



**Shotton Hall Primary School**

Working together to

**SHINE**

**Successful, Happy, Inspired and Nurtured towards Excellence**



## **Security Policy and Procedures 22-23**

Reviewed and Amended 4.4.22

Ratified on 5.4.22

Next Review Spring 2023

Signed A.M.Boyd HT  
C Barclay COG

### **1. Policy statement**

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Shotton Hall Primary 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.

### **2. Organisation**

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

#### **2.1. 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 –
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the head teachers reports to governors
  - 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.

#### **2.2 Head Teacher**

The head teacher will:

- Set up arrangements in school that complies with the security policy agreed by governors.
- Ensure that all staff within the school receives 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.

### 2.3 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	Name	Specific Duties
Agreeing and reviewing the school security policy	Behaviour and Safety Committee committee	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>
Day to day implementation and management of policy.	Head Teacher AMB / School Business manager JJ/ BASO/ site manager WF	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Site Manager - <b>OCS</b> BASO- KM	Lock gates 9.00 am and open gates 3.00pm.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Site Manager - <b>OCS</b> BASO- KM	Part of normal duties to check physical integrity of security devices.
Control of visitors	Business Manager & Admin staff	Issue badges; check CRB and Identification when required.
Control of contractors	Site Manager - <b>OCS</b>	Ensure that all contractors are not left alone and are signed in at reception.
Security of money etc	School Business Manager and Admin Staff	<b>Cashless and 'ad hoc' system with Loomis as required</b>
Security risk Assessment	Head Teacher / School Business manager BASO- KM	Review annually/ as and when and inform govs of findings to use as part of policy review

### 2.4 Children

- Children will be taught and 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. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools 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 or at handover times.

#### **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, has been 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. Shotton Hall Primary School has, through risk assessment, balanced 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 –

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via secured doors.
- All doors except main entrance cannot be opened from the outside.
- All visitors are signed in and anyone not wearing a visitors badge will be challenged by members of staff
- Breakfast club doors/small hall fire doors must remain closed after use (directly accessible from car park)

#### **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

Playground – the perimeter is fenced in on all sides.

The following areas are accessible by the public but only through an electronic day gate managed by Reception staff. The risk is controlled within our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- School field (sports/ PE) – always under control by staff. Staff would professionally challenge any person not wearing a school visitor badge.
- School field (lunchtime/breaktime)– The school field has a 4 ft perimeter fence. Children use the school field which could be accessed by a visitor **entering by the day gate**, walking along the 'long path' towards or from Reception. The field is heavily supervised when pupils are outside. Staff would professionally challenge any person trying to access the field via the internal gates or over the fence.
- MUGA Sports Area – is always under control of staff. Staff would professionally challenge any person trying to access the MUGA .
- Pre School- pre school use early years outdoor area that could be accessed by a visitor **entering by the day gate**, walking along the 'long path' towards or from Reception. The pre school play area is heavily supervised when pupils are outside. Staff would professionally challenge any person trying to access the pre school play area.

### **3.3 Early Years outside Areas**

As early years pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence typically 4ft high. This has fixings that prevent an early year's pupil opening the gate to exit this area without adult supervision.

### **3.4 Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival and are asked to sign in using the inventory system. If a visitor is to be working alone or unsupervised in school, then a CRB and ID check will be done. If none produced then that person will either be asked to return with it or we will phone their work place and get the information required.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.

- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of the headteacher.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

### **3.5 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 –**

- Playground –Children are always supervised in this area and visitors challenged.

#### **Times of the day when supervision is part of our safeguarding procedures –**

- Start of school day – Gates open and yards are supervised from 8.35am. Gates are locked at 9.00am. Pupils arriving late must use the secured day gate on Waveney Road.
- Lunchtime – all parts of the school playground and MUGA are supervised as are the heart space and medical room inside school – see rota for details.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – Children can attend Breakfast Club from 7.45am onwards where they are supervised until school starts at 8.50am. All other children who are dropped off at school are done so at their parent's discretion. Parents of pupils in class 5,6,7,8,9,10,11,12 drop pupils off at the supervised gates on Passfield Way and Waveney Road. Parents of pupils in classes 1,2,3 and 4 come onto site to collect.
- Collection procedures – No child is allowed to leave the premises during school hours or after clubs without being collected by an adult from the reception.
- Collection procedures- Children are taken to the gates by staff and supervised hand over to a known person. Older children who have permission to leave the site do so.

### **3.6 Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account 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 –Breakfast club commences at 7.45am. Access to school is via breakfast club entrance (small hall fire doors) and staff are briefed not to allow visitors into the rest of the school building. Parents drop children at the day gate. A senior manager is usually on site by 7.45 am but this cannot be

guaranteed. Usual practice is for the HT/DHT to be on site by 7.45 am unless attending meetings elsewhere. HT is contactable by phone at all times.

Pre-School mornings only – Pre-School entry and collection is via the main concourse outside reception

After school external providers (eg Sports) - pupils will be dismissed by the provider using the given pupil register no later than 5 pm. Parents/carers will meet pupils at the day gate.

After school care club- pupil will be collected by parents and carers via the fire exit/breakfast club doors in the small hall.

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been CRB checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- Contractors working for OCS service provider will be supervised by WF site manager.
- All will sign in at reception and 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 supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### **3.8 Lone Workers**

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

The governing body has considered 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 take into account –

- 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.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 Locking arrangements.**

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

Main gate – Unlocked by the Site Manager at 6.30am and locked again at 6.15pm. They remain locked all night and at weekend.

Main Building – access to the main building is via reception and is monitored at all times it is opened at 6.30am and closed 6.15pm.

### **3.11 CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

### **3.12 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.

### **3.13 Valuable equipment**

All items above the value of £25 will 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 take into account the location and security arrangements for high value equipment, for example ICT equipment.

### **3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property. Staff are provided with lockers in the staff room to lock away handbags and mobile phones.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in Medical room.

Arrangements for the administration of medicines are detailed in the medication in school policy.

#### 4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

#### 5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Every Child Matters/Safeguarding committee.

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

#### 22-23 Notes for guidance- use of fobs and ID

This guidance is to be read in conjunction with the **code of conduct** and the above **security policy**

- **If a fob is lost/ missing this is considered a security safeguarding issue and must be reported immediately to the headteacher. The lost fob will be disarmed from the system.**
- Fobs are distributed to all full time and part time teachers, assistants, admin staff and senior managers.
- Fobs remain the property of the school.
- Fobs give access to the drive barrier, the reception entrance and the heartspace.
- Fobs are given to MDSAs to sign in and access the heart space doors. They do not have access to the barrier or entry.
- If a fob is found it must be returned immediately to the headteacher.
- It is the owners responsibility to ensure they have their fob with them every day.
- Fobs must not be shared with staff or others.
- Staff without a fob must not tail gate to gain access to site or follow others into school. They must use the intercom to gain access.
- Fobs must be handled with care at home and kept in a safe place.
- Fobs must not be taken with you on holiday or in your leisure time.
- Admin staff must report to the HT any person asking for access without a fob.

#### ID cards

- ID cards are worn by all full time and part time teachers, assistants, MDSA, admin staff and senior managers.
- It is essential that staff wear their ID card in a visible place every day.
- If an ID card is missing this is considered a security safeguarding issue and must be reported immediately to the headteacher.
- If an ID card is found it must be returned immediately to the headteacher.
- It is the owners responsibility to ensure they have their ID with them every working day.
- ID must not be shared with staff or others.
- ID must be handled with care at home and kept in a safe place.
- ID must not be taken with you on holiday or in your leisure time.



#### Visitors passes

- Visitors passes are for the session only and are distributed by the school business manager.  
Visitors passes are not for long term use.
- Visitors passes must be returned to the School Business Manager daily.
- Visitors passes must not be taken off site.