



This policy belongs to

Tibberton CE Primary School

Part of the Tibberton CE Primary School and St Lawrence Primary School Federation

Site Security

Revised: Autumn Term 2021

Consultation with Staff & Governors

and adoption of policy: Autumn Term 2021

Review Date: Autumn Term 2022

At Tibberton C E Primary School, we strive to create and maintain a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both children and staff should feel that their working environment is a safe place in which to work but it is important that visitors continue to feel welcomed.

Our aims are:

1. To help make the 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 & Government guidelines and the advice of the LA.
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 on an annual basis or more often if events dictate.

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. Identified 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.

Health & Safety is the subject of a separate policy document.

Fire procedures are laid out in the *Fire Risk Assessment and Action Plan*.

The *Emergency Plan* is a separate planning and action document.

Roles and Responsibilities

All staff should:

1. Support the head teacher in implementing this policy.
2. Report any shortcomings, to management.

The Headteacher/Head of School will:

1. Implement the security policy and any action plan approved by the Governors.
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. lone working).
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.

The Governing Body will:

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 and Visitors will be:

1. Expected to respect the measures taken by the school to improve and ensure security.
2. Encouraged to report ideas and problems to the staff or Governors or both.

Active Security Measures - Physical Measures

Tibberton C E Primary School is mostly on a single site with access to an adjacent demountable building and classroom. There are two main entrances to the main school which are referred to as:

1. The Main Front Entrance, which gives pedestrian access from the car park and footpath, used mainly by visitors and parents and;
2. The Rear Pupil Entrance, which gives pedestrian access to and from the playground area, used mainly by pupils.

Plus-

3. The separate entrance to the demountable classroom building, currently housing the NIC & Tim Childcare Service is secured by key code.

The school has a 150cm fence around the playground, school building, OIC demountable building, and demountable play areas.

The school uses the following physical security measures:

1. Sign-posted entry to ensure all visitors report to reception.
2. All visitors are required to sign in and out with reception and wear yellow identification badges which outline Fire, Child Protection and Health & Safety issues. Information relating to Child Protection procedures and duties are displayed on the signing in book and there is a leaflet for visitors to take away.
3. Blue Identification badges are worn by all staff.
4. All door and window locks comply with LA standards and are reviewed regularly.
5. The Main Front Entrance Doors leading into the school and offices from the reception area have keypad-controlled access. Other external doors have locks and no handles on the outside. No member of staff should admit an unknown person unless proof of identity has been obtained.
6. Outside normal hours the school has an electronic security alarm activated.

Security of the Building

An effective intruder alarm is in operation. This is always set when the school is not in use which is monitored by Securitywise.

SchoolWatch patrols during the evenings, at weekends and during school holidays. Security lights are on whilst the premises is occupied after dark.

Appendix 1 lists the key holders who are responsible for the security of the building. It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and

equipment switched off before leaving the premises. The last key holder to leave the premises is responsible for securing the building if they leave after the Caretaker.

Alarm Call-Outs

If a key holder is contacted as a result of an alert, they will wait in the outside car park until Securitywise arrive.

Car Parking and Vehicle Movement

Only taxis, school bus for Sambrook, named childminders who collect a number of children and anyone requiring the use of the disabled spaces (following discussion with the Headteacher/Head of School) are allowed to enter or leave the main car park when pupils are arriving at the beginning or end of the school day. Parking is provided for staff and there is limited parking for visitors. There is no parking on the school car park for families. Parents and carers are asked to follow the 'Safe Route To School': parking away from the school and walking on the dinosaur footprint trail to and from school. The children are supervised from the bus in the morning and to the bus in the afternoon.

Nic & Tim Childcare and the Nursey.

Parents and carers are able to park on the carpark when dropping off and collecting children attending Nic & Tim Childcare if they are before 8:30am and after 4:30pm. Parents and carers accessing Nursery pick up and drop off can park on the carpark after 9am and before 3pm.

The playground gates are locked from 9:00am until 3.15pm each day. These gates are then locked as soon as possible after 3.45 p.m.

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, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

1. All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure and Barring Service (DBS) on criminal records for any offence (Enhanced DBS check)
2. A single central register of security incidents will be maintained by the Headteacher/Head of School and held in the office.
3. All regular parent helpers are checked with the DBS before working unsupervised with children.
4. Visitors at the school are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

Caretaker

It is the responsibility of the caretaker to check daily that:-

- All locks and catches are in working order
- The security system is working properly, including checking alarm points', and before leaving the premises, to check:-

All the windows are closed.

The doors are locked and secure.

The security alarm is set.

All gates are shut and locked.

Headteacher/Head of School

It is the responsibility of the Head teacher/Head of School to ensure the performance of the above functions in the absence of the Caretaker.

In addition, the Head teacher/Head of School or in their absence, a member of the Leadership Team, is responsible for the security of the premises during the school day.

Lone Working

Please refer to the Risk Assessment for lone working and read the section in the T&W H&S Manual.

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 onsite at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any teacher, admin staff or teaching assistant 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 heights on a ladder or steps.
- Do not do 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 8:45 am.

The school gates and doors are opened at 8.45 a.m. Pupils should enter school through their respective classrooms entrances where they will be supervised by members of staff.

Class 1 & 2 – wooden gate onto the playground

Class 3 & 4 – red gates adjacent to their classroom

Class 5 – wooden gate at the front of school, by the bike shelter

Pupils are supervised on entry to the school premises at the gate and rear door. Parents and carers drop-off and pick-up their children from outside of the school gates. Parents are not allowed to access the school without permission from the supervising member of staff.

All children who arrive after 9:00 am, when the playground gates are closed, must report to the School Office.

Any children arriving by taxi will be escorted into the school by the taxi driver. He/she will ensure that the children are safely on the playground and alert a member of staff supervising the children, before leaving.

Children using the School Bus will be released onto the path to the playground by the bus driver, and met by the supervising staff.

Supervision on School Grounds

1) During the school day all children are supervised when in the playground. This is by teachers and support staff at morning break and by mid-day supervisors at lunchtime.

2) There should always be two people out with a class during games or outdoor PE.

Leaving School at the End of the Day

The playground gates are opened at 3.15 pm.

All Early Years and Key Stage 1 children are collected from the gate leading onto the school field with the Class teacher/ support staff allowing them to leave through the gate once the correct person has been identified.

Yr 3- Yr 6 children leave through their respective gates and are either:

-collected by a known adult,

-or if permission has been granted by the family, can leave the school and walk/ cycle home by themselves.

-or walk around to the front of the school to meet with a known adult.

The rear entrance of the school is monitored by a member of staff at 3:15pm.

If the person collecting the pupil is not there, the children are brought back into school and a member of staff will make the necessary phone calls.

Children who are transported by bus are taken to the bus by a member of staff.

Leaving School during the Day

No child is allowed out of school during the day for an appointment unless previous permission has been granted and the parent supplies a note explaining the absence, and a known adult arrives to collect them from the school office.

Incidents or Threats

Trespass and Nuisance

In the first instance, members of the 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 Emergency Plan 'Coming In procedure' to be followed.

However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, 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 yourself, the children or others.
3. Seek help as soon as possible
4. The general policy is:
 - a. The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
 - b. The head teacher/Head of School or other senior member of staff must be informed. This person will then decide what action to take in line with the agreed Emergency Plan. After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, LA, etc. will be informed and consulted as required.

Offensive Weapons

The head teacher/Head of School has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the head teacher/Head of School's decision will be considered by the governing body.

Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value "security marked" and all monies are stored in the safe or banked as soon as possible, such that large sums are not left on the school premises.

Valuables left on school premises are stored in a locked cabinet. Suitable locks are used on doors and windows.

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 and staff follow the school policy on mobile 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 other than staff.
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.

All the above issues are covered in the Preparing children for Life in modern Britain (PCLIMB/Personal Social and Health Education PSHE) curriculum guidelines and the STAR programme supported by the local police. The school takes advantage of any opportunity to heighten children's awareness.

Children will always 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.

If a member of staff wishes to borrow items of equipment full details must be recorded in the office. If an item is damaged whilst it is in the possession of a member of staff, repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

IT Data Security (GDPR)

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 via Telford & Wrekin IT service
2. Data is stored securely on the Telford & Wrekin Servers.
3. Staff do not use unencrypted memory sticks to carry school data and use the school email system for all school related information.
4. Staff do not take unnecessary school data home.
5. Staff are careful using shared computer work stations, and ensure all work is through the Telford & Wrekin IT system.

Cross References

Policies to be read in conjunction:

Behaviour and Discipline

Health and Safety

Risk Assessments

Appendix 1: Key Holders

- **Mr Tim Cartwright** - **Caretaker**
- **Miss Laura Mather** - **School Administrator**
- **Mrs Rebecca Nash** - **Executive Headteacher**
- **Mr Craig Battrick** - **Head of School**
- **Louise Gregory** - **Teacher/SLT**