



# Kirklevington Primary School

## Site Security Policy

March 2021

## SITE SECURITY POLICY

At Kirklevington Primary School, we strive to create and maintain a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both children and staff should feel that their working environment is a safe place in which to work but it is important that visitors continue to feel welcomed.

**Our aims are:**

1. To help make the 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 DCSF & Government guidelines and the advice of the LA.
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** on an annual basis or more often if events dictate.

### **Scope**

This policy covers the following areas:

1. Site access, general building security, movement around and outside of the school.
2. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
3. Offensive weapons.
4. Identified threats to the safety and well-being of the school community from those with criminal intent, including drug dealers.
5. Visitors, contractors, helpers or other persons involved with the children.
6. Computer data security.

Health & Safety is the subject of a separate policy document.

Fire procedures are laid out in the Fire Management Plan.

### **Roles and Responsibilities**

#### **All staff**

Staff should:

1. Support the head teacher in implementing this policy.
2. Report any shortcomings to management.

#### **Head teacher**

The head teacher shall:

1. **Implement the security policy** and any action plan approved by the Governors.
2. Ensure **staff members have a clear understanding** of their particular responsibilities.
3. Take day to day operational decisions.
4. Consider particular risk situations (e.g. home visits, lone working).
5. Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
6. **Provide appropriate information** to pupils, parents and visitors.
7. **Monitor and review security measures**.
8. **Review the policy** and update the governing body as needed.

#### **Governing Body**

The governing body 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, Community Users and Visitors**

Pupils, parents, community users and visitors will be:

1. Expected to **respect the measures taken by the school** to improve and ensure security.
2. Encouraged to **report ideas and problems to the staff** or Governors or both.

Those staff listed below have been given specific responsibility for school security:

Security Issue	Responsible	Specific Duties
Agree and review the security policy	Governing Body	<input type="checkbox"/> Agree policy <input type="checkbox"/> Review annually <input type="checkbox"/> Advertise on school website
Day to day implementation and management of the security policy	Headteacher	<input type="checkbox"/> Inform staff <input type="checkbox"/> Monitor performance <input type="checkbox"/> Review arrangements <input type="checkbox"/> Record, report and investigate breaches of security
Secure school entrance/exits during the school day	Caretaker Administrator	<input type="checkbox"/> Ensure all gates are locked and secure
Check condition and maintain the safe operation of physical and electrical security devices (locks, gates, key pads and fences)	Caretaker	<input type="checkbox"/> Inform headteacher regarding any issues with condition/maintenance
Control of visitors	Administration staff	<input type="checkbox"/> Ensure visitors sign the visitors book in main reception <input type="checkbox"/> Issue passes
Control of contractors	Administration staff	<input type="checkbox"/> Ensure contractors sign the visitors book in main reception
Security of money	Administration staff	<input type="checkbox"/> Ensure money on site is secure in school office
Security risk assessment	Headteacher	<input type="checkbox"/> Review annually and inform governors of findings to use as part of policy review

## Active Security Measures

### Physical Measures

Kirklevington Primary School is on a single site. There is one main entrance to the school and two gates leading onto the school field.

These are referred to as:

1. the Main Front Pedestrian and Vehicle Entrances, which gives pedestrian access or access to the carpark from **Forest Lane**.
2. the Rear Left Pedestrian Gate , which gives pedestrian access to and from Pump Lane.
3. the Rear Right Pedestrian Gate , which gives pedestrian access to and from the footpath from Forest Lane and the housing estate.
3. The side pedestrian entrance gate, which gives pedestrians access to and from the car park at the front of school.

There is a public right of way round the perimeter fence which surrounds the field. Staff and children are made aware of keeping away from this and not speaking to people walking on it for safety reasons.

The school uses the following physical security measures:

1. All visitors are required to sign in and out with reception. An information sheet for visitors and contractors covering Health & Safety issues is provided.
3. Identification badges for visitors and helpers.
4. All door and window locks comply with LA standards and are reviewed regularly.
5. Doors leading into the school and offices from the reception area have one way access. Other external doors also have one way locks. No member of staff should admit an unknown person unless proof of identity has been obtained.
6. Outside normal hours the school has an electronic security alarm activated.

## Security of the Building

- An effective **intruder alarm** is in operation. This is always set when the school is not in use.
- **Security lights** are on whilst the premises is occupied after dark. Appendix 1 lists the key holders who are responsible for the security of the building.
- It is the **responsibility of the caretaker to check that classrooms are secure**, windows closed and equipment switched off before leaving the premises.

**IMPORTANT - The last key holder to leave the premises is responsible for securing the building if they leave after the Caretaker.**

## Alarm Call-Outs

Monitoring Centre will usually respond to alarm activations. **If a key holder is contacted as a result of a 'Person Present', they will wait in the outside car park until the police arrive.** If necessary, additional key holders should be contacted for support.

## Car Parking and Vehicle Movement

As the school has separate pedestrian entrances, **cars dropping off and collecting children are not allowed to enter or leave the staff car park at any time**, particularly, when pupils are arriving at the beginning or end of the school day. Parking is provided for staff and there is limited parking for visitors. The front and rear entrances are supervised during the morning start to the school day and the children are supervised from the classroom doors in the afternoon. The rear and side pedestrian gates are locked at 9a.m. until 3.00p.m. each day. **These gates are then locked as soon as possible after 3.30 p.m. or following after school clubs/events.**

## 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. Critical to this is the selection, monitoring and control of all adults who come into contact with the children, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules apply to all individuals who come into contact with children and follow the HCC Guidance:

1. All staff and governors are fully vetted before joining the **school team or governing body**. This includes the taking up of references and checks with the **Disclosure and Barring Service (DBS)** on criminal records for any offence.
2. A single central register of security incidents will be maintained by the Site Manager/ HT
3. All **regular parent helpers** are checked with the **DBS** before working unsupervised with children.
4. **Visitors at the school are obliged to wear identification badges.** Children are instructed on what to do when they encounter an unidentified stranger.

## Caretaker

It is the **responsibility of the Caretaker** to check daily that:-

- all locks and catches are in working order
- the security system is working properly and before leaving the premises, to check:-
- all the windows are closed
- the doors are locked and secure
- the security alarm is set ( if last person to leave the building ).
- all gates are shut

## Headteacher

It is the **responsibility of the Head teacher** to ensure the performance of the above functions in the absence of the Caretaker. In addition, the Head teacher or in their absence, the Deputy Headteacher 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, such as assault, accident or sudden

illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work - life balance'. Any teacher, admin staff or teaching assistant wishing to work outside of normal school hours should **try to ensure that at least one other colleague is also on site** - ideally within 'hailing distance', or with both parties having mobile phones programmed with each other's numbers. If a member of staff arrives at school outside of normal school hours and finds **another colleague** is already in the building, they should **let them know** that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are re-maining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site they should take these precautions:

- Do not go into lofts or any other space in which you might become trapped.
- **Do not do any tasks involving hazardous tools or materials.**
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the **location of the nearest fire exit** and how to open it in an emergency.
- Know the **location of the nearest first aid kit.**
- **Carry a mobile phone.**
- Cars should be **parked close to the entrance.**
- **When leaving, limit the amount you are carrying** to have one hand free.
- **Ensure someone knows where you are** and when you intend to leave the school. Arrange to telephone them when you are leaving.
- **If you arrive at school and find any sign of intruders, do not enter the building.** Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
- **Do not work alone if you know you have a medical condition** that might cause you to become incapacitated or unconscious.
- **When working alone, do not attempt any tasks which have been identified as medium or high risk**, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

## Pupil Supervision

### Arrivals

**Children should not arrive on site until 8:45 am** unless they are attending a supervised activity or have permission to be in school before this time. The school doors are opened at 8.55a.m.

**The doors to Key Stage 1 and 2 are opened with a staff member standing at the door at 8:50am. Children enter the building at their appropriate entrance door**, they hang up their coats and go directly to their classroom where they are supervised by members of staff. **EYFS pupils are taken into the classroom by parents, where they are greeted by staff. There is always a member of staff supervising the door to ensure children do not leave the building.** All children who arrive after 9 a.m. must report to the School Office.

### Supervision on School Grounds

- 1) **During the school day all children are supervised when in the playground.** This is by teachers and support staff at break times and by mid-day supervisors at lunchtime.
- 2) There should always be a member of the qualified teaching staff out with a class during games or outdoor PE.
- 3) At playtime and lunchtime, staff (whether teaching or non-teaching staff) should wander around the designated areas as indicated on the duty list. **Staff should be vigilant at all times and should not stand talking together.**

### Leaving School at the End of the Day

The pedestrian gates are opened at 3.00 p.m. Parents are permitted to wait in the playgrounds. ALL children are collected from the outer door of their classroom, with staff allowing the children to leave the room as and when appropriate.

**Children are normally, either:**

- Allowed to walk home by themselves if previously arranged with parents (Year 6 with written permission)
- collected by a known adult

NB. *If by 3.25 p.m., the adult who should be collecting a child has not arrived, the child/ren should be asked to report to the school office, where appropriate a member of the 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 either in writing or by informing the teacher in the morning in person, if they wish their child to be collected by another person.

### **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.**

### **Trespass and Nuisance**

In the first instance, members of the 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 'Coming In' procedure to be followed. However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, 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.

### **Serious Incidents or Threats (please refer to Procedures for an Emergency at Kirklevington Primary School)**

In the event of any serious incident staff should:

1. **Stay calm.**
2. **Minimise the risk** to yourself, the children or others.
3. **Seek help** as soon as possible ( referral via internal phone or by sending an accompanied child/ren).
4. The general policy is:
  - a. The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
  - b. The head teacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

After any such event, a **detailed report** will be prepared by a nominated individual for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, LEA, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the "Critical Incidents: Guidance for Schools" publication.

### **Offensive Weapons**

The head teacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the head teacher's decision will be considered by the governing body.

### **Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value "security marked" and the banking of all monies such that large sums are not left on the school premises. Valuables left on school premises are stored in a locked cabinet or safe. 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** but if prior agreement is given, they will be given in each morning to the admin assistant and stored in a labelled envelope in the office. **The school will not take responsibility for loss or damage to phones.**

### **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 other than staff.**
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**

All the above issues are covered in the Personal Social and Health Education (PSHE) curriculum guidelines. The school takes advantage of any opportunity to heighten children's awareness. ***Children will be listened to and their fears and concerns respected.***

### **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 times. The **school** marks valuable pieces of equipment. Teachers are permitted to take their class laptop out of the building but they are required to sign a form accepting responsibility for it. If a member of staff wishes to borrow other pieces of equipment full details must be recorded on the correct form. If an item is damaged whilst it is in the possession of a member of staff, repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

### **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, and kept in a fire resistant safe.
3. The school makes every child aware and regularly reminds them about our ***'Rules for Responsible Internet Use'***.

### **Coming in Policy**

***If there is a need to evacuate the children from the playground*** due to a potential threat, the following action will be undertaken:

***The responsible/reporting teacher should alert the head teacher*** via the office, of an unsafe situation.

The ***playground whistle should be blown*** and the children asked to stand still. Staff on duty should then move the children away from the possible threat.

The ***children should then be sent in through the safest route possible*** and normally via the playground entrance doors.

***Playground staff should ensure all doors are locked behind them*** as they enter school.

Upon receiving communication from the head teacher (or deputy), it is the ***responsibility of all staff to take action***. Without putting themselves in danger, all staff should support the staff on the playground duty ***by collecting children and ensuring that all children head to their classrooms***. All ***external classroom doors must be locked***. If a class has internal blinds, these should be released. Poster paper can be placed over other windows. ***Office staff will alert all senior staff*** who will conduct an emergency risk assessment as to the danger of approaching the person or the degree/nature of the threat.

**The relevant emergency services will be called by the office staff.**

***At no time*** should the ***children be allowed to leave their classroom*** with out an adult being present. Children may need support and may need to talk about what they they have seen.

Staff should be advised of the support offered by Employee Support Line, if they are affected by the events. Once all the children are safely in, the Head teacher or in her absence, a member of the Leadership Team, will contact the Trust and LA Offices.

Parents will be informed in a sensible and supportive manner.

### **Policies to be read in conjunction:**

- Behaviour Management**
- Health and Safety Policy**
- Risk Assessments**

## **Appendix 1**

### **Key Holders**

**Mr M. Farrow**

**Mrs M. Carlton**

**Mrs V. Leaper**

**Mrs Vicky Ridley**

**Ms D Jeffrey**

**Caretaker**

**Executive Head teacher**

**Head Of School**

**EY/Key Stage 1 Team Leader**

**School Administrator**