

Great Smeaton Academy Primary school Security Policy

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Part 1: Introduction and Aims

Risk Awareness

The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson.

In some circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- ✚ loss of equipment
- ✚ loss of records
- ✚ loss of community facilities
- ✚ drain on resources
- ✚ demoralisation of staff and children
- ✚ disruption of school life
- ✚ displacement of staff and students
- ✚ total loss of school

Whatever the precise outcome, any criminal attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. In order to identify the most appropriate, cost-effective security procedures and measures, consideration has to be given to the nature of the likely risks, previous incidents, the local environment and changing conditions, the potential cost of crime (including repair and replacement costs) and the scope of consequential losses, through for example, timetable disruption and inconvenience. To this end, a security risk assessment will be conducted annually and used as the basis of this policy.

Aims and Objectives

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Great Smeaton Academy Primary School. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

Part 2: Roles and Responsibilities

The Governing Body:

The Governors will ensure that the school has a security policy and that this has been implemented.

- Governors will monitor the performance of the school security measures. This will be achieved:-
 - By the health & safety governor monitoring performance on their routine visits
 - Via the Head Teacher's Reports to Governors.
 - By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher and School Office Manager (Health & Safety Representative).

The Head Teacher

The Head Teacher (Bernie Greenwood) has overall responsibility for policy, organisation and arrangements throughout the school and is responsible for the effective implementation of the security policy and for encouraging staff, through regular monitoring, to implement security arrangements. In particular the Head Teacher will:

- ✚ Set up arrangements in school that comply with the security policy agreed by Governors.
- ✚ Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- ✚ Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- ✚ review the Security Policy annually and when significant changes occur within the organisation of the school.
- ✚ Ensure that all visitors, contractors and agency staff adhere to the security policy.
- ✚ Monitor the implementation of the policy and security arrangements.
- ✚ ensure parents are informed of the security policy and encouraged to help
- ✚ budget for security matters;
- ✚ nominate specific staff with designated security roles, e.g. Office Manager, Assistant Head Teacher
- ✚ instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for security matters outlined within the Security Policy;
- ✚ ensure that security is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;
- ✚ ensure all incidents are reported to the police

Office Manager

The Office Manager (Alison Beauchamp) will ensure:

- ✚ Undertake all required security checks, including perimeter fences and checking of locks/gates
- ✚ All external doors and perimeter gates are secured by 4pm each day except for the Learning Zone gate which is open until all children have left the after school club.
- ✚ Maintain a key log and issue keys
- ✚ Inform other members of staff when the school will be 'open' during school holidays as agreed with the Head Teacher.

- ✚ Maintain the school inventory and ensure all valuable equipment is asset tagged, labelled and included on the inventory
- ✚ Undertake an annual check of the inventory
- ✚ Ensure laptops and tablets are locked away at the end of each week
- ✚ Monitor site security and liaise with police / insurance companies as required in the event of an incident
- ✚ Ensure external lighting is maintained in good condition
- ✚ Ensure cleaners and other contractors working in the school understand and respect school security procedures
- ✚ Ensure external activity providers (e.g. sports coaches) do not compromise school security and brief users on school security procedures

All Staff

All employees have a responsibility to ensure that they act with all reasonable care with regard to the security of the premises, staff and school equipment. In particular, all staff have a responsibility to:

- ✚ Check all doors and windows are secure at the end of the day and if closing up, set alarms and check there are no trespassers on the school site.
- ✚ Ensure the perimeter gates and external doors are closed when they leave
- ✚ Challenge anyone walking around the school who is not wearing a badge and ask them to report to reception to sign-in
- ✚ Ensure the security of valuable equipment such as tablets and laptops by ensuring they are locked away when not in use
- ✚ Ensure laptops are kept secure when taken off school premises and not left on display in cars or left in car boots overnight
- ✚ Ensure data and information is secure through careful protection of passwords, memory sticks, awareness of security of confidential information
- ✚ Sign in each day using the in / out board and sign out when leaving in the evening/going out for lunch.
- ✚ Report any security concerns to the Head Teacher or Office Manager

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body	<ul style="list-style-type: none"> • Agree policy • Review every 12 months
Day to day implementation and management of policy.	Head Teacher / Office Manager	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	All staff	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences)	Office Manager / all staff	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office Manager	Issue passes / sign in
Control of contractors	Office Manager	
Security of money etc	Office Manager	
Security Risk Assessment	Head Teacher / Office Manager / Health & Safety Governor	Review annually and inform Governors of findings to use as part of policy review
Shutting doors/windows & turning off plugs	All staff	Make sure everything is turned off, valuables locked away and windows/doors shut when leaving

Part 3: Physical Security

The physical security of any site has three distinct aspects. These are:

- ✚ perimeter
- ✚ external protection of the school buildings within the perimeter
- ✚ protection of specific vulnerable or sensitive areas within buildings

Perimeter security on its own is not sufficient – it is not possible to make the perimeter of the school completely impenetrable. Instead these three aspects need to work together.

Perimeter

The main school grounds are protected by high metal fences with gates for the Learning zone entrance, playground / Class one entrance and onto the school field. The Learning zone gate is left open in the morning between 7.30am and 8.45am and again in the afternoon between 3.30pm and 5.30pm. At all other times the gate should be locked to ensure the safety of the children and also the security of the overall building and safety of staff.

The pedestrian playground gate is open between 8.45am and 9.00am and then again at 3.30pm in the afternoon until children leaving for home have exited safely. The fences and locks are checked weekly by the Office Manager, routinely by staff using the gates / locks and in the half termly Visual Premises Inspections.

Exterior Lighting

The main entrance and playground to the rear of the school have movement sensor activated lighting. The Office Manager is responsible for checking this lighting is working efficiently to ensure the security of the overall building and safety of staff.

Buildings

Alarms

The main school building is protected by an intruder alarm which is set overnight, at the weekends and during the holidays. This alarm is activated by any movement detected by the movement sensors located around the school. The alarm is now connected to minster alarm and the first responder details are those of the Chair of Governors – Mr Sue Dickinson.

Where necessary, the police will be called by the Chair of Governors once he is on sight. The buildings are also protected by fire alarms which are not connected to an alarm receiving centre. In the event of activation outside school hours there is a reliance on neighbours / passers-by to call the fire brigade, or Mr Beauchamp who is the first responder.

Key Holders

There are four named key holders to alarm calls and who have their own key for the intruder alarm. It is the responsibility of the Chair of Governors – Mr Beauchamp to enable police access in the event of a breach of security out of school hours, when alerted by the alarm system.

One key holder – Mrs Ashworth, will also act as lead for opening school in case of inclement weather / travel disruption affecting other key holders thus ensuring access for children arriving at the beginning of the school day.

In the event of unnamed key holders having to have a key on a temporary basis,(e.g. a Governor) the approval of the Head Teacher or the Chair of Governors must be given. The keys will be signed for and a record kept by the Head Teacher.

All other keys will be labelled and kept and secured in the main office.

The current key holders are listed in Appendix 3

Entry should not be made to school unaccompanied in the out of hours period or if there is a suspicion of intruders still present

Dickinson, Sue 29/6/16 13:47

Comment [1]: Is this acceptable

Dickinson, Sue 28/3/17 15:34

Comment [2]: I guess one for governors to approve or ask for increased security by linking. May be enough to make neighbours aware?

Front Entrance Door

The main entrance door has intercom and key pad access. Parents and visitors should be encouraged at all times to use the intercom and access must not be given without interrogating visitors. The internal security doors are secured with an additional keypad and must be kept closed at all times thus limiting further access to the rest of the building to unauthorised visitors. Keypad codes are routinely changed when members of staff leave. Locks are changed and new keys issued as considered appropriate by the Head Teacher and Chair of Governors.

KS2 Classrooms

There is one door at the side of the school leading to the KS2 cloakroom and classes which are utilised by the children at break times and lunchtime as well as in the morning. As this is a fire door it must be unlocked whenever staff and children are on site. Fire push bars have been fitted which cannot be opened from the outside but can be opened easily from the inside in the event of a fire. The class teachers are responsible for securing these doors at the end of each break time and at the end of the school day to ensure the safety of equipment and staff working late in the building.

KS1 Classroom

The KS1 classroom has a fire door leading out to the back of the school which is easily accessible from the playground. This classroom needs to be secured until 9am and secured again after the children have been collected at 3.30pm to ensure the safety of school equipment and staff working late in the building

Learning Zone

The learning zone has a fire door leading out to the side entrance which is used for the delivery and collection of children attending Extended School activities. Fire push bars have been fitted which cannot be opened from the outside but can be opened easily from the inside in the event of a fire. This door should be secured at all times and children instructed not to open the door to visitors but to inform an adult if visitors arrive.

Hall

The hall doors are locked and key operated and always kept locked during the school day.

Vulnerable Equipment Security

Laptops, Projectors and Valuable Portable Equipment

The security risk assessment will take into account the location and security arrangements for high value equipment. All items above a value of £150 will be asset labelled and listed on the school asset register. Laptops and tablets should be locked away at night. Staff laptops should be locked away or secured when not in use. Cameras and other portable equipment needs to be locked away when not in use and during holidays.

Playground Equipment

Playground equipment must be locked away when not in use.

Dickinson, Sue 29/6/16 13:58

Comment [3]: Should we also be able to change the alarm codes?

PE Equipment

PE equipment must be locked away after each lesson.

Cash

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved. The procedures regarding limits of cash held and banking are set out in the internal financial procedures manual and should be adhered to by all staff.

Office

The offices should be secured whenever unattended and filing cabinets locked.

Child Records

Child records are kept secure in a locked filing cabinet and the keys kept secure.

Safeguarding Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and child personal property. Staff and students should be encouraged to take an active interest in the security of their personal property whilst on the school premises or engaged on school activities elsewhere. The loss, theft or vandalism of personal property can create distrust and suspicion and can lower morale. Staff lockers are provided outside the staff / disabled toilet.

Students should be discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Vigilance

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so.

Children who encounter anyone whom they do not recognise as a legitimate visitor should report their concerns to staff. Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means. As a general rule, visitors should be escorted to and from their destination within the school, although this may not always be necessary or practical.

Signing Out Equipment

Staff must "sign out" any equipment which is taken home – please liaise with the Office Manager or Head Teacher.

Part 4: Security of Staff, Visitors, Childs & Equipment During Events

Parents' Evenings

- ✚ All valuable equipment to be locked away in classroom cupboards or offices which are not being used.
- ✚ Staff to meet with parents in the hall or classroom and avoid booking appointments where they are concerned about their personal safety at the end of the day. Staff should advise the Head Teacher if they feel additional support is required when dealing with potentially violent or aggressive parents/carers
- ✚ Two members of staff to be present whilst after school activity clubs are running to ensure adequate supervision and avoid lone working

Events

- ✚ All rooms except those required to be locked
- ✚ All valuable equipment to be locked away
- ✚ Any equipment required for the event to be security marked
- ✚ Physical, personal, cash and equipment security to form part of the risk assessment for the event and control mechanisms discussed and agreed by the Head Teacher
- ✚ Whole site to be secured during off-site events

Part 5: Controlled Access and Exit During the School Day

Controlled access is a combination of measures to ensure that un-authorised visitors do not present an unacceptable risk to childs or staff. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Great Smeaton Academy Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our childs and staff. The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Our policy is that:

- ✚ No access must be given to the site without visitors being questioned
- ✚ All visitors report to the school office on arrival
- ✚ All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. NYCC staff (such as support staff and School Improvement Partners) should wear their identity pass that will be visible at all times. NHS staff (such as the school nurse and speech therapists) should wear their identity pass which, again, should be visible at all times.
- ✚ Visitors on site will be accompanied by a member of staff to their destination and will be returned to the School Office by a member off staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception. This procedure does not apply for NYCC staff or Supply Staff.

- ✚ Any person on site without a badge will be asked to accompany a member of staff to the school office or asked to leave the site. Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- ✚ Visitors will not remove any items of school property without the express permission of school staff.
- ✚ For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Staff Access

The duty Breakfast Club member of staff clears the alarm and unlocks the site buildings before 7.30am. The building will be locked again for the evening at 6pm. Between these times, staff can use the entrance key pad to gain access. Any access required outside these times needs to be discussed with the Head Teacher and Office Manager. This includes anyone who wishes to access the buildings at the weekend.

A staff 'signing in' system has been installed which allows us to know who is in the school in the event of a fire or other emergency. Staff should mark themselves in or out as appropriate when they arrive in the morning, if they are going out to lunch and when they leave in the evening.

Third Parties, Extended Services and Community Groups

Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed:

- **Breakfast Club / After School Club** – The member of staff running the after school session is responsible for liaising with school cleaner who is always on site following the end of After School Club
- **Cleaners** – NYCC staff have been CRB cleared and details are held by the School on the Single Central Record. The cleaner is a key holder and is responsible for ensuring the security of the site whilst cleaning is in progress.
- **NYCC Music Service** – NYCC staff have been CRB cleared and details are held by the School on the Single Central Record.
- **Extended school activities** – Only personnel with CRB clearance will be allowed on site for extended school activities.

Contractors

Contractors and maintenance personnel who have not been CRB checked should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them; NYCC staff to wear their own badges, visible at all times.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

The school has a Lone Working Risk Assessment for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Trespass

Trespass remains one of the most intractable problems facing schools. Unlike many other places, however, schools do enjoy some protection from statute law in this area. Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 makes it an offence to trespass on school property as detailed below:

Nuisance and disturbance on educational premises. Any person who, without lawful authority, is present on premises to which this section applies and causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) shall be guilty of an offence and shall be liable on summary conviction to a fine. This section applies to premises, including playgrounds, playing fields and other premises for outdoor recreation.

Part 6. Student & Community Involvement

Students

Children are encouraged to be vigilant and responsible at all times. Children should not open the doors or gates to visitors under any circumstances and, if they see someone walking around the school without a visitors badge (or not accompanied by a member of staff), they should report this to their class teacher or the nearest member of staff.

Community

It is important to build strong links with the community and ask them to be vigilant on behalf of the school during evenings and weekends. Parents who live in close proximity to the school should be given emergency contact numbers. Wherever possible the school will support the local community by providing use of the school facilities and inviting the community to school events.

Part 7: Action in event of incidents

All security incidents should be reported to the School Office Manager either at the time of occurrence or, if during silent hours, on the following working day. The School Office Manager will report all security incidents to the Head Teacher and the Governing Body and maintain records for insurance and other reporting purposes. If the alarms are activated during silent hours, the key holder will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to:

- ✚ If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset.
- ✚ If there is a breach of security and the intruders are still on site, the police should be contacted immediately. Under no circumstances is an employee to confront intruders.
- ✚ If the intruders have departed, the police should be informed immediately.
- ✚ All false alarms & breaches of security are to be reported to the School Office Manager the next working day and an incident report form (at annex B) completed.

APPENDIX 1 PREMISES INCIDENT REPORT

Name of person reporting the incident:

Summary of incident:

Date: Time:

Details of incident:

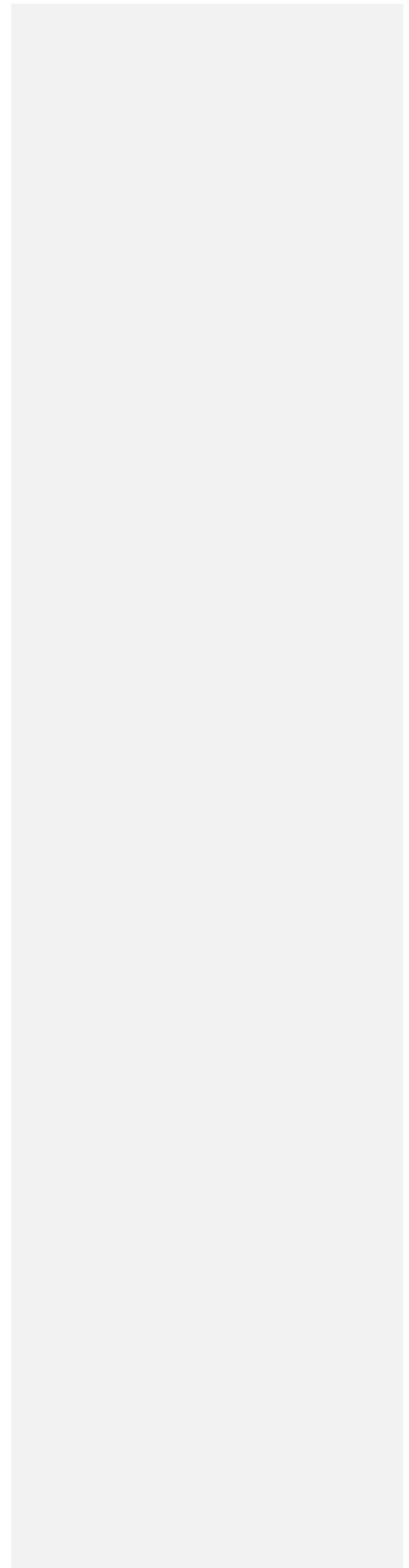
Action taken:

Date and time incident was reported to the police:

Date: Signature:

Police crime reference number:

Investigating officer:



APPENDIX 2

Members of staff with responsibility for the security of resources and equipment

Equipment	Responsible
Projectors & Whiteboards	Office Manager responsible for labelling
Child Laptops and tablets	Staff
Staff Laptops	Staff
Digital Cameras	Head Teacher, Assistant Head
Money & banking	School Office Manager
Chequebooks	School Office Manager
DIY equipment & tools	School Office Manager
KS1 Sports Equipment, KS2 Sports Equipment	Class Teachers & After School Club (all have responsibility to lock away after their session)
Playground Equipment	Staff
Child Records	Head Teacher
Keys	All key holders
Breakfast club materials	Breakfast club team on duty that week

Appendix 3

Key Holders and contact details

Bernie Greenwood
Ralph Goodchild
Alison Beauchamp
Sue Dickinson

* also first contact in case of inclement weather / travel disruption and linked to alarm system as first responder