

## Security Policy

# Fernwood Primary and Nursery School

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**Chair of Governor's Signature:** .....

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## 1 Introduction

We are committed to developing a safe and secure environment where teaching and learning can continue in as pleasant a physical environment as possible. There are two main considerations:

- The safety of people (adults and children)
- The security of buildings and its contents

Security involves everyone concerned with the school.

It is acknowledged that contravention of this policy by members of staff could constitute a disciplinary offence.

## 2 Roles and Responsibilities

### 2.1 Local Authority

- To support and monitor our implementation of the policy.
- To support the Governors and Executive Head Teacher through the provision of guidance, information, specialist advice and training.

### 2.2 Local Authority Insurance

- To ensure that relevant insurance cover is in place to meet the requirements of schools, together with the provision of appropriate support through advice, guidance and information.
- To provide operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.
- To ensure that premiums recharges are kept to an acceptable level given the nature of the risk.

### 2.3 Governing Body

- Regularly review this school policy.
- Consider security regularly through the Finance and General Purposes Committee of the Governors and as part of consideration of the wider Health & Safety Policy.
- Determine annual action plans and spending on security measures after briefing by the Executive Head Teacher.
- Delegate implementation of this policy to the Executive Head Teacher.
- Monitor the effectiveness of this policy.
- Ensure that procedures are in place to report incidents to the Local Authority and Insurance.

### 2.4 Executive Head Teacher

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identify and review staff training needs.
- Inform parents of this policy and encourage them to assist.
- Report annually to parents on security.
- Report to the Governing Body
- To liaise with police and report all crimes and losses to ensure that there are regular security checks.
- Ensuring regular completion of incident report forms and monitoring and analysing incidents.

### 2.5 Delegated Responsibilities

#### Site Manager

- Daily security checks including the exterior areas of the school site.
- Routine security checks.

- Reporting crime and all losses to the police.
- Providing insurance claim information for completion of the School Business Manager.
- Securing the school site at the end of the school day.
- Managing contractors on site including providing them with School Security Procedures.

### **School Business Manager**

- Completion of inventories.
- Completion of insurance claims and minor incident forms.
- Management of cash handling (very little)
- Controlling visitors when they arrive on site ensuring they complete the Electronic Visitor Signing in system and are issued with a badge/lanyard.

### **All Staff**

- Protecting pupils from hazards.
- Guarding against assault.
- Safeguarding property.
- Be security conscious and help to develop security conscious pupils.
- Implementing this policy and the strategies employed to ensure a secure school.
- Securing their own classroom on vacating it including closing windows and doors and switching off electrical and lighting appliances.
- Keeping the site tidy and reporting any waste.
- Involved in decision making regarding security issues.
- Reporting security weaknesses/near misses/damage to the Executive Head Teacher.
- Challenging visitors who are not wearing a visitor badge/lanyard.

## **2.6 Parents / Carers**

- Parents/carers will be informed of relevant security measures.
- Adhering to the school's security arrangements.
- Updated information will be given to parents/carers in letters/newsletters and or texts and emails.

## **2.7 Pupils**

- Security measures and the reasons for them will be explained to pupils.
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should report all strangers and intruders immediately to the nearest member of staff.

# **3 Security Procedures**

## **3.1 Visitors**

All visitors to all 3 buildings, to be 4 buildings in September, must sign in and later out at either the Infant or Junior office using the electronic system. This is overseen by a member of the office team who will then allow the visitor to enter. Visitors have a lanyard to denote their DBS status – red for DBS checked, yellow for non DBS checked visitor who will then be accompanied by a member of staff whilst on the premises.

## **3.2 Drop off / Pick up**

Whilst our timings have varied over recent years due to Covid measures and now the longer term agreement of extended pick up and drop off times, the security arrangements for the children remain absolute. An adult must drop off and collect a child from Nursery or Foundation; the children are handed over to their designated adult via a gate at the end of the day. Junior children arrive with an adult or older sibling and similarly meet their designated person at the end of the day on the school premises.

If an infant child (inc Nursery) is not collected then the child is brought to the infant entrance to wait for their adult, their Class Teacher or TA remains with them. A similar arrangement is in place in the junior building although older children are left to wait overseen by office staff and or a member of the SLT. Also the junior children know to return to the junior reception area to seek help if he/she can not find their adult. All gates are locked in the morning after drop off making the whole site secure from 9am.

Breakfast Club children are welcomed into the junior building from 7.45am. Each child is passed over by their parents. At the end of Breakfast Club the children are delivered to their classrooms by the Breakfast Club Team. After School Club children are collected on site and brought to the junior building. Each child is collected by an adult and passed over adult to adult when their parent arrives for collection. After School Club finishes at 5.30pm. The After School Club Lead supports late arrivals by parents, if this is beyond 30 minutes a member of SLT will be notified and will attend if not already in the building.

### **3.3 Unauthorised Visitors**

- Any outsiders on the school site should be directed to the main school office.
- Any visitors who have not gone through the visitor reception programme should be treated as an intruder.
- Pupils should not approach any stranger who is not wearing a badge/lanyard and should be told to report all strangers and intruders immediately to the nearest member of staff.
- Members of staff approaching anyone believed to be on site without legitimate reason should:
  - Approach whenever possible with a colleague
  - Be polite and assertive but avoid aggressive gestures/language
  - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
  - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual onto the LA incident reporting system.
  - Notify the Executive Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the Schools H&S Team if further advice is required or where schools in the local neighbourhood need to be informed.

### **3.4 Appointments with Parents / Carers**

If a member of staff has an appointment with a parent they will do so in an open environment with the door left open or ajar. Staff are asked to let others know that they are meeting a parent/s and so another adult is aware of the meeting and can keep an eye to timings and be aware of any difficulties. This is particularly the case if a parent is known to be confrontational. Office staff are informed if members of SLT have similar meetings.

### **3.5 Aggressive Behaviour by Adults**

Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:

- Immediately alert a member of staff.
- The additional member of staff should remain with the victim.
- The Executive Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The assailant should be calmly asked to leave the site.
- The victim must report the incident to the Local Authority via the incident reporting system.
- The Executive Head Teacher in completing the electronic form will investigate the incident and decide what further action is required. This could include prohibiting the assailant from the school site without invitation for a fixed period. (Guidance is available from Legal Services).

### **3.6 Intruder Alarm Response**

When the intruder alarm is activated the signal is sent to the LA provider – Woodlands. They send out a response team who then check the site and ensure all is safe for the Site Team to investigate further. The police will attend if a double activation.

The Head of School and Executive Head Teacher are informed accordingly.

### **3.7 Cash Handling**

Very little cash is handled at school. Almost all payments are made electronically. Sometimes a charity event eg a children's cake sale will mean that a limited amount of cash is stored on site and kept in the safe.

The only large event which is not cash less is the Summer Fayre. This takes place on a Saturday in July. All 'floats' are handed over to the person responsible and final cash deposits are stored in the safe. When this money is deposited two members of staff take the money to the closest branch of the bank.

### **3.8 Contractors**

All contractors are expected to read the Visitors' Code of Conduct as they arrive and before they start work. They are expected to work in close liaison with the Site Team. If this is a long term project a meeting will take place and agreed protocols will be put in place to ensure all are safe as the project continues. All contractors working in any way alongside the children will require an enhanced DBS check.

Every day expectations:-

- Signing in and out rules.
- Segregation of work areas.
- Erection and maintenance of fencing.
- Control of waste material and its removal from site at the end of each working day and/or on completion of work.
- Management of tools, equipment, access equipment, chemicals etc. that could be accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended.
- Vehicle access / parking arrangements
- A commitment to the school's security requirements, and sharing of any information regarding their own security measures that may impact of the school's own arrangements and day to day operations.

### **3.9 Training**

All members of staff complete a full, annual induction plus 'mop up' inductions take place throughout the year. Security and keeping all safe is a priority within this training.

### **3.10 Lettings**

The school has a Lettings Policy although there have not been any lettings for over 2 years and no current intention to do so.

### **3.11 Minor Incident Reporting**

The school will report minor incidents of attempted theft, theft, vandalism, graffiti and fire on a Minor Incident Report Form. These are forwarded to the Insurance and Risk Management Section on a monthly basis.

### **3.12 Community Liaison**

We have good relationships with the majority of our neighbours many of whom will respond if they feel there is a concern or worry that impacts on the school – its pupils and the building.

### **3.13 Police Liaison**

The police respond positively if they are informed of an issue at school linked to a break in or an issue in the vicinity of the school eg irresponsible driving, a fight etc.

## **4 Cross-referenced documents**

- Health & Safety Policy
- Child Protection and Safeguarding Policy
- Induction Policy / Staff Handbook
- Lettings Agreements
- Contractor Health & Safety Rules
- Social Media Policy
- Drugs Policy.