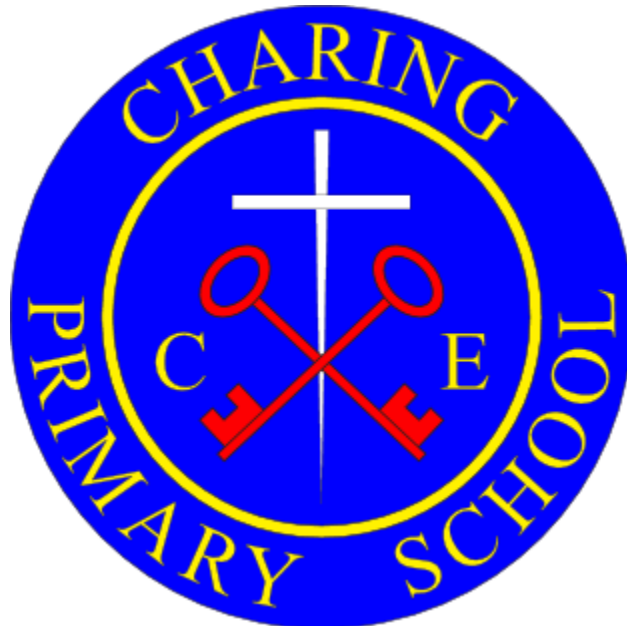*...those who hope in the LORD will renew their strength.*

They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint.' Isaiah 40:31

connect | nurture | aspire | learn | excel | hope

Charing Church of England Primary School

School Security Policy

Document Information	Date/source of Policy	Responsibility
Date of review	Sept 2019	SBM
Date of new review	Sept 2020	SBM
Source of policy		
Date of Adoption	Sept 2016	

Our Vision - *As an inclusive community built on friendship and love, Christian values inspire us through faith in God and hope for the future. Everyone is empowered to recognise their God-given potential and to become lifelong learners. We work together to ensure we achieve our aspirations and encourage independence.*

Love Friendship Kindness Truth Hope

Security Policy and Procedures

1.   Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Charing CP 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 delegate and ensure that the Site Management Team and school business manager 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
Agreeing and reviewing the school security policy	Head Teacher/Health and safety governor / Site Management Team	• Agree policy • Review every year
Day to day implementation and management of policy.	SBM /Site Management Team	• Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Site Management Team/Office Team	Open and close gates/school as laid down by school policy.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Management Team	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office Team	Issue badges and implement signing in/out.
Control of contractors	Site Management Team/Business Manager	Make aware that Asbestos pack must be read and signed before any works commence.

Security of money etc	Office Team	
Security risk Assessment	Site Management Team / SBM	Review yearly and inform governors 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.

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. Charing CP Primary 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 –

- Main school building – the main Reception has access control. Signage directs all visitors to this entrance. Unauthorised visitors will be challenged by staff.
  All contractors must read and sign the asbestos information pack located at the main entrance before commencing works within the school.

Grounds

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

- Part of the school grounds are enclosed by a steel security fence. Site Management Team checks all fences every day and a log is kept.
- Gates are manned by staff at the start of each school day.

3.3 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.

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 to site will be asked for a current DBS and photo ID.
- All visitors must report to the reception on arrival and sign in.
- All visitors with a DBS that has been shared with the school staff will be given a green lanyard.
- All visitors without a DBS will be given a red lanyard and will be accompanied at all times by a member of staff.
- Any person on site without a badge will be challenged and escorted 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.
- 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 –

- Outside area– Children are always supervised in this area and visitors challenged.

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

08:40 AM GATE OPENED TO ALLOW CHILDREN ONLY ONTO SITE FOR THE START OF THE SCHOOL DAY.

3:10 PM EY AND KS1 GATE UNLOCKED FOR PARENTS TO COLLECT CHILDREN.
3.15 PM KS2 CHILDREN RELEASED THROUGH GATE

3:30 PM GATES LOCKED FOR SITE SECURITY

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.

Hall lettings are outside of normal school hours and candidates are required to provide information regarding usage to the business manager.

3.7   Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. 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.

3.8   Asbestos docu-box

As Asbestos is present on site it is imperative that contractors follow the correct procedures prior to commencing any works in the building. All information regarding asbestos is available from the box at the main reception.

3.9   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.

When all pupils have left site gates to closed and secured.

Car park gate shall remain open for hall lettings as and when required.

By 6pm - Whole site made secure by either the Site team or other authorised key holders when appropriate.

3.11   CCTV

There is currently no CCTV system.

3.12   Cash Handling

We are aiming to be a cashless school during 2019/20. We currently accept cash which is receipted by the Office Team and is held securely until a member of the Central trust staff collect it for banking

3.13   Valuable equipment

All items above the value of £100 easily transportable will be recorded on the school asset register.

Items of valuable portable equipment will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible, valuable items will also not be left where visible from outside.

All items of value are locked and secured overnight.

Items that are required to be taken off site must be signed for in the folder located in the main office.

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 bringing to school any valuable personal property.

Lost property should be handed to the Office to be collected.

3.15   **Medicines**

In line with new regulations, Charing CP Primary School has updated its medicine policy.

4.   <u>**Risk Assessment**</u>

A security risk assessment will be completed annually by the Site Management Team and approved by the Head Teacher. The findings will be used in the review of this security policy.

5.   <u>**Monitoring and Review**</u>

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

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