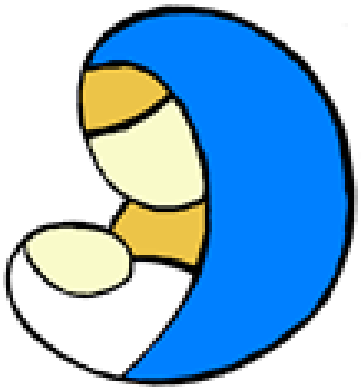
St. Mary's RC Primary School



Security Policy

Date approved by Governors: March 2016
Reviewed: October 2020
Reviewed: May 2022
Reviewed: May 2023
Reviewed September 2024
Date for Review: September 2025

This policy has been prepared after consultation with all staff and Governors. Parents have been informed of the contents of this policy. The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

1. Roles and Responsibilities

Overall school security is the responsibility of the employer. At St Mary's RC Primary School, this is the school governing body. The Head Teacher is responsible for implementing the security policy.

Governing Body

The Governing Body of St Mary's RC Primary School has drawn up and agreed the Security Policy with the school community.
The school's Personnel, Finance and Premises Committee meets once a term to review safety, including security, and reports to the full Governing Body.

Head Teacher

The Head Teacher at St Mary's RC Primary School is responsible for implementing the Security Policy. They will 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 older pupils are fully informed of the security policy and should be encouraged to help.
The school undertake an annual review of security risk assessments and undertake regular routine security checks. Advice is obtained from Bolton Local Authority on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body.
The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility.

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

Site Manager

The Site Manager is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

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. The pupils will be taught about personal safety and social responsibilities.

Pupils of Special Concern

The Head Teacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

Parents

The parents of pupils at St Mary's RC Primary School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus

- School newsletters
- Individual letters
- Procedures implemented by office staff including notices on entry

Police/Local Community
St Mary's RC 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 with the local neighbourhood community officers 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 should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.
Health and Safety Services, with assistance from the Police and the Local Authority will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

2. <u>Security Strategies</u>
Control of Access
St Mary's RC 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 fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, visitors, contractors, deliveries and those drivers holding a disabled badge. All children enter the school grounds via the perimeter pedestrian gates. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the front entrance, reporting directly to the administration office, signing-in and presenting credentials.
Parents are not allowed to drive their cars into the school car park. Parents are asked to wait outside in the playground when collecting their children and should not be encouraged to enter the school buildings before 3pm. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.
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. All legitimate visitors will have entered the building via the school office and will be given a daily visitors pass which will have the date written on it. 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, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure reception area with an access control system installed.
All office doors should be locked when not in use and all external doors closed at the end of break times.
All visitors to the school should report to the office, which is clearly signed. In the first instance, a member of staff will meet visitors; they will be asked to sign in and give the reason for their visit. Dated visitor passes will be issued. A member of staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.
All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school. No visitor is 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.
If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced or a visitor pass is not worn 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 administration area. A request to take a child out of school should normally be made in advance via the school office. Admin staff will inform the class teacher in advance.

Trespass

St Mary's RC 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 is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher 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 revoking (withdrawing) your permission to be on the school premises
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected.

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

Entering and Leaving School

All children enter and leave the school by their classroom doors. The front door is to be used only if a child arrives after 8.45am, when they should report to the office.

All parents are asked to wait outside the school building.

Supervision of School Grounds

Teaching staff are requested to be in their classrooms at 8.35am so that parents can leave their child in safety. The Site Manager makes sure that the outside doors and main gate are closed securely at an identified time, shortly after 8.50am.

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 Midday supervisors, Duty Senior Leaders and support staff at lunchtime.

If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas, or shared areas such as the ICT suite.

Leaving School at the End of the Day

At the end of the school day children leaving school are dismissed by a member of staff at the school exits. All of them know that, if the adult who should collect them has not arrived, they should come straight back to a member of staff 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 in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe. The school gates will be locked at 3.30pm or as soon as possible.

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. Appointment cards or letters need to be shown to the office staff for verification.

Educational Visits

Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits unless the activity is such that alternative clothing would be more suitable. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital. All educational visits will closely follow Covid-19 requirements and guidelines.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace.

Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in lockers/safe/locked cupboard.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked. Portable ICT equipment (e.g. laptops, digital cameras, iPad etc.) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed.

It is the responsibility of the site manager to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Site Manager is also responsible for locking the gates and setting the intruder alarm at the end of the day unless the Headteacher and/or the Deputy have stated they will set the alarm.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Chubb Security and Response Unit will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

The Head Teacher, the Deputy Head Teacher and Site Services Officer are designated key holders and are responsible for the security of the building.

Site Services Officer

It is the responsibility of the site manager to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored by Chubb.

Before leaving the premises, the site manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/shutters are closed that the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working in St Mary's RC Primary School, the following precautions should be taken:

The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company, for which they work, should be worn at all times.

Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. St Mary's RC 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. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and shutters should always be closed in the evening, but especially if staff are working late.

Fire

At St Mary's RC Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.

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 secured and are held away from the building.

Invacuation
If St Mary's RC Primary School has any concern about an outside threat e.g., smoke, gas, firearms, knives or hostile adults this would result in the whole school taking part in an Invacuation Procedure. This involves the school bell being sounded and all children and adults returning to their classrooms as quickly, quietly and as sensible as possible. Regular invacuation practices take place termly. These are documented and reported to Governors. Staff should be vigilant at all times and report anything suspicious to the Headteacher or Deputy Headteacher.

Bomb Threats
Any warning St Mary's RC Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed.
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.

Reporting Incidents
All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and Local Authority are notified.
A review of incidents over the year is distributed to the Governors.

Injury
Health and Safety Services must be informed of any serious injury caused to a pupil or member of staff.

Conclusion
It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Management Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary. This policy will be evaluated during the Summer Term of each academic year and governors and parents informed of any changes. New intake parents will be informed of the contents of the policy during parents meetings and via email. The pupils will be regularly reminded of the policy during school assemblies and in class time.