

HOLY FAMILY CATHOLIC SCHOOL



School Security

Policy and Procedures

1. Purpose

The Governors and Staff of Holy Family Catholic Primary School are very aware of the importance of maintaining a high level of personal security within the School as well as ensuring our children are safe at all times and reducing the potential for arson, theft and vandalism.

The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

2. Organisation

2.1 Responsibilities

Management responsibility for School security is shared between the Governing Body and the Headteacher. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Headteacher. If the Headteacher is absent the Deputy Headteacher assumes this responsibility. The school undertakes security related risk assessments and regular routine security checks. Advice is obtained from the Corporate Security Advisor on security matters and all crimes are reported to the Police and Corporate Security Adviser. The Head Teacher reports regularly to the Governing Body.

A summary of the School security arrangements will be included on the school website.

The following employees have responsibilities for ensuring the security of the School site and premises:

SECURITY ISSUE	RESPONSIBLE PERSON	SPECIFIC DUTIES
Perimeter fencing, access routes	Site Services Officer (SSO)	<ol style="list-style-type: none"> 1. Regular inspections 2. Maintenance and repairs 3. Surveillance and monitoring 4. Proposals for upgrading security as necessary
Security School entrance / exits	SSO	<ol style="list-style-type: none"> 1. Daily unlocking / lock up routines 2. Log and report incidents
Control of visitors	8.00am – 5.00pm Monday – Friday term-time – office staff	<ol style="list-style-type: none"> 1. Sign in / sign out 2. Control of visitor stickers 3. Control of security door
Control of contractors	SBM/Office Staff/ SSO	<ol style="list-style-type: none"> 1. Check credentials of contractors prior to appointment 2. Brief contractors on school security requirement and H&S arrangements 3. Day to day supervision of contractors on site.
Security of money	School office staff	Collection and banking of payments to the school. Secured in school safe Mainly cashless
Emergency Procedures	Fire: Headteacher and staff.	<p>Duties and responsibility in accordance with School's Fire Procedures Policy.</p> <p>Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery.</p>
Building Security / risk assessments	Headteacher and SSO	Regular assessment of requirements, training as appropriate

2.2 Consultation

The School will discuss security arrangements regularly:

- Governor meetings - termly
- Senior Management Team meetings - half-termly
- Staff briefings - weekly
- Health & Safety committee meetings - termly

2.3 Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

2.4 Pupils of Special Concern

The Head Teacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents 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.

3. Arrangements

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

3.1 Information and Communication

Written information: Procedures and arrangements for security are detailed and regularly updated in:

- The Staff Handbook
- The School's Fire policy and procedures
- The School's Health & Safety policy
- The School's procedures for Management of Contractors

Parents

The parents of pupils at Holy Family Catholic Primary School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus / website
- School newsletter
- Individual letters

Police/Local Community

Holy Family Catholic Primary School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area.

The school communicates with the local neighbourhood wardens on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

Health and Safety Services, with assistance from the Police and Corporate Security Adviser will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

3.2 Training

Security matters are addressed in

- Induction Training for all new staff
- Regular updates as necessary during staff training days, held at the beginning of each term
- Specific training on new equipment and systems as required

3.3 Supervision

Arrangements for the supervision of pupils are as follows:

Start of the School day

We operate a free flow entry policy and classroom doors are opened at 8.45am. From 8.45am until 3.15pm pupils are under the direct supervision of school staff.

If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

Breaks

Class teachers / TAs directly supervise all pupils within clearly defined and secure play areas. Pupils either remain in the School building, supervised by teachers, or use the School field / playgrounds within clearly defined boundaries.

Lunchtime

Lunchtime staffs supervise pupils throughout the lunchtime. During lunch break pupils remain in the School building or use the School field within clearly defined boundaries, unless attending other supervised activities.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. Office staff records the details of the pupil leaving the school site and the parent / carer 'sign' that the child is with them.

End of the School day

Class teachers / TAs release pupils according to 'Collection at End of Day Policy'. Children attending after school clubs are released according to details on guidelines for clubs. Children who attend Larks and Owls are released to Larks and Owls Staff.

Away fixtures / trips:

All pupils participating in away sports fixtures or other trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to School. Pupils will be kept under the supervision of the trip leader until they have been collected by parents or nominated person.

Parents wishing to collect their own and/or other children directly from the away venue must arrange this, in advance, with the teacher in charge.

3.4 Registration

- General: Pupils are registered between 8.55am and 9.05am. Registers are returned to the School Office. Telephone calls are made to parents of all pupils who are absent without notification.
- Late: Pupils who arrive late, report to the office, given a late mark and logged into 'The Late Book' kept in the school office.
- Trips: staff are required to complete all documentation in accordance with the School's policy and procedures for Educational Trips and Visits.
- Individual pupils leaving the School site during the day for any reason, must be signed out by their parent / guardian and signed back in again by the School Office upon their return.

3.4.1 Procedures for collating information and for checking absentees:

Registration

- Parents / guardians are requested to contact the School to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.

- Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the School Office.

3.5 Visitors

Procedure for management of visitors is as follows:

- All visitors are required to sign in and out at the School Office with details of their name, organisation, host/destination, car registration and time of arrival/departure.
- Visitors will be provided with a sticker and this must be worn by the visitor at all times whilst they remain on the School premises.

3.6 Access

3.6.1 General

The main gates are open during term time from approximately 7.00am to 7.00pm, Monday to Friday, unless an evening event is being held at the School.

Staff must ensure that they maintain security in their own areas by closing windows and putting lights off when they leave.

Parents are not allowed to drive their cars into the school car park between the hours of 7.00am to 7.00pm. Parents are asked to wait in the playground when collecting their children and should not be encouraged to enter the school buildings. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

3.7 Site Security

Fobs have been issued to all staff in order for them to enter the main entrance. All fobs are numbered and logged by the SBM. Door codes allow access to KS1. Staff are given the code on a need to know basis. Staff are required to keep this code confidential and issue it only when absolutely necessary to people that they consider to be trustworthy.

In case of emergency the doors release by means of fire alarm activation or breaking the glass on the emergency override unit which is situated on the secure side of the door. Doors also release in the event of complete lighting failure.

Staff are required to return fobs to the School Office if and when they leave employment.

Trespass

Holy Family Catholic Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed.

It is the responsibility of the site services officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The SSO is also responsible for locking the gates and setting the intruder alarm at the end of the day.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Emergency Services Unit will attend if the intruder alarm

sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

The Head Teacher, the Deputy Head Teacher and Site Services Officer are designated key holders and are responsible for the security of the building.

Site Services Officer

It is the responsibility of the site services officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored by ESU

Before leaving the premises, the site services officer has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working on the school site, the following precautions should be taken:

The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.

Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Holy Family Catholic Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, students should have access to this area only; the remainder of the building should be locked and alarmed if the intruder alarm has a zoning facility.

Fire

At Holy Family Catholic Primary School we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

Automatic fire detection, a sprinkler system (in the new build) and fire alarm are in place throughout the school. These are tested regularly and the results documented.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

Bomb Threats

Any warning Holy Family Catholic Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed.

3.8 Emergency arrangements

Fire emergency arrangements are detailed in the Health and Safety File.

3.9 Intruder alarm

In the event that an intruder(s) is known to be on site, the fire bell will be rung both inside and out. Pupils and staff should follow the standard emergency evacuation procedure.

4. Risk Assessments

As required by the Management of Health and Safety at Work Regulations 1999 an assessment of risks posed by security has been carried out. The risk assessment will be reviewed annually by the Headteacher.

Conclusion

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Management Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary. This policy will be evaluated during the Summer Term of each academic year and governors and parents informed of any changes. New intake parents will be informed of the contents of the policy during parents meetings. The pupils will be regularly reminded of the policy during school assemblies.