



Security Policy

Policy Reviewed and Adopted by Governors:	September 2022
Date of Next Review:	Autumn Term 2023
Responsible Officer:	Headteacher



Evenwood C of E Primary School Security Policy



Vision

“Life in all its fullness”

Our vision guides us in all that we hope to be, enabling every part of our community to grow and develop. This means growing in body, mind and spirit in order to flourish and experience the joy and hope of, ‘life in all its fullness’ (John 10.10).

1. Policy statement

- The Local Advisory Board recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Evenwood CofE Primary School. The school’s security procedures will operate within the framework described in this policy.
- Where appropriate the Local Advisory Board will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Local Advisory Board will provide staff with enough resources, information and training to implement the security procedures.
- The Local Advisory Board 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. The Local Advisory Board

- The Local Advisory Board will ensure that the school has a security policy and that this has been implemented.
- Local Advisory Board 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 the Local Advisory Board
 - By all the Local Advisory Board observing its implementation when they visit the school.
- The Local Advisory Board will periodically review the school’s security policy.
- The Local Advisory Board will delegate the day to day implementation of the policy to the Head Teacher.

2.2 Head Teacher

The head teacher 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	The Local Advisory Board	<ul style="list-style-type: none"> • Agree policy • Review every 2 years
Day to day implementation and management of policy.	Head Teacher	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates 8:30am -9:15am and 3.00pm – 4:00pm (dependent on after school clubs)
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges/lanyards, check ID and DBS.
Control of contractors	Admin staff	Give sight of plans or studies pertaining to safety.
Security of money etc	Admin staff	Keep monies banked or locked in safe.
Security risk assessment	Head Teacher	Review annually and inform the Local Advisory Board 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.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's 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 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. Evenwood C of E 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 –

- Other than the children the main building has only single access entrance via reception desk. Only authorised visitors are allowed access after being met by the school secretary or other member of staff and a meeting has been agreed with the Headteacher.
- All doors cannot be opened from the outside.

Grounds

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

- School Building
- Playground areas
- EYFS outdoor area

3.3 Early Years Outside Areas

As pupils require access to the outside areas at all times the Local Advisory Board have ensured that a secure outside area has been provided that has a suitable perimeter fence. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

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 report to the reception desk on arrival.
- If visitors show their DBS and identification they will be issued with a visitors pass and a yellow lanyard. This is to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person who does not show their DBS or identification will be given a red lanyard and will have to be accompanied around the school by a member of staff at all times whilst on the premises.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- 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 –

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

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

- Start of school day – as all the gates are open to allow access this area is supervised from 8.30am – 8.35am and 8.45am to 8.55am. Children enter the school immediately. (Children who attend Breakfast Club will enter the school building via the main entrance and be supervised in the hall)
- Lunchtime – all parts of the school site without access control are supervised.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – children are dropped off in school at 8.00am at the earliest, in time for Breakfast Club. They are brought to the main entrance where they have access to the Breakfast Club, only. Parents must not enter the school building unless they have an appointment previously agreed with the Headteacher. Children are then supervised by Breakfast Club staff members until it is time to go to the classrooms at 8:30 am where they will be supervised by members of staff. Any child arriving after 8:55 am has to use the front entrance and is given access into the school building by the school secretary.
- Collection procedures – Raby Castle exit via the building via the door in their classroom. Barnard Castle class exit the building via the junior entrance and Durham Castle Class exit via the door in their classroom. Reception and Nursery children exit the building EYFS doors. No EYFS or KS1 child is permitted to leave the premises unless they are collected by an authorised adult.
- Non-collection - In the event that a child is not collected by an authorised adult at the end of a session, Evenwood CofE Primary School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child.

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.

Community use – community groups may from time to time use a room during the school day. In the event of an adult who is not DBS checked using the room, they are not allowed to move around the building unless escorted by someone else who has undergone a DBS check. Visitors in unauthorised locations will be challenged by staff.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked, therefore they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and a red lanyard 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 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

3.9 Physical security measures

The Local Advisory Board 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.

The vehicular gates at the entrance to the driveway are padlocked from 8.30am until 9.15am and are relocked at 3:00 pm until 3:30pm on an afternoon.
The gates at the entrance to the playgrounds are unlocked from 8.30am till 8.35am and then from

8:45am till 8:55 am. They are reopened at 3.10am for pupils to leave the site and locked at 3.20pm or when the last child leaves at hometime.

3.11 Cash Handling

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

3.12 Valuable equipment

All items above the value of £50 will be recorded in the school stock book. 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 bringing 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.

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 kept in a box, in the fridge (if required) in the staffroom. There is also a lockable medicine cabinet in the office. The key is available from office staff.

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 Head Teacher.

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

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Local Advisory Board and the Directors.

The Local Advisory Board will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by the Headteacher.