

# DUNNINGTON CE PRIMARY SCHOOL



## SECURITY POLICY

<b>Date of Policy:</b>	March 2018
<b>Date of Review:</b>	March 2019
<b>Member(s) of staff responsible:</b>	Caroline Hancy
<b>Governor(s) responsible:</b>	Premises and Policy
<b>Signature of Chair of Governors:</b>	
<b>Date:</b>	



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## **Security Policy**

At Dunnington C of E Primary School, pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

### **Roles and responsibilities**

Overall school security is the responsibility of the governing body. The Head Teacher is responsible for implementing the security policy.

### **Governing Body**

The Governing Body of Dunnington C of E Primary School has drawn up and agreed the security policy with the school community. The Premises and Policy committee is responsible for Health & Safety, including school security. The school's Premises Committee meets once each half term to review safety, including security, and reports to the full Governing Body. The Premises Committee reviews the Security Policy annually.

### **Head Teacher**

The Head Teacher at Dunnington C of E Primary School is responsible for implementing the Security Policy. She should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher should ensure parents and pupils are fully informed of the security policy and encouraged to help.

There are regular risk assessments of security every half term and regular routine security checks, through workplace inspections. Advice is obtained from the Police on security matters, where necessary, and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the LA/other Advisory Body e.g. Diocesan Board of Education.

The Head Teacher is responsible for the security of the premises during the school day; in her absence a member of the senior leadership team will assume this responsibility, according to the leadership duty rota.



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## Security Policy

### Staff

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm;
- guard against assault;
- safeguard property;
- contact the Police/emergency services;
- implement the emergency procedures and critical incident plan.

New members of staff are informed of the school's security policy and of their responsibilities before taking up their post.

### Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

### Parents

The parents of pupils at Dunnington C of E Primary School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:-

- School Prospectus
- Pre-school Parent's Evening discussion
- School newsletter
- Individual letters.

### Police/Local Community

Dunnington C of E Primary School values co-operation from the local Police and community in assisting security arrangements for the school site and the surrounding area. The school communicates regularly with the local community support officer on security matters. Local residents are encouraged to report incidents directly to the Police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature.

The Police and local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.



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## **Security Policy**

### **Security Strategies**

#### **Control of access**

Dunnington C of E Primary School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

#### **School grounds**

Security fences bound the school grounds, and access to the car park at the front of school is limited to disabled access, staff, contractors and deliveries. All children enter the school grounds via the pedestrian school gate. During the school day, the pedestrian gates are locked, and visitors and late arrivals should then enter through the front car park and front entrance. Parents are not allowed to drive their cars into the school car park and are asked to wait in the parent waiting areas (KS1 playground and KS2 benched area) when collecting their children. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

#### **Access to the school building(s)**

To prevent unauthorised or unknown visitors entering school during the school day, access can only be gained through the main entrance which has an intercom release system. The office door is locked when the office is unoccupied. All visitors to the school should report to the main school office, which is clearly marked. In the first instance, the Administration staff will meet visitors; they will be asked to sign in and give the reason for their visit. All visitors are expected to wear a badge before they are allowed into the main part of the school.

The Administrator escorts visitors to the member of staff requested or they are asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

A fob entry system has been introduced to ensure that only authorised personnel have full access to the school building whilst it is open.

No visitor should be given unrestricted access to the school; this includes parents.

All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.



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If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the Police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

### Trespass

Dunnington C of E Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission will be deemed to be a trespasser; trespassers are asked to leave. If a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher of Dunnington C of E Primary School might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am withdrawing your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter can be sent from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five day period in which to make representation.

Formal notification is important, as their human rights are being affected. Extra information can be obtained from the LA Personnel Guidance.

The Police should be called immediately if there is an incident of an aggressive, abusive or violent nature that is causing concern.



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## **Security Policy**

### **Entering and leaving school**

All children enter and leave the school by their designated doors. The front door is to be used only if a child arrives after the pedestrian gates are locked. They should report (that they are late) to the office.

All parents are asked to wait outside the school building.

### **Supervision of school grounds**

Two members of staff are on duty each morning from 8.45, one in each playground, so that parents can leave their child in safety. Teachers collect their classes from the playground.

The Caretaker makes sure that the outside gates are closed securely by 9.05 am.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the MSA's at lunchtime.

### **Leaving school at the end of the day**

At the end of the school day, the children leave by their designated door. Staff ensure that children in foundation stage and key stage one are handed over to the collecting adults.

In Key Stage 2, arrangements for collection from school are usually made between parents and children. Some children have parental permission to walk home alone. Others know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays outside the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Parents should inform the child's class teacher if 'special' collection arrangements need to be put into place for their child.

### **Leaving school during the day**

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

### **Security of personal property**

Children should not bring anything of value to school. Individual members of staff are responsible for their own property and are provided with lockers for valuables.



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## **Security Policy**

### **Security of equipment and cash**

Main items of school equipment, for example computers, TVs, videos, are security marked and accounted for on the school inventory. Any cash on the premises is kept in a secure cabinet. Money is usually banked weekly, as a minimum.

### **Security of building and designated key holders**

***School opening times during term time are 7:10am-6:00pm, Monday to Friday.***

An effective intruder alarm is in operation. This is always set when the school is empty and is monitored by Mayfair security. Mayfair also provide the school with an 'out of hours' key holding service and will attend site should the security alarm be activated. Security lighting has been installed around the outside of the building.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off and stored, before leaving the premises.

The Head Teacher, School Administrator, Cleaning Supervisor, Caretaker and Sewell Facilities Management are designated key holders and are responsible for the securing of the building.

### **Caretaker**

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the security system is working properly.

Whilst opening the premises each morning, the Caretaker has a duty to ensure that all doors are unlocked (including fire doors with fitted bolts) and that all gates are unlocked.

The Caretaker is responsible for unlocking the building at 7:10am Monday- Friday during term time.

By 9.05 am, the Caretaker has a duty to ensure that all pupil access gates are locked.

The caretaker leaves the school site at 9.05 am Monday- Friday during term time.

The caretaker is responsible for unlocking the pupil access gates at 3:10pm for parents to collect their children. The caretaker is responsible for locking and unlocking the main car park gates to restrict vehicular access on the school site at the beginning and the end of the school day.

The pedestrian gate at the front entrance to school will remain open at all times to allow community access to the defibrillator. All other gates to school will be locked and secure.



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## **Security Policy**

### **Cleaning Supervisor**

Before leaving the premises each evening, the Cleaning Supervisor has a duty to ensure that all the windows are closed, that the doors are locked and bolted where appropriate, that the security alarm is set and that all gates are locked, excluding the pedestrian gate to the front of school. In the absence of the cleaning supervisor, this responsibility will be delegated to a member of the cleaning team.

### **Contractors in school**

When contractors are working in Dunnington C of E Primary School, the following precautions should be taken:

The Head Teacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Head Teacher/School Business manager/Caretaker/School Administrator should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

### **Access outside school hours and lone working**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings, at weekends and in the holidays. Access out of normal hours can only be obtained through prior arrangement with a designated key holder.

Dunnington C of E Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. Occasionally, this may be unavoidable for designated key holders. In such cases, all the doors should be locked prior to lone working and the staff member should carry a mobile phone with them, at all times. Line managers should always be notified in advance of lone working and should be contacted by telephone (not text) as soon as the key holder has secured and left the premises. The headteacher will always make arrangements to notify another key holder.



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## **Security Policy**

### **Fire Alarm Systems**

At Dunnington C of E Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:-

Fire alarm systems are in place throughout the school and tested regularly. The fire alarm is also monitored by Mayfair security who will attend site should the alarm be activated 'out of hours'. They will also contact the fire brigade in the event of an 'out of hours' fire.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are in a locked store overnight, to prevent intruders using them to start fires or as a means of access to the roof.

### **Offensive Weapons**

It is a criminal offence to carry an offensive weapon onto the site.

If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the Police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, only the Police can carry out the search.

At Dunnington C of E Primary School, we will make every effort to ensure a parent or carer is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the Police are informed and they carry out the search and an appropriate investigation.

### **Bomb Threats**

Any warning Dunnington C of E Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.



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## **Security Policy**

### ***Incendiary Device***

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device. The immediate vicinity should be evacuated and the Police summoned.

### ***Postal Bomb***

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it.

Staff should evacuate the immediate area and raise the alarm before calling the emergency services.

If Dunnington C of E Primary School receives a bomb warning, the Head, Deputy and School Administrator have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure.

- Alert everyone in the school by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble at the assembly points where they will be instructed to move to the school field, well away from the school car park and buildings.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.
- If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- An overriding priority is the supervision of the pupils.
- Pupils should not return to the building, until the Police declare that it is safe.

### **Critical incident**

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the staff and Governors respond according to the guidance laid out in the Local Authority document 'Crisis Management Plan'.



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## **Security Policy**

### **Reporting incidents**

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year is distributed to the Governors.

### **Review of policy and procedures**

The Premises and Personnel Committee of the Governing Body reviews this policy annually and the procedures on an annual basis. A risk assessment is completed, based on LA/other advisory sources Guidelines on School Security.