



Site Security Policy

November 2024

'...these three remain: faith, hope & love; and the greatest of these is love.' 1 Cor 13:13

Rooted in faith, family & friendship.
Growing in hope & aspiration.
Flourishing in love.

friendship ★ hope ★ compassion ★ forgiveness ★ trust ★ thankfulness

Introduction

Our school is committed to safeguarding and promoting the welfare of children and young people. We expect and require all members of the school community to share this commitment.

This policy should be read in conjunction with the Disciplinary Policy; Critical Incident Plan; Invacuation Protocol; and the Safeguarding and Child Protection Policy.

This document identifies the key elements of St Anne's C of E Primary School's site security management system and the ways in which we seek to ensure the security of our pupils, staff, governors and other adults and children who may be present on our school premises.

Roles and Responsibilities

Overall school security is the responsibility of the school. The Governing Body has agreed the Security Policy.

The Headteacher will have delegated responsibility for the day to day security of the school and for ensuring such things as:

- All staff appreciating the importance of security and understand the school's policy/procedures and their own responsibilities.
- Staff training needs are kept under review and training arranged as and when necessary.
- New staff are informed of the School's security policy/procedure.
- The parents of pupils are kept informed of security procedures, and of their responsibilities when visiting the school. There is also liaison with local residents when needed.
- Regular reports will be made to the Governing Body.
- Advice will be sought from the police and Health and Safety advisors where necessary.
- All crimes will be reported to the police.

School Caretaker will:

- Maintain the security systems and equipment, including fire and alarm systems.
- Carry out regular routine security checks.
- Maintain records.
- Record security lapses, bring these promptly to the attention of the Headteacher, and review security procedures as and when required.
- Raise awareness of security issues.
- Ensure the vehicle gates are securely closed between 7:00am and 3:30pm.

Staff should be aware of and conform to operational procedures that affect security eg:

- Key and key fob control procedures
- Visitor monitoring
- External door monitoring
- New employees will be informed of this during their induction training

- All staff will be issued with ID badges and will display these whilst on the premises

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. Within the curriculum, the pupils will be taught about personal safety and social responsibilities.

Trespass

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- Members of staff - unless suspended for health or disciplinary reasons
- Registered pupils - unless excluded for disciplinary reasons
- Parents or guardians responsible for a student at the School - unless prevented for legal reasons.
- Others - Governors, volunteers, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

Visitor Access Control

Access:

The caretaker ensures the vehicle gates are securely closed between 7:00am and 3:30pm.

The pedestrian gates are open from 8:40 to 8:50am; and 3:10 and 3:30pm to allow the safe entry and exit of pupils and their parents.

All parents should enter via the vehicle entrance gate outside these hours, pressing the video intercom to request access from the office staff.

Only contractors and visiting professionals should use the school car-park. This should not be used by parents at any time between 7:30 and 5:45 other than to use the disabled parking bay.

The School operates a simple workable access control system and therefore:

- Considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure.
- Provides visitors with a secure waiting area separate to the main school.

Identifies legitimate visitors and monitors:

- Their arrival and reason for their visit by requiring them to sign in using Inentry and complete or show the necessary safeguarding documentation (DBS, letter of assurance etc).
- Movement around the School and departure time
- All visitors will be given an ID lanyard, which they will wear as long as they are on site and carry the safeguarding documentation with them. Staff and pupils will challenge any visitor not wearing a lanyard.

- Any visitors without a DBS will be accompanied by a member of school staff at all times between 8:00 and 4:15 (includes wrap-around care hours)

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The school may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

Should any visitor to the school behave in an unacceptably verbal and abusive manner, they will be asked to leave the building and grounds or the police may be called.

See Parent Code of Conduct Policy for further detail.

An Incident that Involves Physical Force

In the event of any person assaulting or threatening to assault another person (staff, pupil, governor, other adults or children involved in school activities):

- The School may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases, the school will refer to the police. The School will also report to the police incidents which take place in a public place off school premises, but in circumstances where the school has responsibility for any of those involved whether they be members of staff or pupils.
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The school will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Headteacher, followed, if necessary, by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Pupils are discouraged from bringing valuable items to school and in the event that they do so the school accepts no liability. If this is unavoidable on some occasion, then special arrangements should be made in advance with the Headteacher regarding temporary safe keeping.

Staff are responsible for their personal property.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises.

When an intruder is thought to be present on the premises, police help must be sought immediately.

Reporting and Recording Incidents

The School will maintain Smartlog. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent, for example:

- Trespass
- Aggressive behaviour by persons other than students around the school building
- Matters reported by pupils
- Any other incidents giving cause for concern

Site Security

All staff are responsible for the security of buildings and property.

- Staff should ensure that external doors are securely fastened throughout the day.
- At the end of the day, staff should ensure that windows and external doors are securely fastened. This is further checked by the caretaker.
- All internal fire doors will be closed by the caretaker before locking the building.
- All staff are responsible for keeping buildings clear of all materials that could be dangerous, for example could be used for arson.
- Adequate security lighting is installed and maintained/monitored by site staff.
- Water systems, gas systems and electrical equipment are checked and maintained in line with Health and Safety guidance.
- Risk assessments are in place and are reviewed by the health and safety representatives annually.
- Property of the School is marked clearly.

Contractors

- Contractors on School site are required to observe the school's security policy/procedure.
- Building materials and equipment must be organised in a way to ensure safety.
- Screening off of work areas may be necessary.

Alarm systems must not be disrupted.

Any questions or concerns regarding this policy should be made to:

Name: Elizabeth Hindmarsh
Role: Headteacher
Date: 14.11.2024