



Frosterley Primary School
Security Policy and Procedures
October 2019

1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Frosterley 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 children and staff.

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 monitor the performance of the school security measures. This will be achieved –
 - By the health & safety governor monitoring performance on their special interest visits
 - Via the head teachers 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.

2.2 Head Teacher

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.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3 Staff

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

Security issue	Name	Specific Duties
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Agreeing and reviewing the school security policy	Personnel committee	<ul style="list-style-type: none"> • Agree policy • Review every 12 months
Day to day implementation and management of policy.	Head Teacher	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates 12-1pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office Manager	Sign in book and visitor stickers
Control of contractors	Office Manager	Signing in and out
Security of money etc	Office Manager	Bank money with Loomis as agreed with county.
Security risk Assessment	Head Teacher	Review annually and inform govs of findings to use as part of policy review

2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children 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.

3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

3.2 **Controlled access and egress during the school day**

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, 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. Frosterley School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The school has access via main entrance door, this cannot be opened from the outside and leads to the reception desk. Only authorised visitors allowed access via intercom on wall outside.
- Demountable doors can only be opened from the inside. From the outside only staff can access demountables using the keys provided. Only staff have access via the car park door, using their keys.
- Pupil Entrance; access through the play yard gate, which is locked during teaching hours, the teaching staff greet parents before hand over of pupils. Any pupils left are then brought back into the school.
- Early years exit: also a fire exit therefore is operable only from the inside unless by key, opens to enclosed early years play area.
- Hall door: fire exit for the ICT suit: is operable only from the inside unless by key, opens to enclosed early years play area.
- Kitchen: double vestibule doors, caretaker and kitchen staff having access to these.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Rear playground – fenced in on all sides by 6ft fence. Higher stone wall on the road side. Timber lockable gate.
- Early Years yards – fenced with timber fencing and shrubbery: to fields.
- School Field – high wire fencing, trees, stone walls, timber fencing: to fields.
- School car park: gated.
- School drive: high double metal gate closed during teaching hours.

The following areas are accessible by the public **ONLY THROUGH THE MAIN GATE** but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- School field – access to school field for PE through the car park gate– always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Lunchtime – children use playtrail on the school field. Always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Playground only before registration, as pupils come to the pupil entrance, and are greeted by a member of staff –This area is only used under staff supervision at break and lunch, staff will challenge visitors.
- Drive way- the playground is locked during teaching hours and therefore visitors to the School must report to the main reception door

3.3 Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an EYFS pupil opening the gate to exit this area without adult supervision.

3.4 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:

- All visitors report to the reception desk on arrival.
- All visitors are signed in and a visitor's sticker is worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk 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.

3.5 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

- Playground – the access to the main reception is through playground. Children are always supervised in this area and visitors challenged. As communication is not easily possible whilst on the playground, "Buddys" will run to get another member of staff, or staff use phones to contact other staff.

Times of the day when supervision is part of our safeguarding procedures –

- Start of school day – as all the gate is open to allow access this area is supervised 8.30am to 9.00am by breakfast club supervisor and caretaker. Parents have been informed of these arrangements and that teacher supervision does not start till 8.45am. Only pupils booked into Breakfast Club are allowed in the school building at this time.
- Lunchtime – supervisors accompany the pupils at all times.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – Parent/ Carers accompany their children to the playground gate to be dropped off under the watch of a member of staff. Breakfast Club children are brought into the building, where the supervisor can take any messages from the parents and take club monies and hand over receipts.
- Collection procedures – Teachers accompany pupils to the playground gate and hand over directly to the designated adult collecting the child. Any pupils left at the end of this procedure are brought back into the school hall. Children whose Parents have previously called into school to say that they will be late, accompany the other children in the hall. Left children's parents are contacted by admin staff.

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that 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.

Music lessons, every Tuesday on the School Hall. Mrs Miller, students and her parents, they all sign in and out of the premises

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been CRB checked as they should not have unsupervised access to children. When the contractors have been contacted, CRB numbers are emailed to the school and added to the CRB file. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- 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.
- If possible workers will be on site during times when the pupils are on holiday.

3.8 Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – Unlocked by the caretaker at 6.30am and locked again at 6pm. They remain locked all night and at weekend.

Main gate – The main gate is closed 12.00am to 1.00pm.

Main Building –carpark and reception entrances are accessible only by staff key or by electronic buzzer activated by the receptionist. Pupil doors only open to the restricted playgrounds

3.11 Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.12 Valuable equipment

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. Wherever possible valuable items will also not be left where visible from outside. Window blinds are closed to stop views of the classrooms after the end of the teaching day.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.14 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal after a lost property amnesty.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet or the fridge where necessary in the staff room.

Arrangements for the administration of medicines are detailed in the medication in school policy. Forms available from the Head Teacher

4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Caretaker. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Frosterley Governors.

Governors will monitor performance via the Head Teachers termly report to governors, and when visiting school.

This policy will be reviewed annually by Frosterley Governors.

Signed – Judith Bainbridge (Chair of Governors)	Signed – Mrs Clare Carr (Head Teacher)
Date – October 2019	Date –October 2019
Review completed by – Sofia Gurbillon	Review Completed by -
Date – October 2019	Date -