



NORTH TAWTON COMMUNITY PRIMARY SCHOOL

SECURITY POLICY

Adopted by the Resources Committee Autumn 2014

Reviewed March 2015

Next review date: March 2018

1. Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to North Tawton Community Primary School. The school's security procedures will operate within the framework described in this policy and is a joint responsibility shared between the Local Authority, Governors and the Headteacher.

It is the policy of the school to require all school visitors to report to the main office upon entering the school premises. All visitors should enter the school premises through the main front gate. They should then request further admission to the premises by pressing the bell for the school office on the intercom system on the small gate at the top of the car park.

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, 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.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school:-

2.1 Governors

The Governors will ensure that the school has a security policy and that this has been implemented. Governors will regularly monitor the performance of the school security measures via:-

- Annual review of the security policy
- Headteacher's termly report to Governors
- Governors termly premises inspection report

Governors will delegate the day to day implementation of the security policy to the Headteacher.

2.2 Headteacher

The Headteacher will:-

- Set up arrangements in school that complies with the security policy agreed by Governors.
- Ensure that all staff within the school receives 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.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the security policy and security arrangements.

2.3 Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of the children, employees and others on the school site. Those listed below have been given specific responsibilities for school security:-

Security Issue	Responsible	Specific Duties
Agree and review the security policy	Governing Body – delegated to the Resources committee	<ul style="list-style-type: none">• Agree policy• Review annually• Advertise on school website
Day to day implementation and management of the security policy	Headteacher	<ul style="list-style-type: none">• Inform staff• Monitor performance• Review arrangements• Record, report and investigate breaches of security
Secure school entrance/exits during the school day	Caretaker	<ul style="list-style-type: none">• 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	
Control of visitors	Administration staff	<ul style="list-style-type: none">• Ensure visitors sign the visitors book in main reception• Issue passes
Control of contractors	Administration staff	<ul style="list-style-type: none">• Ensure contractors sign the visitors book in main reception
Security of money	Administration staff	<ul style="list-style-type: none">• Ensure money on site is secure in school office
Security risk assessment	Headteacher	<ul style="list-style-type: none">• Review annually and inform governors of findings to use as part of policy review

The security of the staff is the responsibility of the headteacher and the governors. All staff have access to a security alarm, which when pressed will activate a silent alarm linked to the security company. All members of staff are trained in use of this device.

2.4 Pupils

Pupils will be encouraged to exercise personal responsibility for the security of themselves and others and will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's behaviour policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises:-

- Staff will have an awareness of the school security procedures and will receive training as necessary
- Parents are informed about the school security procedures via this policy, available for download via the school website (see list of 'Related Policies').

3.1 Controlled access and egress during the school day

Through risk assessment, the school has balanced the need to remain a welcoming environment to the community whilst ensuring the safety of the pupils and staff. Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, gates and intercom, 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. These measures also reduce the risk of pupils exiting the

school premises without permission during the school day, and as necessary parents will be informed of any such incidents.

The pedestrian entrance gate in the car park is secured by an electronically operated lock which can be released via a handset and a PIN code. All staff are asked to sign to say that they will ensure PIN access codes are kept confidential at all times. Breaching security is considered a serious matter and may result in conduct procedures being enacted.

An overview of controlled access/egress to the school premises is listed below:-

Access/egress point	Security measure in place	Notes
Car park entrance gate	Padlock	Unlocked/locked by the Headteacher/Caretaker at the beginning/end of school day
Pedestrian pathway	Signage to direct pupils and adults towards main school entrance gate during start/end of school day	Pupils and adults to enter and exit school site via the pedestrian pathway as opposed to walking through the car park at beginning and end of school day
Main inner gate	Padlock	Locked by Caretaker during the school day during the hours 9.15am-3.00pm
Pedestrian entrance gate	Intercom system, keypad for staff	All visitors should request entrance to the school premises via the intercom system. Staff are provided with an entrance code.
Elliot buildings (i.e outside classrooms 4 and 5)	Combination lock	Entrance code given to staff and pupils.
Main entrance (reception area)	Visitor book	Administration staff ensures all visitors sign in/out and issue passes.
Main entrance/rear entrances from playgrounds	Electronic lock/Pin coded locks	These will only be used in the event that there is an increased risk of unauthorised visitors gaining access to the main building eg. when/if the other security measures fail.
Gate in playing field	Padlock	Locked by Caretaker during the school day during the hours 9.15am-3.00pm

3.2 Alarm System

The alarm system is linked to the police and keyholder service-Chubb Security. The latter are the main keyholders after 9.30pm and before 7am if it is set off. Between the hours of 7am-9.30pm, the caretaker is the main keyholder and will open up the premises when the police arrive. The caretaker should not enter the premises until the arrival of the police to ensure his/her own personal security.

3.3 Buildings & Grounds

The Caretaker has responsibility for the locking of various entrances at different times of the day. This restricts and prevents unauthorised access to pupils and ensures the personal safety of staff. During lunchtimes, when communication between staff is not easily possible when pupils are in the playground and/or field, the use of walkie-talkies is supplied. These walkie-talkies are also used to maintain communication between staff when pupils are taken off-site on educational trips (see *Transportation of Children policy*).

Should staff require access to the building after school hours, an electronic fob key is provided and details of these keyholders are recorded in a security log. When the staff members leave the school, to continue in another post, they are asked to return all copies of the keys as recorded in the log.

Any new member of staff who requires access to the school after hours will be given an induction to the use of the keys and the alarm. They will also be asked to sign in the log to confirm the keys they are holding are kept in a secure location and must agree to keep any codes, such as the pass code for the Elliot buildings, confidential.

3.4 Visitors and Enquiries

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Visitors must request access to the school through the main pedestrian entrance gate (via an intercom system) and will only be admitted when a security check has been made by the administrator/Pre-school staff. No member of staff should admit an unknown person, unless proof of identity has been obtained (see *Visitors, Parents and Enquiries policy*).

On arrival in reception, visitors will be required to complete the log book by giving details of their name, purpose of visit, car registration number and time of arrival. They will be required to wear a visitors' badge and children are encouraged to notify staff if they see any unknown visitor not wearing one. Staff should verify the particulars of any unknown visitor, accompanied by another member of staff. At no time should they put themselves at risk by challenging the unknown visitor on their own. Visitors are also required to return badges and sign out of the log book prior to leaving the site.

Any parent, carer or other adult who is known to the administrator or member of staff on duty, who has arrived to collect a child during the school day will be asked to sign the child out and give reasons for collecting the child. This will be recorded in the class register, which is kept in the office. Where the adult is not the child's own parent or carer, authority from such parent / carer will be required before the child is released.

In the event of a fire alarm being sounded, the administrator or member of staff on duty in the office will ensure that the visitors' book is collected along with the registers and any visitor is checked to ensure he/she has vacated the building, at the assembly area, in the playground.

3.5 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. If a member of staff wishes to borrow a piece of equipment, (a laptop, for example) full details must be recorded in the logbook which is kept in the Headteacher's Office. If the item is dropped or damaged whilst it is in the possession of the member of staff, details of the accident must be noted in the book and the headteacher informed. If the item is insured for use off premises then the school can reclaim part of these costs. If the item is not insured, then the member of staff should be notified of this fact before it is borrowed and repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

3.6 Safeguarding

All new staff are security checked and until this has been ensured are not allowed to be in contact with pupils in an unsupervised capacity. Parents and volunteers who regularly support the teaching of the children in the school are also asked to complete the necessary security checks (see *Volunteers in School policy*).

3.7 Lone Working

The school security systems in place help to reduce any increased risk that staff may face due to lone working arrangements. For further guidance, see the *Lone Working policy*.

Related policies

Aspects of this policy are covered in the following related school policies, all of which are available to view on the school website or by request from the school office:-

- Safeguarding and Child Protection policy
- Transportation of children policy
- Health & Safety policy
- Lone working policy
- Visitors and Enquiries policy
- Volunteers in School policy