



**'At Yealmpstone Farm Primary School we promote equality between all people
recognising the Equality Act 2010'**

Security Policy

Yealmpstone Farm Primary School takes seriously its duties with regard to safety and security on school premises, as well as during off-site activities. The school is committed to maximising the security of pupils, staff and visitors, as well as school buildings and contents, through the implementation of this policy.

Purpose

- To ensure the safety of pupils, parents/carers, staff and visitors
- To raise awareness of all staff (teaching, non-teaching, contracted and sub-contracted) parents/carers and children of the possibility of danger from unauthorised visitors
- To minimise the possibility of illegal entry to the site
- To set out the minimum standards for authorising visitors to the school and establishing the identity and purpose of all visitors
- To protect school buildings and contents
- To identify any incidents with a view to updating and improving safety and security procedures.

Duties and Responsibilities

The Governing Body will:

- Agree and update the security policy every year or as required
- Take account of security when considering the school development plan
- The Chair of Governors will hold a key to the school.

The Headteacher will:

- Ensure all staff including sub-contracted personnel, are aware of the security policy and its content
- Be responsible for the management and implementation of all security matters in the school
- Inform the Governing Body of any significant event with regard to security
- Identify and facilitate any staff training required to implement the security policy
- Ensure parents/carers are informed of the school's security arrangements
- Ensure the Site Team (Business Manager, Administrator and Caretaker) has the resources to carry out the duties required and implement the security measures
- Ensure risk assessments are undertaken and reviewed as necessary.
- Develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary
- In the absence of the Headteacher, the Deputy Headteacher will assume this responsibility.

Training

As part of their responsibility for training, the Headteacher will ensure that opportunities will be provided for:

- (a) specific training on security issues within the school's overall development plan priorities; and
- (b) training of new staff including supply and temporary staff.

This is a restatement of the commitment contained within the schools Health and Safety Policy.

Delegation of Responsibility

(a) Senior Teacher/Health and Safety Officer

The following are delegated by the Headteacher to:

The Business Manager or Administrator locks gates at start of school/The Caretaker, Headteacher or Assistant Headteacher locks building at end of day, sets alarm, locks gates.

In addition the responsible person(s) will

- (i) familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- (ii) ensure that advice, support and information is obtained from the Department for Lifelong Learning in particular the Department's Health and Safety Officer.
- (iii) ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages.

The Site Team will:

- Assist the Headteacher in the day-to-day implementation of the security policy
- Assist the Headteacher in carrying out risk assessments
- Work and co-operate with all staff to ensure security remains a high priority within the school

All members of staff will:

- Follow the guidance contained in the security policy.
- Report to the Headteacher any concerns regarding the security of pupils or colleagues, the school or grounds.
- Politely challenge any visitors not wearing a visitor's badge.
- Be alert for strangers loitering in the vicinity of the school or cars with drivers parked near the school for long periods of time, other than the usual pick-up times. Any such sightings should be reported to the Headteacher via the School Office.
- Be vigilant for any child wandering off on their own and encourage the child to join a group or play near other children.
- Inform the Headteacher immediately if they have any concerns that someone on school's grounds is under the influence of alcohol or drugs.
- Regarding any off-site activities or after-school clubs they are responsible for, they should ensure that any change in arrival/collection times and locations are notified to parents/carers, giving as much detail as possible.
- Remind children regularly about the possible dangers of strangers and tell them to alert the nearest member of staff if they are worried.

Incident Reporting

All security incidents should be reported to the Headteacher and recorded on the attached log (Appendix 1) which will be kept in the school office.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

In addition the Headteacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of Plymouth City Council's "Violence at Work - Incident Report Form".

Parents/carers should:

- Contact the school office or Headteacher if they have any security concerns.
- Adhere to the advice given when arriving with children at school and when collecting them.

Arrival and Collection of Pupils

- Pupils arriving late for school should enter via the school office so that their attendance may be recorded appropriately
- Parents/carers should ensure children are aware of the collection arrangements.
- Parents/carers are requested to inform the school if there is an emergency or a change in the collection arrangements, or if they are significantly delayed in collecting a child.
- KS1 children will only be released to a known parent/carer at the end of the school day. Any children not collected will be taken to the school office.
- KS2 pupils will be free to leave the school on their own, however the school strongly advises that they are collected by a parent/carer and accompanied home.
- Any pupil who is unsure of the arrangements or is not collected on time should report to the school office and wait inside the school entrance until collected.
- Every effort will be made by a member of staff to contact the parent/carer of a child not collected at the end of the school day.
- Children attending after-school clubs in the school should be collected at the time and venue as specified by the member of staff responsible.
- If a child needs to leave school early they may do so only if pre-arranged by the parent/carer via a signed note or telephone call to the school office and collected by a parent/carer, or someone acting on their behalf.
- The person collecting the child is to report only to the school office, and not the

classroom, and sign the child out of school.

Children of Special Concern

- The Headteacher must be informed of any special concerns regarding pupils eg Children on the Child Protection Register, looked after children, those of divorced parents where there are concerns regarding residency, children who may run away and any who are subject to Care Orders.
- Parents/carers 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 or sensitivity.

Supervision of Pupils

- During break time it is the responsibility of all staff on duty to supervise and safeguard the children.
- If a teacher requests that a child remains in class for any reason then it is their responsibility to make arrangements for the supervision of that child.
- The school will ensure that adequate supervision arrangements are made which at least comply with the Local Authority recommendations.
- If an incident involving inappropriate behaviour or an intruder occurs during break time, the member of staff on duty will first ensure that all pupils return to the school building safely and report the incident to the school office.

Visitors to the School

- All visitors should report to the school office.
- ~~All visitors must sign the visitor's book on arrival and departure.~~
- All visitors must sign-in using the signing in device at reception before entering the school
- All visitors are to wear a visitor's badge issued by the school office staff.
- All visitors are to be escorted by a member of staff and are not to be given unrestricted access to the school.
- Anyone not adhering to these guidelines will be challenged by a member of staff and reported to the Headteacher.
- The Headteacher will challenge any unknown person on the site unless in their judgement such a challenge would present a threat to their personal safety.

- The Headteacher will inform the police, parents/carers and other local schools regarding any suspicious behaviour in the vicinity of the school or on school premises.

Supervision of Contractors

Contractors and maintenance personnel should not have unsupervised access to children. They will be controlled as follows:

- ~~All contractors will be expected to sign-in at reception~~ All contractors must sign-in using the signing in device at reception before entering the school and will be issued with an ID badge which should be clearly displayed whilst on site.
- Contractors will park in authorised parking areas only.
- Contractors will only carry out work agreed at the start of the contract and at the times agreed.
- Contractors will be supervised by site staff.
- Contractors will be provided with relevant information regarding the building such as asbestos plan, fire and emergency plans and first aid provision, and will comply with the contractors risk assessment.

Off-site Visits and Activities

- A risk assessment should be carried out by the visit leader and shared with the nominated trained general risk assessor before an educational visit is made.
- Staff must closely supervise children at all times whilst off the school premises.
- The wearing of full or part of the school uniform may be requested on educational visits.
- The school should be contacted if any pupil is injured or if the party is likely to be delayed. Parents/carers must be informed accordingly.

Security of the Building

- An effective intruder alarm system is in operation and is always set when the school is empty
- To enhance the security a CCTV system is installed. Monitoring is undertaken by a restricted

number of personnel and signs advising that a CCTV system is in operation are displayed at several points around the site.

- Security lighting is installed on the site and is monitored regularly to ensure that lights are fully operational.

Key Holder Staff

- Nominated key holders only have possession of keys to external doors. The Headteacher must be informed immediately if any keys are lost so that replacement locks can be fitted.
- Key holders called to the school premises in response to the intruder alarm must not enter the school premises unaccompanied.

Vehicular Access and Car Park

- All persons parking their vehicles on the school site must clearly understand that they are responsible for the security of their vehicle and its contents; vehicles are parked entirely at the owner's risk.
- The car park is for permanent staff and, subject to prior arrangement, temporary staff and contractors. Parents/carers are not to use the car park even when attending a pre arranged appointment.

Collection, Storage and Banking of Cash

- All money collected is to be stored in a secure safe on the school premises until the staff responsible is able to record and bank it. Cash is not to be routinely kept on site overnight.
- Two members of staff are to hold keys for the safe.
- Staff responsible for banking must ensure that they remain vigilant and vary their banking routines.
- When banking any large amounts an additional member of staff is to be nominated to accompany them to the bank.
- The personal safety of staff is paramount and they should never place their own personal safety at risk.

Personal Property

- Personal property will remain the responsibility of its owner. This includes both staff and

pupil personal property. Both are discouraged from bringing any valuable personal property to school.

- Lost property should be handed to the school office where it will be kept for the remainder of the term before disposal.

School property

- All items of value are to be registered in the school property register.
- Each item is to be visibly and invisibly marked to deter theft and aid identification following subsequent recovery.
- All items are to be well maintained and secure at all times, locked away when not in use and not left out in clear view.
- Classrooms are to be secured with windows closed when not in use.

Breaches of Security/Violent Incidents

A violent incident includes any incident in which a person is subjected to verbal abuse, threatening behaviour, harassment or actual physical abuse.

- Pupils should never confront or challenge strangers on site but alert a member of staff immediately.
- Staff should only challenge an individual if they feel it is safe to do so. They should be alert to the potential risk of making such a challenge and where appropriate two members of staff should be involved.
- Staff who have any doubts concerning anyone within the school grounds or believe a violent act may be committed should not challenge the person. They should move the pupils calmly and quickly away from the area or person and inform the school office immediately.
- Staff should not attempt to detain or remove an intruder from the premises using force.
- The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Serious Injury

- In the event of serious injury, the area should be evacuated and emergency services alerted.
- First Aid will be administered until the arrival of the emergency services.

- The Headteacher and Business Manager must be informed of any serious injury caused to a child, member of staff or visitor.

Fire or Bomb Threat / Serious Incident (procedure to follow in a serious incident)

In the event of a fire or bomb threat the school should be evacuated immediately in accordance with the emergency evacuation procedure and the emergency services informed. The Headteacher and team will take advice from the emergency services as appropriate.

Risk Assessments

Risk Assessments will be undertaken by appropriate staff as managed by the Headteacher and kept current. These will identify areas of concern and the appropriate controls and will be available to all members of staff.

Conclusion

It is the responsibility of all staff to ensure that the procedures in this policy are complied with. The safety of everyone in the school is of paramount importance and will require the cooperation and commitment of all people using the school site.

In the event of any incident, an inquiry will be carried out by the Leadership Team and discussed with all staff. An evaluation of the effectiveness of the procedures will be made and the policy amended if necessary.

The policy will be evaluated annually during the Autumn term of each academic year and governors, staff and parents/carers informed of any changes. New intake parents/carers will be informed of the contents of the policy during parent meetings and pupils periodically reminded during school assemblies.

