprehensive intruder alarm system operating within the school?	✓		
Are personal attack alarms/panic buttons available to staff?	✓		
Are vulnerable windows and doors protected by shutters or grilles?		✓	
Is the school checked regularly by security patrols?	✓		
Are all doors secured during and after school?	✓		
Are adequate security arrangements in place for after school use of the building?	✓		
Are exits, car parks, adequately lit?	✓		
PROPERTY SECURITY			
Is cash handling kept to a minimum?	✓		
Are cash and other valuables locked in a safe?	✓		
Is portable equipment security marked?	✓		
Are all items over £4000 identified and logged with the LA?	✓		
Are secure lockers available for staff?	✓		
Are secure lockers available for pupils?		✓	
Do staff have facilities for securing pupils' personal items?		✓	
ASSESSMENT			
Does the school involve pupils in security arrangements?	✓		
Are pupils instructed to alert staff of strangers in the school?	✓		
Is the security policy regularly reviewed?	✓		
Is a risk assessment carried out for areas of high risk?	✓		