

# Little Stoke Primary School

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## Site Security Policy

Signed:	Anne Sargent (Head Teacher)	
	Stuart Mills (Chair of Finance and Buildings)	
Agreed	December 2020	
Next Review	December 2022	

# Site Security Policy

At Little Stoke Primary School we strive to create and maintain a secure, safe and welcoming environment for all children, adults and visitors.

## **Our aims are:**

1. To help make children and all those who work in the school feel safe and secure.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest recommendations of the DfE & local authority guidelines.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues.
7. To review our policy regularly.
8. Review the policy and update the governing board as needed.

The governing board shall:

1. Review and approve the security policy and any action plan for the school.
2. Ensure arrangements exist for measures to be monitored and reviewed.
3. Determine expenditure priorities.

Pupils, parents, co-users of the site, community users, visitors and neighbours/businesses will be:

1. Expected to respect the measures taken by the school to improve and ensure security.
2. Be encouraged to report ideas and problems to the staff or governors or both.
3. Will be informed of any security incident that may affect them

## **Physical Measures**

Little Stoke Primary School is on a single site. The main front entrance is from Little Stoke Lane and provides pedestrian and vehicle access to the carpark. The school uses the following physical security measures:

1. Sign-posted entry to ensure all visitors report to reception which is located at the front of the school.
2. All visitors are required to sign in and out with reception.
3. Identification badges for visitors and helpers.
4. Members of staff will not admit any unknown person unless their identity has been verified.
5. Outside normal hours the school is protected by an electronic security alarm.

### **Security of the Building**

1. Electronic fire and security alarms are in operation and are linked to control centres.
2. Security lights are activated if the premises are occupied after dark.
3. Class teachers secure their classrooms by closing all windows and ensuring that their equipment is switched off when they leave.
4. The last key holder to leave the premises is responsible for securing the building and grounds if they leave after the Headteacher.

### **Staff Access**

1. All contracted staff are issued with a card reader door pass for access at the main entrance and internal doors. Care should be taken with the pass, it must not be given to any other person, and if lost this should be reported immediately to the SBM.
2. Non-contracted staff will be allocated a suitable lanyard and card to identify them as a supply/contractor/visitor.

### **Alarm Call-Outs**

NSG is employed as key holder and their representatives will attend the building in the event of alarm activation. Their representative will wait in the car park until the Police arrive. If necessary, additional key holders will be contacted for support.

### **Car Parking and Vehicle Movement**

Vehicles used to drop off and collect children are controlled during busy periods. Special arrangements can be made for disabled visitors. School entrances are supervised during the start of the school day and children are supervised from the classrooms until they are collected or dismissed in the afternoon. The main driveway gate and the pedestrian gate are kept unlocked. The main driveway gate is shut at

two peak movement times during the day when there is no vehicle movement in or out of the school. These times are between 8.40 – 9.10am and 3.15 and 3.45pm.

## **People Management**

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Safeguarding of children is fully covered in our Child Protection Policy and Volunteers in School Policy

It is the responsibility of the Caretaker/Head/NSG to check daily, that:

- All locks and catches are in working order
- The security system is working properly
- All the windows are closed and that shutters are down
- The doors are locked and secure
- The security alarm is set

It is the responsibility of the headteacher/SBM to ensure the performance of the above functions in the absence of the site manager. In addition, the headteacher/SBM or in their absence, a member of the senior leadership team is responsible for the security of the premises during the school day.

## **Lone Working**

Ideally staff should not work alone at school as there are risks involved. Lone Working is fully covered in our Lone Working Policy.

## **Leaving School at the End of the Day**

The pedestrian gate is open and parents are permitted to wait in the grounds at the front of the school. KS1 children are collected from outside of their classroom and KS2 children are collected from the main entrance.

Children in EYFS and KS1:

- Stay with their teachers, and are only allowed to leave when a known adult arrives to collect them.
- Are not allowed to walk home by themselves unless individual arrangements have been made and are known to school.
- Are collected by a known adult. If by 3.40 p.m., the adult who should be collecting a child has not arrived, the child will be asked to report to the school office, where a member of staff will telephone to see what the delay might be. The child remains in the reception area until an adult arrives to collect them. Parents must inform the school by telephoning the school office

or by informing the teacher in the morning in person, if they wish their child to be collected by another person.

- The school office must be notified by a child's parent/carer if there are any changes in pick up arrangements.

Children in KS2:

- Are dismissed at the end of the day unless they are attending an after school club.

### **Leaving School during the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff and copies of appointment cards and letters are requested where necessary.

### **Trespass and Nuisance**

In the first instance, members of the senior leadership team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary for the Lockdown procedure to be followed. Recourse to the law will be considered where necessary. This extends to unlawful presence on site, individuals creating a nuisance or disturbance and verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the Police.

### **Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies or personal items. The school takes an active stance on this with items of high value being "security marked". Banking of cash is undertaken regularly as required, to ensure that large sums are not left on the school premises and that insurance limits are not exceeded. Valuables left on school premises are stored securely. The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should not be brought into school by pupils, but if prior agreement is given, the phones will be handed in each morning to the school office and will be stored safely for collection at the end of the day. The school will not take responsibility for loss or damage to personal property of staff or pupils.

## **Curriculum Activities**

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

1. Encouraged to be security conscious e.g. never open external doors to adults.
2. Encouraged not to approach any adult they don't know but to tell a safe adult.
3. Taught how to take care of themselves and others – Stranger Danger. The school takes advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

## **Computer Data Security**

It is important that computer data used in administration is secured, as far as is practical and reasonable from accidental or malicious damage or loss. To this end:

1. Computers used in the school will be equipped with up-to-date anti-virus software.
2. Frequent backups will be taken of important data, to minimise the time needed to return to normal. This is encrypted and stored in Cloud storages which conform to EU legislation.
3. The new GDPR law is in operations and will be enforced.
4. The school makes every child aware and regularly reminds them about our 'Rules for Responsible Internet Use'.

## **Emergency Lockdown Procedure**

There may be times when the above procedure needs to be activated.

Any member of staff made aware of any possible threat should alert the headteacher or member of the Senior Leadership Team. An assessment will then be made of the potential threat and the Emergency Lockdown Procedure initiated where necessary.

Documents to be read in conjunction with this policy:

Health and Safety Policy Risk Assessments

Child Protection Policy

Lone Working Policy

Volunteers in School Policy

Emergency Lockdown Procedure

This Policy will be reviewed by the Governing Body on an annual basis.