



CLIFTON PRIMARY SCHOOL

Security in School

School Security Policy and Procedures

'Enjoy and Achieve Together'

Head Teacher L.M.Jones	Sign and Date	Jan 23
Author L.M.Jones and Pastoral team	Sign and Date	

Next Review Date	Jan 24
Committee Responsible	Governing Body
Document locations	Staff shared Drive – Policies

Change History

Version	Date	Change Description	Stored
1	May 2021	Change of staffing/classrooms	Staff shared / policies
2	Jan 23	Updated dates	Staff shared / policies
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1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Clifton 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 members of the school community.

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 Headteacher's Reports to Governors.
- All Governors observing its implementation when they visit the school.
- Governors periodically reviewing the school's security policy.

Governors will delegate the day to day implementation of the policy to the Headteacher and School Manager.

2.2 Headteacher

The Headteacher 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.

This responsibility will be delegated to the School Manager.

2.3 Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

2.4 Children

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	FGB	<ul style="list-style-type: none"> ○ Agree policy ○ Review every 12 months
Day to day implementation and management of policy.	Headteacher / School Manager	<ul style="list-style-type: none"> ○ Inform staff ○ Monitor performance ○ Review arrangements
Securing school entrance/exits as detailed in this policy	Premises Manager	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Premises Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue passes.
Control of contractors	School Manager/Premises Manager	
Security of money etc	Admin staff	
Security risk Assessment	Headteacher / School Manager	Review annually and inform govs of findings to use as part of policy review

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.

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 packs.

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 schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

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. Clifton school has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

During the day the main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside.

When a multi entrance school – before / after school day – staff will be present in every location to challenge unknown visitors

The school has close links with local police and the Community Police Officer. Police will patrol the school on request.

The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy – first day response.

The School operates an electronic signing in /signing out system for all parents and visitors /students who are late/ leaving early.

Caretaking staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.

Contractors comply fully with school procedures at all times.

Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

The following areas are in theory accessible by the public but the risk is controlled with our school's supervision arrangements (staff always on playground/field duty).

Any persons who are not wearing appropriate ID will be professionally and courteously challenged and how the school deals with visitors. The access arrangements for the grounds are –

3.5 Supervision of pupils

Locations where supervision is part of our safeguarding procedures –

Playground and fields – the access to the main reception is adjacent to the playground. Children are always supervised in this area and visitors professionally challenged..

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

Start of school day – as the grounds have open access. Staff are on duty in breakfast club from 7.45am. Playgrounds are monitored from 8.25am

Leadership team are on duty every morning until 9am

Leadership team and staff are on duty from 3.15pm

School gates are locked at (or soon after) 4.15pm

3.6 Cooperation with third parties, extended services and community groups

Clifton Owls use a reception classroom and the hall. Children are collected at the office.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been CRB/BBSchecked as therefore 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; LA staff to wear their own badges, visible at all times.

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. Will sign the asbestos register.

3.8 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

3.9 Physical security measures

The Governing Body will consider the need to use physical measures such as fencing and electronic access controls and CCTV 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

3.11 CCTV

The CCTV system is in operation in 4 places – main carpark, reception entrance and two play ground cameras.

The Governing Body will consider installing further CCTV systems where justified by consideration of the risk. Signage informs people of where CCTV is in operation.

3.12 Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.13 Valuable equipment

All items above the value of £50 will be recorded in the school electronic inventory.

Items of valuable portable equipment with a value above £250 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.

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 bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- safeguarding school property.

They should be told:

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- the cost of crime in school.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

Crime prevention – police/school liaison

Police/School liaison service where officers visit schools as required.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinets.

Arrangements for the administration of medicines are detailed in the medication in school policy.

4. Risk Assessment

A security risk assessment will be completed annually by the Headteacher/ School Manager; the findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

5. Monitoring and Review

The Headteacher 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 Headteacher's Report to Governors and when visiting school.

This policy will be reviewed annually by the School Manager. Signed – <i>Ms J. Elliott</i> (Chair of Governors) Date – Jan23	Signed – <i>L.M. Jones</i> (Headteacher) Date – Jan 23