St John's Primary

Security Policy

Plan Owner: John Anderson (Chair of governors)

Plan Co-ordinator: Tracey Caffrey (Head Teacher)

Plan Administrator: Marie Bartley (School Business Manager)

**Business Continuity, Risk and Resilience Team
(ASCIS Directorate, Newcastle City Council)**

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1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to the school. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.
- The school also operates a lone working policy which should be considered in conjunction with this policy.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors:

The Governors will:

- Ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
  - o By the health and safety governor monitoring performance on their special interest visits
  - o Via the head teachers reports to governors
  - o By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

Head Teacher

The Head Teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Staff

All staff will:

- comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Security issue
1. Agreeing and reviewing the school security policy
   Policy committee /Business Manager
   - Agree policy
   - Review every 12 months
2. Day to day implementation and management of policy.
   Head Teacher / Facilities Manager
   - Inform staff
   - Monitor performance
   - Review arrangements
   - Securing school entrance/exits as detailed in this policy

Caretaker/Facility Manager:
- Open and close gates/school as laid down by school policy
- Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads, CCTV, fences). Part of Facilities Manager normal duties to check physical integrity of security devices.

Control of visitors:
- Business Manager and Administration Team Issue badges
- Check DBS and photo ID

Control of contractors:
- Facilities Manager
- Security of cash/cheques etc: Business Manager

Security risk Assessment:
- Head Teacher / Facilities Manager
- Review annually and inform governors of findings to use as part of policy review

Children:
- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements
The school has agreed 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's security procedures, especially staff that have been given a specific role to play.
- All staff induction will include the school's security policy and will be recorded on the employees training profiles.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of sharing use of the building.
- Parents will be informed about the school security arrangements and any part they are expected to play. For example, when visiting the school.

3.2 Controlled access and egress during the school day
- Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

- The extent of physical controls, such as fences, is to be decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. By doing this the school, through risk assessment, can balance the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings:
The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.
- The access control procedures for the building are – *(see 7.10.2 of the Critical Incident and Continuity Handbook)*
- All exterior gates (with the exception of the main car park gate) are to be locked during normal lesson times.
- External doors are only opened when visitors identify themselves via an intercom.
- Visitors to enter the premises through the reception area only
- The school office will be secured whenever it is unattended.
- The building is to maintain all working internal and external CCTV.
- Unauthorised visitors will be challenged by staff.
- All visitors are checked, signed in and issued a visitor's badge **(see 7.14.2 of the Critical Incident and Continuity Handbook).**
- All visitors will be escorted to and from their destination within the school by a member of staff.
- All regular visitors must produce an enhanced DBS along with photo evidence of their identity before they gain access to the school. The Head Teacher needs to check all disclosures for risk assessment purposes.
- Anyone not wearing a school-issued security badge should be politely challenged and accompanied to the reception area if they have a legitimate reason for being in the school *(see 7.10.3 of the Critical Incident and Continuity Handbook).*
- If a person does not have legitimate reason for being in the school, the staff member must ask the intruder to leave the school and inform the Head immediately.
- Visitors will not remove any items of school property without the express permission of school staff.

Grounds
- Where school grounds are enclosed by a security fence, staff should regularly check fence for breaches
- All cars parked in the car park will be registered with the office.
- The **Facilities Manager** ensures that the school alarm is set on a nightly basis.
- School security alarms are tested monthly.

3.3 Outside Areas
As pupils always require access to the outside areas the governors are to consider that a secure outside area has been provided that has a suitable perimeter fence at least 5ft high.

3.4 Supervision of pupils
The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –
- Outside area– Children are always supervised where necessary in this area and visitors challenged.

3.5 Cooperation with third parties, extended services and community groups
School security arrangements are to consider any other third parties that use the school building or grounds.

In most circumstances, the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.
- Breakfast Club –all staff come under the school safeguarding procedure.
- Breakfast club staff supervise access to school via breakfast club entrance and are not to allow visitors into the rest of the school building.
- Community use – Community groups use The Turf facilities in the evening. When inside, there is no access to the school premises. They enter and leave by the community entrance.
- All community groups who hire facilities and include children under 18 years of age must have enhanced DBS checks which the Head Teacher sees and notes in the school's central records.

3.6 Supervision of contractors
Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children.

They will therefore be controlled as follows –
- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be always supervised by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.7 Physical security measures
Where applicable, the governing body should consider the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment. The risk assessment will consider –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Removing people from the premises:
- In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- Where an individual has accessed the premises in a way that exceeds their implied licence, the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.
- Unidentified individuals who refuse to report to the school reception, become aggressive or are deemed to be a threat to the safety of pupils are to be escorted from the school premises and, where necessary, the police will be called.

Reporting security concerns
- Missing or stolen equipment will be reported immediately to a member of the senior leadership team.

- Unidentified individuals will be challenged immediately and reported to the school reception.
- Concerns regarding the security of the school and the associated arrangements will be reported directly to the Head Teacher.
- The Head Teacher will discuss security concerns with the governing body to identify an effective resolution.
- Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

E-security
- The local authority ICT team are responsible for ensuring that appropriate and effective online security systems are in place, including malware, firewalls and virus control software.
- The school should use a secure network which is password protected.
- Staff members and pupils are to be made aware of the school's E-safety Policy and the measures which are in place to effectively manage risks caused by internet use.
- Staff members will receive e-safety related training/updates on a regular basis.
- All staff members have a responsibility to identify risks posed to pupils, including those in relation to the use of the internet.
- Staff members and pupils will not use their personal devices for school related work unless authorised to do so.

Equipment and belongings
- All electronic equipment is stored in a secure location at the end of each day.
- After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.
- Staff members are responsible for any personal belongings, including teaching equipment, which they bring to the school premises.
- Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.
- Pupils are advised not to bring valuable items to school unless necessary.
- Where a pupil requires a valuable item to be brought to school, they can arrange with the **Head Teacher** in advance for a secure place to store the item.
- Any equipment which someone wishes to take off the school site will be approved by the **Head Teacher** in advance and a record of the loan kept.
- Outside play equipment, as well as sporting equipment, will be tidied away and secured **inside the building** at the end of use.
- Lost property will be stored in the school office, where it will be kept until the end of the following term before disposal.

3.8 Locking arrangements.
At different times of the day the school security arrangements may require the locking of various entrances and exits as detailed below.

3.9 CCTV
The school has an active CCTV system which is part of security procedures, the system can record incidents to enable evidence to be presented to the appropriate authorities.

3.10 Cash Handling
Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.11 Valuable equipment
- Schools should consider that all items above the value of £100 to be recorded in the school stock book.
- Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.
- The security risk assessment will consider the location and security arrangements for high value equipment, for example ICT equipment.

3.12 Personal Property
Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both should be discouraged from bringing to school any valuable personal property. Lost property should be handed to a lost property office where it will be kept until the end of the following term before disposal.

3.13 Medicines
There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in the original packaging labelled with the child's details from the pharmacy. These medicines should be locked in the school's medicine cabinet in the Assistant Heads' office or the fridge in the staff room. The key should be made available from reception.

4. Risk Assessment
Schools should consider that a security risk assessment will be completed annually by the Head Teacher/ Facilities Manager. The findings can be used in the review of this security policy.

5. Monitoring and Review
The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the **policy** committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by
School Business Manager
Date -
Signed - M Bartley
25th January 2023
(Chair of committee)
Date -
Signed - S Lishman

(Head Teacher)
Date -
Signed - T Caffrey

Pupil Entrance
Pupil entrance gate is opened at 0730 hrs to allow access locked at 0910 hrs and reopened at 1450 and relocked at 1700. Timings vary for after school clubs and Friday enrichment.

Fire alarms
The alarms are checked on a weekly basis to ensure that the system is functioning. Protocols exist on evacuation procedures and a PEEP (personal emergency evacuation plan) can be drawn up for

anyone who would require assistance in evacuating the building. Fire drills are to be carried out on a regular basis.

Burglar alarm

The school has a burglar alarm system which is monitored and there is a protocol to call staff out of hours for entry into the school.

Emergency lighting

Emergency lighting is checked on a regular basis to ensure the system is fully operational. Any faults are reported through the SLA with the local authority.

Lettings

Lettings are managed through The Turf @ St John's. Protocols are issued to hirers on how to evacuate the building and contact numbers are issued to contact key members of the Turf Staff.

Outside lighting

As above: Emergency lighting.

Holiday arrangements for staff

Opening times vary during holiday periods. All staff who enter the building must inform the Facilities Manager/ School Business Manager of their arrival and departure from site. Doors are only unlocked when necessary. School has a lone working policy for all staff who are working in areas on their own.

School Security Risk Assessment

- *EXAMPLE OF A SCHOOL SECURITY RISK ASSESSMENT*

Assessment carried out by- *Marie Bartley*	Job title: School Business Manager	Date of assessment- October 2020
Review internal- *Annually*	Date reviews carried out – 27/10/21	

Staff covered by this assessment-	Duties being undertaken-
ALL STAFF AND PUPILS	*ALL SECURITY RELATED ISSUES RELATED TO SCHOOL ACTIVITIES*

RISK RATING		Likelihood		
		Probable: **Occurs repeatedly, to be expected or could affect large number of people**	Possible: **Could occur sometime or effect a few people**	Remote: **Unlikely to occur or not many people to be affected**
Impact	**Major** Major injury, permanent disability or ill health	*HIGH*	*HIGH*	*MEDIUM*
	Severe Injury requiring medical treatment	*HIGH*	*MEDIUM*	*LOW*
	Minor First aid treatment	*MEDIUM*	*LOW*	*LOW*

Hazards/Issue	Risk rating (before) H/M/L	Recommended Controls In place (Y/N)	Y/N	Further Action needed to reduce risk in addition to controls ticked/any comments	By whom and when	Risk rating (after) H/M/L
Policies and Procedures	*HIGH*	• *The school has written procedures for security of people and property. These were agreed by the governing body and reviewed annually.*	*N*	*Policy to be ratified by governing body*		*LOW*
Staff training and communication	*HIGH*	• *Staff have been given information, instruction and training on these procedures*	*N*	*All Staff email once policy ratified*		LOW
Access control including visitors	*HIGH*	• *Access to the building is restricted to staff and authorised visitors.*	*Y*			*LOW*
	HIGH	• *Visitors are all issued with ID badges.*	*Y*			*LOW*
	HIGH	• *Staff challenge anyone without a badge and escort them to reception*	*Y*			*LOW*
Premises Security	*HIGH*	• *The buildings are secured at night by the caretaker. The premises are secure from vandalism and burglary as far as is reasonably practicable*	*Y*			*LOW*

Grounds Security	HIGH	There is either –				LOW
		• Physical barriers (fences etc) to prevent unauthorised entry to the grounds, OR	Y			LOW
		• There are procedures in place to safeguard pupils in areas where public access is impractical to prevent.	Y			LOW
		• These procedures are written in the school's security policy and include consideration of staff personal security	Y			LOW
		• A separate secure early year's area is provided with minimum 4ft fence.	N	Fence into main yard is lower than 4ft but there is no external access from this yard.		
		• Security is such that pupils cannot easily leave this area and easily abscond.				
Contractors/trade persons/maintenance	HIGH	• Are either DBS checked or supervised on school site.	Y			LOW
	HIGH	• Are issued with ID badges and wear them.	Y			LOW
	HIGH	• Their vehicles only use designated safe access and parking	Y			LOW

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School Equipment	HIGH	• Valuable school equipment has been identified and reasonable measures taken to keep it secure	Y			LOW
Personal Belongings	HIGH	• Staff and pupils are discouraged from bringing valuables into school.	Y			LOW
	HIGH	• Staff are provided with a secure place to keep belongings e.g. staffroom lockers.	N	Some lockers are available but not used.		MEDIUM
Community Use	HIGH	• Our security strategy includes community use of the building.	Y			LOW
	HIGH	• Community use has been physically separated from pupils. • In spaces shared with community use there are other procedures in place such as supervision.	Y N/A	Community use is mainly after school hours and takes place at The Turf @ St John's. There is no access to the school premises.		LOW

Other hazards (if any)	Risk rating	Controls already in place	Risk Rating	Further action needed/comments	By who and when