



Althorpe and Keadby Primary School

Site Security Policy

Approved by: Althorpe and Keadby Primary School Governing Board

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Reviewed By: Mrs S Tate, Mr A Whitehouse and Mrs R Mason

Objectives

The Governors and Staff of Althorpe and Keadby Primary School are very aware of the importance of maintaining a high level of personal security within the school as well as 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 reasonably practicable, that pupils, employees and other non-employees are protected from risks to their Health and Safety.

Organisation and Responsibility

Management responsibility for school security is shared between the local authority, Governing Body and the Headteacher, with the Headteacher being identified for the day-to-day responsibility for school security. The school has drawn up the following arrangements to enable this responsibility to be effectively discharged.

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

SECURITY ISSUE	RESPONSIBLE PERSON	SPECIFIC DUTIES
Perimeter fencing, access routes	Caretaker	1. Regular inspections 2. Maintenance and repairs 3. Proposals for upgrading security as necessary
School security entrance / exits	Caretaker/Business Manager/Headteacher	1. Daily unlocking/lock-up routines 2. Log and report incidents
Control of visitors	Headteacher/Clerical Assistant/Business Manager In their absence:	1. Sign in / sign out books 2. Control of visitor passes 3. Control of security fobs
Control of contractors	Caretaker and Business Manager	1. Check credentials of contractors prior to appointment 2. Brief contractors on school security requirements and arrangements 3. Day-to-day supervision of contractors on site
External doors	All members of staff	1. Ensure all external doors are kept closed, particularly after

		start of the school day, playtimes, and end of day. 2. Ensuring any requests for access to the school at external doors are taken to main entrance reception of the school.
Security of Money	Business Manager/Administrative Assistant	Collection and banking of payments to the school. Kept to a minimum due to Parentpay
Emergency Procedures	Headteacher or Deputy	Duties and Responsibilities in accordance with the School's Fire Awareness Policy / Emergency Evacuation Plan (fire/bombs/floods) / Health and Safety Policy
Building Security Risk Assessments	Headteacher and Health and Safety Committee	Regular assessment / revision of requirements, installation of security systems, staff training and system maintenance

SECURITY OF CHILDREN AND STAFF

Aspects of this are covered in the separate Child Protection Policy and Health and Safety Policy. The Headteacher and governors aim to ensure all pupils are secure at all times. On the School premises, the side gates will be closed during the School day, from 8.30am to 3.00pm. Extra vigilance is expected of Foundation Stage staff to ensure the playground gates are locked. All external doors are closed once the School day has begun, and stay closed except for playtimes, when children are closely supervised.

All staff and volunteers are subject to an Enhanced DBS check, and will not begin work until this has been completed.

The caretaker, cleaning staff, and any teachers working before school and after school should lock themselves inside the school when undertaking their duties outside of school hours, ensuring security doors are locked. Anyone working alone in the school, must follow recommendations in risk assessment, and must carry a mobile phone on them at all times, ensuring all external doors are closed.

Visitors

Procedures for the management of visitors are as follows;

- All visitors are required to check in and out of the School Office and to sign in with details of their name, organisation, host/destination, car registration and time of arrival / departure.
- Once a security check has been made, visitors will be provided with an identification badge which must be displayed by the visitor at all times whilst they remain on the School premises. Staff should verify the particulars of any unknown visitor not wearing a badge.
- No member of staff or child should admit an unknown person, unless proof of identity has been obtained.
- If this is the first visit, or the visitor is not personally known to the School Office staff, he/she must remain in the School entrance until collected by

- their host at the School. Visitors will be restricted to designated areas in accordance with their business at the School and will not be allowed unsupervised access to the children.
- No parents are allowed into school on their own to collect children. Office staff must always collect the children.

Access and Egress

The main gates and front entrance are open during term time from approximately 6.40am to 8.15am, 8.45am to 2.45pm, 3.15pm to 3.45pm, 4.15pm Monday to Friday, unless an evening event is being held at the school.

The school entrance door, and major doors can only be opened with a security fob. A fob is issued to all employees. The Security doors from the school playgrounds are opened during peak usage i.e. arrival and departure of pupils and at playtimes and when children are being supervised. Staff must ensure they maintain security in their own areas by shutting security doors, closing windows and putting lights off when they leave.

Cash Handling

It is school policy that cash should not be handled within sight of visitors or members of staff. All cash is kept in the school safe.

Where cash is taken to a bank, the risk of robbery should be minimised by;

- banking at different times of the day
- varying the route / bank

Personal Property

Staff should be vigilant in taking responsibility for safeguarding their personal property. Handbags and personal equipment should not be left unattended or in unsecured rooms. Classrooms have lockable cupboards which are suitable for storing personal belongings.

SECURITY OF THE SITE

Security Fencing

The school has security metal fencing around the whole school, field area and playground, which is a minimum of 2 metres and is robust. The fencing and gates are regularly checked for damage and repaired / replaced as soon as possible if needed.

Security Doors

No external doors can be opened – when the catch is on except the front entrance which requires fob entry, meaning they can only be opened with a security fob.

Fob holders are required to carry their fobs at all times. All fobs are person specific (log held in School office) and not transferable i.e. they must not be loaned to anybody. Staff are required to return their fobs to the Office Manager when they leave employment at the School.

In case of emergency, the doors release by means of a push button emergency override unit (similar to fire alarm panel) which is situated on the secure side of the door. Doors also release in the event of electrical failure.

The main school office and the staff area is fob locked.

Security Lighting

The school is fitted with security lighting in areas which can be seen from roadways or nearby housing. Other lighting which has been fitted in areas which are not overlooked, can be attractive meeting places for young people or can aid in breaking in, and these are therefore turned off at night time. At the end of each door blinds must be opened.

Key Control

The number of staff with keys to external doors and knowledge of the school alarm system is kept to the minimum. External door keys are only issued to those members of staff with a need to enter the building outside of the normal school day. The details of these keyholders are recorded in a book, and when the staff members leave the employment of the school, they are asked to return all copies of the keys as recorded in the book. Any new member of staff who requires access to the school after hours will be given an induction into the use of the keys and the alarm. They will also sign in the book to confirm the keys they are holding are kept in a secure location and must agree to keep the password confidential. Lost keys must be reported immediately. This may involve appropriate locks being changed. Y5/6 external door must be locked with latch during playtime and lunchtime. The catch must be lifted at the end of playtime/lunchtime.

Alarm System and Intruders

The school has an alarm system which is both movement and sensor activated. If the alarm is set off the caretaker will be called, who will then contact the Headteacher and/or Assistant Headteacher. They should not enter the premises until this happens, to ensure personal safety. Key holders should always carry a mobile phone for communication in emergency. The alarm code number is changed every 2 years, or at a time when a significant change in staff occurs. This is to ensure the security of the building.

The caretaker, Headteacher and Assistant Headteacher if the caretaker is absent has the responsibility to open and lock the building and premises.

SECURITY OF EQUIPMENT

All items of equipment in the school are the property of the school and as such must be kept well-maintained and secure at all time. All equipment of significant value is recorded in an inventory and security marked with Smart Water.

Out of School

- 3pm – 3.10pm YR/1 playground gate locked
- 3.10pm external doors locked – only access into school via hall fire doors/front entrance.
- 3.10pm – YN shutters down
- 8.10-8.30am RL

