

SCHOOL SECURITY POLICY AND PROCEDURES

1. Policy statement

High Ercall Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

All staff and volunteers are subject to an enhanced DBS check. Please refer to the school's Child Protection and Safeguarding Children policy.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to High Ercall 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 members of the school community.

The Governing Body recognises the importance of site security as identified in the Local Authority CSE Inquiry outcomes. All aspects of school site security take into account the expectations from the Local Authority/

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 Resources committee monitoring in meetings and within Governor Review
- Via the Headteacher's Reports to Governors.
- By all Governors observing its implementation when they visit the school.
- By Governors periodically reviewing the school's security policy.

Governors will delegate the day to day implementation of the policy to the Headteacher and School Business Manager.

2.2 Headteacher

The Headteacher 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 – please refer to the school's Health & Safety policy.

- 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. Aspects of this responsibility will be delegated to the School Administrator.

2.3 Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

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

- Sarah Roberts (Headteacher)
- Claire Machin (Business manager)
- Mark Parton (Governor – Health and Safety)

2.4 Children

Children will be encouraged to exercise personal responsibility for the security of themselves and others. To further the safety of all our children, the headteacher will ensure that regular safety information is given through PHSE lessons, assemblies. 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. Records of which are to be kept in the individual staff files. A review of policies related to safeguarding is conducted annually and ongoing through weekly staff meetings.
- 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 schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

3.2 Controlled access 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 assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. A risk assessment of the boundary is completed each term and shared with the Resources Committee. High Ercall Primary School aims to balance the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

3.3 Buildings and Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are

- The main access entrance is via reception which has a security access control system. Only authorised visitors allowed access.
- Signage directs all visitors to this entrance.
- Access via playground and other external doors is prohibited between 9.00am and 3.15pm for all visitors including children arriving late.
- Security lighting covers entry/exit doors, all sides of the school building and car park.
- School Watch patrols the site out of school hours.
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
- The School operates a signing in /signing out system for all parents and visitors /pupils who are late/ leaving early.
- Pupils leaving the site during the school day must be collected and signed out by parent/guardian.
- Contractors comply fully with school procedures at all times.
- Where doors are open to comply with ventilation measures, staff will always be in sight of the door and shut if they are out of the room.

The access arrangements for the grounds are:

- School field – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Lunchtime – children use school field always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Playground – used under staff supervision at break and lunch and staff would professionally challenge any person not wearing a school visitor badge.

3.4 Early Years Outside Areas

- Outside learning area always used under control of staff.
- The outside learning area is fenced and has two gates which are safeguarded to prevent the pupils leaving the area.

3.5 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 (please also refer to the school's Safeguarding Children and H&S policies).

Our policy is that

- All visitors report to the reception on arrival. There is a clear visitor protocol for any staff in the office to follow. This includes Company ID Badge Checking and DBS clearance where necessary following the statutory guidance – Keeping Children Safe in Education.
- Staff are encouraged to use MP1 room near Reception when conducting interviews with visitors.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. LA staff will also wear a T&W ID badge that will be visible at all times. LA staff include LA Inspectors, SIP, and any Learning Support staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception. This procedure does apply for LA staff or Supply 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 Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as safeguarding, mobile phone use, parking, fire safety and first aid on arrival. This is in the form of a visitors information sheet.
- Regular visitors or volunteer helpers are asked to complete a DBS check, following guidance in Keeping Children Safe in Education 2020.

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 and fields – the access to the main reception is from the staff carpark area. Children do not enter/leave via this area without supervision. All pupils to congregate on the school playground prior to walking into classes for morning entry – this area is supervised from 8.45 am.

A member of staff supervises the children arriving and leaving by bus so that they are safe moving from the bus onto the playground (see staff handbooks).

Staff ensure that the children are observed walking around to their classrooms. Teaching and TA staff are responsible to ensure safe conduct onto and off the playground.

As communication is not easily possible whilst on the field, supervisors in this location will use a walkie-talkie, supplied by the school office where necessary. All class have a walkie-talkie and it is checked by the office each morning.

At all times of the day, supervision is a part of our safeguarding procedures.

The Headteacher and / or Deputy Headteacher are on duty at the start and end of the school day.

All children are walked around to the school playground at the end of the day by staff, to be collected by parents / carers.

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties who 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/After School Clubs – Separate protocol in place to ensure children are signed in and out of the provision. This includes provision by other providers.
- All relevant checks for external providers of clubs are made. Club leaders sign for copies of safeguarding policies and to say they abide by the established protocol.
- Risk assessments as part of induction arrangements are carried out.
- High Ercall Day Nursery staff and visitors do not access the school playgrounds or buildings, but may use the carpark and walk around the pathway.
- Visitors in unauthorised locations will be professionally challenged by staff.
- Only personnel with DBS clearance will be allowed on site for extended school activities.

3.7 Supervision of contractors

LA approved contractors and regular contractors used by the school have all been DBS checked.

In line with KCSIE, other Contractors and maintenance personnel will not always have been DBS checked as therefore 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; LA staff to also wear their own badges, visible at all times.
- 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. In most cases, unless urgent, this will be at times before and after the school day or during holidays
- 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 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; staff at high risk will receive appropriate training. Ref: Personal Safety Policy.

3.9 Physical security measures

The Governing Body will 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 within the Resources and Safeguarding committee. Regular boundary risk assessments will be shared, including review with relevant Local Authority Health and Safety advisors.

The security 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.

The gates onto the school playground are locked by 9.00am, and opened again at 3.00pm.

3.11 Cash Handling

Staff should avoid keeping cash on the premises whenever possible. The school safe should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.12 Valuable equipment

All items above the value of £50 will be recorded in the school inventory.

Items of value and portable equipment with a value above £250 will not be left unattended in rooms where there is public access. Wherever possible valuable items will also not be left where visible from outside and kept locked as appropriate.

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 bringing to school any valuable personal property.

Lost property should be returned to the owner if named. Otherwise it is kept in the hall cupboard, and disposed at the end of the year.

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- safeguarding school property.

They should be told:

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- the cost of crime in school.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

Crime prevention – police/school liaison

Telford and Wrekin Police operate a Police/School liaison service where police community support officers regularly visit schools. This includes talking to the children as well as security advice as required.

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 kept in the school office or, if required, the staffroom fridge in the schools medicine box. Arrangements for the administration of medicines are detailed in the medication in school policy.

4. Risk Assessment

Risk assessments will be completed annually (or more frequently if deemed necessary e.g in the case of the Boundary Review) by the Headteacher and Governors; the findings will be used in the review of this security policy.

5. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

Governors will monitor performance via the Headteacher's Report to Governors and when visiting school.

This policy will be reviewed annually.