



# Site Security Policy

## Swaffham Prior C of E Primary School



At Swaffham Prior we want all children to learn within a safe, and peaceful community. Through broad and balanced experiences, we inspire wonder, encourage perseverance and individual growth. Our Christian values underpin our peaceful school where we work in partnership with families to nurture the whole child and instil compassion towards others providing a basis for a hopeful future.

**September 2019**



### 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 & DEMATs 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 body.
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 body 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 in the locality

##### 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

Swaffham Prior C of E Primary School is on a single site.

The main entrance from Station Road provides pedestrian access and vehicle access to the car park is also on Station Road.

Remote controlled, locked 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.

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, governors, contractors and volunteer 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, the fire alarm is linked to a control centre.
2. Security lights are activated if the premises are occupied after dark.
3. Class teachers secure their classrooms by closing all windows and ensuring that their equipment is switched off when they leave.
4. The last key holder to leave the premises is responsible for securing the building and grounds if they leave after the cleaning contractor.

#### Alarm Call-Outs

Senior Leadership staff who are key holders will attend the building in the event of alarm activation. If the police have been called they should wait in the car park until they 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 children are supervised in the school hall or reception area until they are collected in the afternoon. All gates are locked at 8.50 a.m. until 3.00 p.m. each day.

#### 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 body 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 body. 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 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.

#### Cleaning Contractor

It is the responsibility of the cleaning contractor 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 shutters are down
- The doors are locked and secure
- The security alarm is set
- All gates are shut

#### Head teacher

It is the responsibility of the head teacher to ensure the performance of the above functions in the absence of the Cleaning Contractor. In addition, the Head teacher 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 any 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 8:35 am unless they are attending a supervised activity or have permission to be in school before this time. The school hall doors are opened at 8.45a.m. and class teachers will lead their class to their class room.

If children arrive after this time they should use the main door and report to the school office.

### Supervision on School Grounds

1. During the school day all children are supervised when in the playground. This is by teachers and Teaching assistants at morning and afternoon break and by midday supervisors 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 3.00 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 3.05 p.m., the adult who should be collecting a child has not arrived, the child will be taken 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 reception area until an adult arrives to collect them. Parents must inform the school by telephoning the school office or by informing the teacher 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. If pupils are outside, it might be necessary for the Evacuation 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 head teacher 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 Head teacher who may need to seek advice from DEMAT. If required, an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. The Police 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 head teacher 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 body. 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.

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. The IT technician will take fortnightly backups of the server, one to be kept in the school safe, and another securely off site.
3. The new GDPR law is in operation and will be enforced.
4. The school makes every child aware and regularly reminds them about e-safety.

### Emergency Invacuation Procedure –See Invacuation Policy and Procedures

Documents to be read in conjunction:

Health and Safety Policy  
Risk Assessments

Signed .....Date ..... (Chair of Governors)

Signed .....Date ..... (Head teacher)