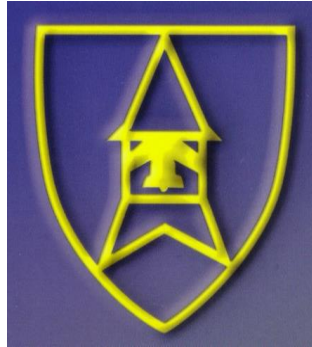




Security Policy

Swinderby All Saints Primary School

Approved by:

Governing Body

Date: May 2024

Reviewed:

Bi-Annual

Security Policy

The school takes seriously its duties with regard to safety and security on school premises, as well as during off-site activities. The school is committed to maximising security of pupils, staff and visitors – as well as school buildings and contents – through the implementation of this policy.

Purpose

- To ensure the safety of pupils, parents/guardians, staff and visitors
- To raise awareness of all staff (teaching non-teaching, contracted and sub-contracted), parents/guardians and children of the possibility of danger from unauthorised visitors
- To minimise the possibility of illegal entry to the site
- To set out minimum standards for authorising visitors to the school site and establishing the identity and purpose of all visitors
- To protect school buildings and contents
- To identify any incidents with a view to updating and improving safety and security procedures

Duties and Responsibilities

The Governing Body will:

- Agree and update the security policy every 2 years or, as required
- Take account of security when considering the school development plan

The Headteacher will:

- Ensure all staff, including sub-contracted personnel, are aware of the security policy and its contents
- Be responsible for the management and implementation of all security matters in the school
- Identify and provide any staff training needed to implement the security policy
- Ensure parents/guardians are informed of the school's security arrangements
- Ensure the Site Manager has the resources to carry out duties required to implement security measures
- Ensure risk assessments are undertaken and reviewed as necessary
- Develop and maintain good links with local police and Crime Prevention Officer and seek advice as considered necessary
- The Senior Teacher will deputise in the absence of the Headteacher

The Site Manager will:

- Assist the Headteacher with the day-to-day implementation of the security policy
- Assist the Headteacher carrying out risk assessments
- Work and co-operate with all staff to ensure the security remains a high priority with the school

All members of staff will:

- Follow guidance contained within the security policy
- Report to the Headteacher any concerns regarding the security of pupils or colleagues
- Report to the Site Manager, who will keep the Headteacher informed, of any concerns regarding security of the school or school grounds
- Politely challenge any visitors not wearing a visitor's badge
- Be alert for strangers loitering in the vicinity of the school or cars with drivers parked near the school for long periods of time, other than the usual dropping off and picking up times. Any such sightings should be reported to the Headteacher via the school office.
- Be vigilant for any child wandering off on their own and encourage the child to join a group or play near to other children
- Inform the Headteacher immediately if they have any concerns that someone on school grounds is either under the influence of drink or drugs
- Regarding any off-site activities or after-school clubs they are responsible for, they should ensure any change in arrival/collection times and locations are notified to parents/guardians, giving as much notice as possible
- Remind children regularly about the possible hazard of strangers and tell the child to alert the nearest staff member if they are worried

Parents/Guardians should:

- Contact the School Office or Headteacher if they have any security concerns
- Adhere to the advice given when arriving with children at school and later when collecting

Arrival and Collection of Pupils

- Pupils arriving late for school should enter via the school office so that their attendance can be recorded appropriately
- Parents/guardians should ensure children are aware of the collection arrangements
- Parents/guardians are requested to inform the school if there is an emergency or change in collection arrangements, or if they are significantly delayed in collecting a child

- Key Stage 1 pupils will only be released to a known parent/guardian at the end of the school day. Any pupils not collected will be taken to the After School Club
- Key Stage 2 pupils will only be released to a known parent/guardian at the end of the school day. Parents of children in Key Stage 2 to notify school and complete a permission form if children will be going home alone
- Any pupil unsure of arrangements or who is not collected on time should go to the school office and wait inside the main entrance to be collected
- Every effort will be made by a member of staff to contact parents/guardians of any pupils not collected at the end of the school day
- In exceptional circumstances, a child may be released from the school office to a Social Worker
- Children attending after school clubs within the school or school grounds should be collected at the time and venue specified by the member of staff responsible
- If a child needs to leave school early they may only do so if pre-arranged by the parent/guardian via a signed note or telephone call to the School Office and collected by a parent/guardian, or by someone acting on their behalf. They will be signed out in a book
- The person collecting the child early must report to the School Office – not the child's classroom, and must sign the child out of school

The Car Park

- School does not have its own car park. The off road parking at the front of school has limited parking
- Parents/guardians arriving a school to drop off/collect children should use the village hall park and stride

Children of Special Concern

- The Headteacher must be informed of any special concerns regarding pupils e.g. children on the Child Protection Register, looked after children, those divorced parents where there is a concern regarding residency, those who may run away and any who are subject to Care Orders
- Parents/guardians and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity

Supervision of Pupils

- During break times, it is the responsibility of all staff on duty to supervise and safeguard the children. Staff on duty will wear a high visibility tabard with STAFF on the back

- If a teacher requests that a child remains in class for any reason then it is their responsibility to arrange supervision for that child
- The school will ensure that adequate supervision arrangements are made which comply with at least Local Authority recommendations
- If an incident involving inappropriate behaviour or an intruder occurs during break times, the member of staff on duty will first ensure that all pupils return to the school building safely and report the incident to the School Office

Visitors to School

Authorised visitors i.e. parents/guardians, bona-fide members of the local community, officers of the local authority, delivery or maintenance people must have access to the school. However, we recognise that pupils may be at risk from person's whose intention it to take them away and harm them.

- All visitors must report to the School Office
- All visitors must sign the visitors' book on arrival and departure
- All visitors must either wear a company photo ID badge to a school visitor based issued by the office staff
- All volunteer helpers should have met with the Headteacher to discuss expectations
- Anyone not adhering to these guidelines will be challenged by a member of staff or reported to the Headteacher
- The Headteacher will challenge any unknown person on the school site unless in their judgement such a challenge would present a threat to their personal safety
- The Headteacher will inform the police, parents/guardians and other local schools regarding any suspicious behaviour in the vicinity of the school or on school premises

Risk Assessments

Risk assessments will be undertaken by appropriate staff as managed by the Headteacher and kept current. These will identify areas of concern and appropriate controls

Educational Visits

- A risk assessment should be carried out by the visit leader and share the with Headteacher before an educational visit is made
- Staff must closely supervise children during educational visits
- The wearing of all or part of the school uniform may be requested on school visits
- The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parent/guardians must be informed accordingly

Out of Hours/Lone Working

- All staff should read and follow the Lone Working Policy and Procedures

Key Holding Staff

- Nominated key holders only have possession of keys to external doors. The Headteacher must be informed immediately if any keys are lost so that replacement locks can be fitted
- A1 Security is employed to respond to any intruder alarm activations during non-working hours. They will call Mrs Feast, Mrs Harrison or Mrs Longstaff as Keyholders but they must not enter the building alone
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Collection, Storage and Banking of Money

- All money collected is stored in a secure safe on the school premises until the member of staff responsible is able to record and bank the money
- Staff responsible for the banking of the money must ensure that they are vigilant and vary their banking routines. When any large amount is to be banked, staff may request that another member of staff accompany them to the bank
- The personal safety of staff is paramount and if when banking money they are approached by thieves, they should comply with demands for money and never place their personal safety at risk

Personal Property

- Staff, helpers and visitors must ensure that all valuable personal property is stored securely during the school day. It is the responsibility of all individuals to safeguard their own personal property
- Any incidents of theft should be reported to the Headteacher or the School Office

Breaches of Security/Violet Incidents

An act of violence is any incident in which a person is subjected to verbal abuse, threatening behaviour, harassment or actual physical abuse

- Pupils should never confront or challenge strangers, but alert a member of staff immediately
- Staff should only challenge an individual if they feel it is safe to do so. They should be aware of the potential risk of making such a challenge and where appropriate two members of staff should be involved
- Staff who have serious doubts concerning anyone within the school grounds or believe a violent act may be committed should not challenge this person. They should move pupils calmly and quickly away from the area or person if they feel

there is a risk to their safety and inform the Headteacher or School Office immediately

- Staff should not attempt to detain or remove an intruder from the premises using force
- If necessary, any member of staff should feel free to contact the police on 999

Serious Injury

- In the event of a serious injury, the area should be evacuated and the emergency services contacted
- First aid will be administered until the arrival of the emergency services
- The Headteacher must be informed of any serious injury caused to a child, member of staff or visitor

Fire or Bomb Threat

In the event of a fire or bomb threat being received, the school should be evacuated immediately according to the emergency evacuation procedure and the emergency informed. The Leadership team will take advice from the emergency services as appropriate

Conclusion

It is the responsibility of all staff to ensure that the procedures agreed in this policy are compiled with. The safety of everyone in our school community is of paramount importance to us all, and will involve the commitment and co-operation of all people using the school site.

In the event of an incident occurring, an enquiry into the incident will be carried out by the Headteacher and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy amended if necessary.

This policy will be evaluated every 2 years. Parents/guardians should be aware of the contents of this policy, details of which may be included in the School Brochure or through other reasonable means of communication e.g. school website.