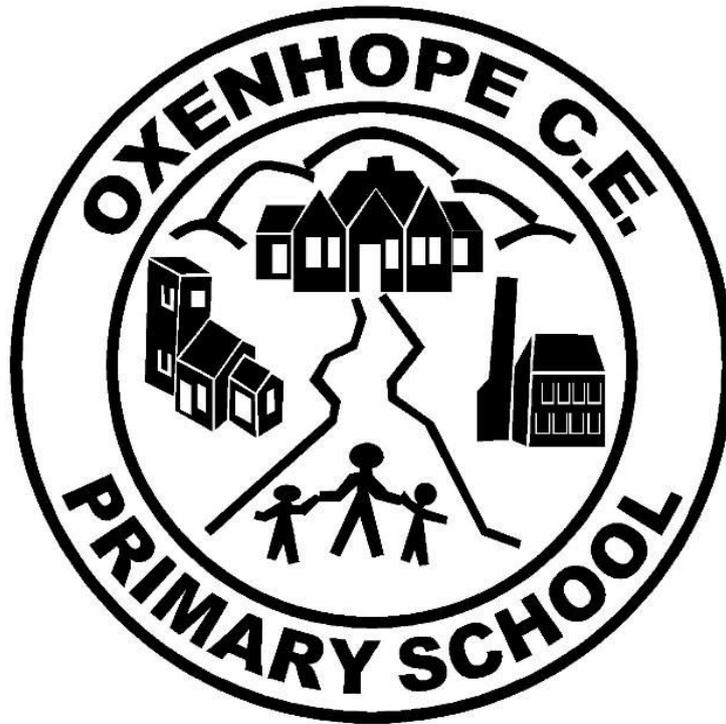


# Site Security Policy

December 2018



## Oxenhope Church of England Primary School

Written by Alice Jones

Review Date – December 2020

At Oxenhope Church of England 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.

**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. Identify 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.

**Roles and Responsibilities**

**Staff should:**

1. Support the head teacher in implementing this policy.
2. Report any shortcomings to the senior leadership team.

**Head teacher**

The Head teacher shall:

1. Implement the security policy and any action plan approved by the governing board.
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) and complete relevant risk assessments.
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 board 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, 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**

Oxenhope Church of England Primary School is on a single site.

The main front entrance from Cross Lane provides pedestrian and vehicle access to the car park. Remote controlled barrier, locked doors and gates allow only authorised access. Visitors must press an intercom and speak to the school office to request entry. CCTV is located in the area and once visitors have been verified the gates are opened remotely to provide access.

The bottom playground gate is physically locked during the day by the Caretaker or Office staff and is only open at 9:10-9:00am and 3:00-3:15pm.

In addition to the above 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. All door and window locks comply with LA standards and are reviewed regularly.
5. Members of staff will not admit any unknown person unless their identity has been verified.
6. 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. The Caretaker secures classrooms by closing all windows and ensuring that equipment is switched off when they leave.
4. The last key holder to leave the premises is responsible for securing the building if they leave after the Caretaker.

### **Alarm Call-Outs**

A contractor is employed as key holder and their representatives will attend the building in the event of an 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 not allowed to enter or leave the staff car park at any time. Special arrangements can be made for disabled visitors. Entrances are supervised during the start of the school day and the children are also supervised from the classrooms until they are collected, in the afternoon. The front side pedestrian gates are locked at 9.00a.m. until 3.00 p.m. each day. They are also 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. The governing board and all staff take this aspect of management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

1. All staff and governors are fully vetted before joining the school team or governing board. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
2. A single central register of all staff, governors, volunteers, contractors and bought in professional services is kept.
3. All regular volunteers and supply teachers are provided with a pack which includes safeguarding, DBS information and other relevant forms and guidance. Volunteers are asked to sign that they have read and understood the information provided.
4. All visitors to school are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

### **Caretaker/Site Manager**

It is the responsibility of the Caretaker/Site Manager 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 any shutters are down
- the doors are locked and secure
- the security alarm is set
- all gates are shut

### **Headteacher**

It is the responsibility of the headteacher to ensure the performance of the above functions in the absence of the caretaker/site manager or cleaner in charge.

In addition, the headteacher 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, 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 member of staff 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 remaining 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 work at height on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not undertake 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 9.00a.m. If children arrive after this time they should report to the late door. If they arrive after 9.15am they should report to the school office.

Pupils arriving on time should enter school through the rear entrance and then go to their respective classrooms where they will be supervised by members of staff.

### **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 morning and afternoon break and by midday assistants 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 patrol 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 3.05 p.m. and parents are permitted to wait in the playground.

All children are collected from the playground. They stay with their teachers, and are only allowed to leave when appropriate.

Children are:

- not allowed to walk home by themselves unless individual arrangements have been made and are known to school.
- collected by a known adult. If by 3.25 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 the office staff will telephone to see what the delay might be. The child remains in the office area until an adult arrives to collect them. Parents must inform the school by telephoning the school office or by informing a member of staff 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 and copies of appointment cards and letters are requested.

### **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. 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.

### **Serious Incidents or Threats**

In the event of any serious incident staff should:

1. Stay calm.
2. Minimise the risk to themselves, children and others.
3. Seek help as soon as possible

The general policy is:

- a. The welfare, security and protection of children, staff and visitors will take precedence over any other action required to contain the situation.
- b. The headteacher or other senior member of staff must be informed. A decision will then be made on the way forward.

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing board. If required, an emergency meeting will be held by the governing board to review, make recommendations and take appropriate action. Statutory bodies such as the Police, local authority, BDAT 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.

### **Offensive Weapons**

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

### **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 uses asset tags to identify valuable pieces of equipment. Teachers are permitted to take their class laptops 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 undertaken by school; however, staff will be recharged for the cost of repair if the damage is due to negligence. All equipment of significant value is recorded on 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. This is encrypted and stored in Cloud storages which conform to EU legislation.
3. The new Data Protection law will be enforced during 2018.
3. The school makes every child aware and regularly reminds them about our 'Rules for Responsible Internet Use'.