

SCHOOL SECURITY POLICY

ALL SAINTS CE SCHOOL KIRKBY OVERBLOW

AIMS

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between YCST, Governing Body and Headteacher.

Role of the Governing Body

The Governing Body is responsible for agreeing the Security Policy and monitoring its implementation.

At All Saints School the Health, Safety & Safeguarding and Premises & Finance Committees of the Governing Body monitor the policy. Any key issues that arise are taken to the Full Governing Body for discussion.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the schools policy and their responsibilities;
- Staff training needs are kept under review and training as necessary;
- Parents are informed of the Security Policy and encouraged to support its implementation;
- Formal risk assessments are conducted by the Headteacher, Health and Safety Office and Governor responsible for Health and Safety.
- Routine security checks are carried out on an on-going basis
- Termly reports are made to the Health and safety and Premises committee of the Governing Body and, where necessary, the LA.
- Crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security Strategies in School

Staff

- Staff based in school are the only staff to know the combination of the front door lock;
- Keyholders are the only staff to know the alarm code to enter the school;
- Staff to contact the School Office or senior staff in an emergency

Visitors

- All visitors, including contractors, to come to reception entrance, report to School office and sign in the visitors' book. All unknown visitors will be asked for ID and will be required to wear an identity badge.
- All staff must ensure that the people trying to gain entry to the School should enter via reception.
- All staff to challenge unknown visitors on the school grounds at all times.

Before and after school

- Parents bring their children to the cloakroom door from 8.50am each day, once inside children are not permitted to leave the school building again before registration.
- Children in Mars Class and Saturn Class do not go out of their classroom at the end of the school day until their parent/carers are there to collect them.
- Children in Jupiter Class and Sun Class know to return inside school if their parent/carer has not arrived.
- Children will only be allowed to leave the school grounds alone at the end of the school day if written consent has been given by their parents.
- Children who are not collected at the end of extra-curricular activities are brought back into school by the appropriate member of staff to await collection; parents/carers are contacted if they are more than 15 minutes late;

Children who go missing whilst at school

In the event of a child going missing from the school premises the following steps will be taken:

- school staff will search the buildings and complete premises;
- if the child is not on the premises, school staff will search the local vicinity maintaining contact with the school by mobile phone
- if the child was not found within minutes the school would phone the police and the parents/carers
- if necessary i.e. if the child is not found within a reasonable time, and with guidance from the police and LA, the school would follow its Critical Incident Management Plan.

Hardware

- Push button combination lock operates on the main entrance to school;
- External doors in classrooms Mars and Jupiter cannot be opened from the outside and are kept closed at all times apart from playtimes.
- External door in classroom Sun is kept closed at all times and can only be accessed from the outside by combination lock.
- There are 2 external doors in Saturn Classroom. One door is kept closed at all times apart from playtimes and can not be opened from the outside. The other door is alarmed.
- The meter cupboard in Saturn Classroom is kept locked.
- Car park and side gates open between 7.45 - 9.15am and 3.15-3.45pm. Gates are securely closed at all other times.

Outside School

- Security gates and railings prevent unauthorised access via the car park during school hours.
- Side gate is locked at 9.10am to prevent access via the side of school.
- Hedging around playground prevents access from road.
- There is security lighting in at the front and back of school.
- Children are only allowed on the top playground and the field if accompanied by an adult.
- Red or Green bands are to be worn by children coming into school during outside play times.

Security of Equipment

- All expensive, portable equipment must be security marked with 'Select DNA'.
- The intruder alarm system is to be in operation when the school is closed;
- iPads are to be kept in their secure trolleys.
- Other IT equipment is to be kept in rooms equipped with blinds.
- Staff are responsible for returning equipment to the secure area;

Monitoring of strategies

- Informally through discussions with community police officer, discussions with caretaker who lives onsite, discussions with the Health and Safety advisor and verbal reports from staff and visitors,
- Formally through 'Health and Safety and premises' committee and full Governing Body meetings.
- All staff to take shared responsibility to ensure the security strategies are implemented.

REVIEW

This policy will be reviewed regularly and amended as necessary.

Date of this policy: 15th September 2016

Approved at Governors: 25th September 2018

Next Review Date: September 2020

CHILD PROTECTION STATEMENT

At All Saints CE School, we believe that every child has the right to be safe and therefore to be cared for in a way that ensures her/his safety and meets her/his individual needs. We recognise that all children need protection at all times from anything or anyone that may cause them harm and work together following the Child Protection Policy to ensure this.