



## **Rowhams St John's CE Primary School**

### **SECURITY POLICY**

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

#### **ROLES AND RESPONSIBILITIES**

The responsibility for school security is shared between the LA, Governing Body and Headteacher.

##### **Role of the LA**

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

##### **Role of the Governing Body**

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At Rowhams St John's CE Primary School the Resources Committee of the Governing Body will monitor the policy on a termly basis. Any key issues that arise will be reported to the Full Governing Body.

##### **Role of the Headteacher**

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities
- staff training needs are kept under review and training arranged as necessary
- parents are informed of the Security Policy and encouraged to support it
- half-termly risk assessments are carried out by the Deputy Headteacher and Caretaker
- in addition routine security checks are carried out on an on-going basis by the Caretaker
- where necessary, expert advice will be sought to determine security risks and precautions required to deal with them
- termly reports are made to the Resources Committee and, if necessary, to the LA
- all crimes are reported to the Police.

### **GUIDELINES FOR SCHOOL SECURITY**

#### **Staff**

- must ensure school gates are kept closed between 8.00am and 3.30pm
- are the only people to know the combination of the inner door lock
- contact the Office or Headteacher in an emergency
- make sure the Office knows if a member of staff is having a meeting with parents
- must challenge any visitors who is not wearing a visitor's badge and escort them to the Office
- must report any security short comings to the senior leadership team

- must make sure that their classroom is secure (windows and external doors closed and equipment switched off, laptop put away) before leaving the premises

### Visitors

- must ensure school gates are closed behind them
- all visitors, including contractors, to come to main entrance, report to Office, sign in the visitor's book and wear a visitor's badge
- all parents must report to the office and sign in if they are coming in for a meeting or to help in a classroom
- all other services (contractors, professional agencies, ICT Engineers, etc) working in the school must sign in at the Office
- contractors working in the kitchen must enter school through the main entrance and report to the Office first, sign in and wear a visitor's badge
- parents to be reminded of security strategies as necessary through the newsletter
- be encouraged to report any short comings to the office/headteacher
- any acts of violence or aggression will be reported to the police
- authorised visitors will be given appropriate information on health and safety procedures such as parking, fire safety and first aid for their own safety

All staff must ensure that the people trying to gain entry to the school should enter via the **Office**. They should not gain entry through any other doors.

### Security Hardware

- push button combination locks operate the inner entrance to school
- all external doors must be kept closed. (Doors can be opened internally but not externally);
- all rooms containing equipment that may pose a risk to be kept locked – Cleaner's cupboards and school kitchen
- an effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by Kestrel Guards
- security lights are on whilst the school is occupied after dark and some are activated by movement sensors
- a separate list with the names of the key holders who are responsible for the security of the building is retained by the caretaker

### School grounds

- all school gates (other than main front gates) to be kept locked at all times –unlocked just before home time
- children must not play in areas known to be out of bounds – behind school sheds, in woodland(unless under supervision of staff and by the boundary fence of Horns Drove
- Kestrel Guards monitor the school each evening. The school has close links with the local police and community police officer who will patrol the site on request.
- The school operates a CCTV system (see separate policy)
- Boundary fencing checked by caretaker on a weekly basis

### Security of Equipment

- all expensive, portable equipment to be marked as belonging to the School
- all valuable and recognisable equipment to be photographed
- staff to be responsible for returning laptops/lpads to the laptop/lpad trolleys and no laptops/lpads to be left out at the end of the day
- staff to "sign out" equipment which is taken home, e.g. lap-tops, lpads, digital cameras
- staff to ensure laptop trolleys/lpad trolleys are locked at all times and after each use
- internal classroom doors locked at the end of the day
- blinds to be closed at the end of the day

### Parents' evenings

- all CD players, cameras and personal belongings to be locked away
- all laptop/Ipad trolleys locked
- all rooms not in use to be locked
- classroom doors left open during parent/teacher consultation

### Fundraising Events

- all rooms apart from those required to be locked;
- all CD players, cameras and personal belongings to be locked away
- laptop/IPad trolleys locked

### Cash Handling

- staff should avoid keeping cash on the premises whenever possible
- no money is kept in classrooms
- the safe should be used and kept locked; only the admin staff and headteacher know the safe's combination code
- staff should avoid handling cash in visible areas and not leave money unattended during its counting
- All cash is collected on a Friday afternoon by Keyline Security (HCC recommended) and then banked

### Locking and unlocking arrangements

During term-time, the site is unlocked at 6.45am by the caretaker. At weekends, the responsibility to unlock the site will be the key holder who wishes to use the building. Term-time daily locking of the building entry doors will be performed by the caretaker at 6.00pm. Should key holders wish to work later than this time, they then take responsibility for locking up and setting the alarm.

### Keys

All keys are kept in a locked key cupboard in the Office. Keys for cupboards that hold personal and confidential information are locked away separately. Only the Admin Officer, Admin Assistant and Headteacher can access these keys.

### Emergency Call outs

If a key holder is contacted as a "Person present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

### **Monitoring of strategies**

- informally through verbal reports from staff and visitors;
- formally through weekly Premises meetings, termly Resources Committees and Full Governing Body meetings.
- A security risk assessment will be completed and reviewed annually (earlier if deemed necessary). The findings will be used to review the security policy and shared with staff and governors. This risk assessment will be completed by the Headteacher and Administration Officer

**All staff to take shared responsibility to ensure the security strategies are implemented.**

**Date policy adopted: November 2016**

**Approved by Resources Committee**