

# **SHELTON INFANT SCHOOL SECURITY POLICY**

## **AIMS**

- To provide all stakeholders with a safe environment.
- To minimise the risk of danger.
- To keep resources and assets safe.

## **MEASURES IN PLACE**

- There is a fob/keypad system on the main door leading into the school from Reception area. Staff need to present a fob or input the numerical code into the keypad to enter and leave the school using this door. A register of fobs issued and spare fobs is kept in the school safe. Signs warn parents not to use the door as an exit.
- The entrance is overlooked from the administration office and there is a window hatch which is locked at all times, other than when talking to parents/visitors. There is a badge system and a visitor's book (GDPR compliant) which all visitors sign on entry and also record the time when they leave school.
- Other doors can only be entered using a key, but exit is straightforward for fire safety.
- All doors leading out onto the car park (ie with access off the school site) have a 'cuckoo' alarm which sounds each time the door is open or closed. The Nursery door leading out onto the path around the car park is also fitted with this system.
- The nursery also has a keypad entry system.
- Money is kept in a safe at all times and banked regularly. No more than £1000 in cash is kept in the safe at any one time. Insurance cover is limited to £1000 cash.
- All ICT equipment is security marked and logged in an inventory. There is a book for staff to sign out equipment.
- Keys are locked in a key cupboard in the headteacher's office with a master key to the cupboard kept in the school safe.
- Staff are made aware that they should keep personal belongings locked up. Lockers are provided.
- There is an intruder alarm with sensors in all offices, classrooms and corridors etc including the Nursery. The main school and Nursery alarm is linked to the police.
- There is a fire alarm and fire extinguishers which are checked in accordance with statutory requirements as part of the school's commitment to a 'Repairs and Maintenance Package' with Box 09 Ltd.
- The waste bins are kept in a locked area.
- Where appropriate, there is security fencing around the school. Anti-climb paint has been put around the roof. There is external lighting around the school.
- Risk assessments of the school are carried out by the Headteacher and nominated members of staff who have received training delivered by the Local Authority on risk assessment.
- There are registered key holders for the school, details of which are regularly updated with the Local Authority. A key holding company will attend alarm call outs which occur outside of normal hours.
- The school contracts an external company (currently Clean Slate Ltd) to be responsible for unlocking and locking up school during normal working hours. A lone working risk assessment has been completed.
- The gates onto the infant playground are locked from 9.10 until 3.10. to prevent unauthorised access. Only persons authorised by the headteacher are allowed keys to these gates. Keys to the large entrance gates are kept on the notice board in the administration office and in the key cupboard in the headteacher's office.
- The main school entrance gates which provide access to the school car park are locked between 8.50 - 9.10 and 3.10 – 3.35 to prevent any vehicular access to the

car park thereby maximising the safety of children and parents/carers as they come to school and leave school each day.

## **RESPONSIBILITIES**

Each member of staff takes responsibility for their own personal safety and for the security and safety of everyone in the school. To meet this responsibility, all staff must ensure that they follow the security measures outlined above. Failure to follow these procedures may lead to disciplinary action.

Personal property is kept in school at the owner's risk. Cars are parked on school premises at the owner's risk.

Any concerns must be reported to the Headteacher or member of the Senior Leadership Team.

All break-ins or vandalism will be reported to the police and a written record will be kept.

## **TRAINING**

Staff will undertake training where available.

## **RISK ASSESSMENT**

Risk assessment of security will be carried out as part of the annual health and safety risk assessment. The school's security strategy will be reviewed regularly and recommendations will be made to the Governing Body so that measures can be taken to minimise and control risks to school security.

Where urgent action is required measures will be put into place immediately.

## **CONTRACTORS**

The majority of contractors employed by the school are via the LA or Box 09 Ltd. On occasions when contractors are employed directly by the school they are asked to provide a copy of their public liability insurance before work commences and they will be required to provide a certificate of work for certain kinds of job e.g. electrical work.