

GALLEYWOOD INFANT SCHOOL

SECURITY POLICY November 2010



AIMS

Galleywood Infant School is committed to providing a safe and secure environment for the children, staff and visitors. The school is supported by the governing body in its strategic role and by the headteacher in management duties to make and implement this policy.

Our school buildings were not designed with security in mind; particular challenges include our open site and long perimeter fence, multiple entrances, the shared driveway with St Michael's School and the isolated nature of the demountable classroom. In addition the building is used by a range of people for Extended Schools activities both during and after school hours.

ROLES AND RESPONSIBILITIES

School security is shared between the LA, Governing Body and Headteacher.

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

The Governing Body is responsible for agreeing the Security Policy and monitoring its implementation. The Resources Committee monitors the policy via termly reports. Any key issues that arise are taken to the Full Governing Body for discussion.

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities;
- Staff training needs are kept under review and training is provided as necessary;
- Parents are informed of the Security Policy and encouraged to support its implementation;
- Formal risk assessments are conducted by the Headteacher, Health and Safety Officer and Governor responsible for Health and Safety and updated termly;
- There are half-termly risk assessments conducted by the Headteacher and Site Manager; in addition routine security checks are carried out on an on-going basis by the Senior Leadership Team and the Site Manager;
- Termly reports are made to the Resources Committee of the Governing Body and, where necessary, the LA;
- Crimes are reported to the Police.

Site Manager is responsible for

- Making regular inspections of perimeter fencing and access routes.
- Repairs and maintenance to fencing; making HT and office staff aware of any security concerns;
- Daily locking and unlocking routines
- Proposals for upgrading security as necessary
- Keeping a log of incidents
- Briefing contractors on school site security arrangements/ procedures
- Logging in diary any contractors visiting St Michael's who may need access to field.

Office staff are responsible for

- Sign in/ sign out procedure
- Control of visitor passes
- Checking credentials of students and of contractors prior to employment
- Security of money
- Maintaining Single Central Record: List 99 and CRB checks for voluntary helpers.
- Security of children's and staff records; security of back up discs.
- The storage and administration of medicines
- Unlocking/ relocking the side gate at 1.10pm to allow access for parents of part time children and as required for school events such as Children's Challenge.

GUIDELINES FOR SCHOOL SECURITY

Security of Children and Staff

- Staff based in school have a fob which allows entry via the front door. Staff undertake to keep this tag secure and to ensure no one enters or leaves the school by "Tailgating" a member of staff.
- Key holders are the only staff to know the alarm code to enter the school;
- Staff to contact the School Office or senior staff in an emergency, via the red cards available in all areas of the school;
- Staff holding meetings with parents, inform a member of the Senior Leadership Team and hold these in their classrooms or the HT office;
- Staff and children sign out and back in when going off site during the school day;
- Children and adults are advised not to leave valuables in bags or drawers. Children are encouraged to be responsible for their belongings;
- The Headteacher or a senior teacher supervises the playground (silver birch tree area with sight of both entrance gates/ paths) from 8.50 - 9.05am to ensure that children do not leave the playground before going into their classroom at the beginning of the school day. Parents wishing to engage in discussion are asked to wait for a few minutes until most children are in. The site manager locks the gates once the children have gone into school at 9.00am.
- All children enter the school from the quiet area via the double doors into the hall.
- The class teacher or LSA greets children on arrival into the classroom and ensures that no children leave the classroom.
- At the end of the school day either the Headteacher or a senior teacher goes into the playground to check that all the children have been collected. If a child has not been collected at the end of the school day they are brought back into school to wait in the school to be collected and the office staff are notified of this; parents/carers are contacted if they are 15 minutes or more late;
- Children will not be released to anyone other than a parent or carer unless the request is received from the parent or carer. Alternative collection arrangements that have been given verbally, in writing or by phone are logged in a child's classroom. Any unexpected collection arrangements must be checked with parents/ carers before a child is allowed to leave the school.
- Children attending staff led clubs take all belongings to the designated room; a clubs register is taken and any missing children who have not been absent are followed up via a message to the office. Responsibility for dismissing the children safely lies with the adult

leading the club.

Children who are not collected at the end of extra-curricular activities are also brought back into school by the appropriate member of staff to await collection and the office staff are notified of this; parents/carers are contacted if they are more than 15 minutes late;

- Staff working in the demountable classroom will have a mobile phone;
- Any member of staff working 1-1 with a child outside the main building (playground, field, demountable) will have a mobile phone in case of an emergency;
- All new staff are security checked; until this has process been completed they are not allowed to be in contact with a child in an unsupervised capacity;
- Parents who regularly come into school to help are also required to complete a police check form.
- Medicines are stored in the office or in the staffroom fridge out of the reach of children. Administration of prescribed medicines only takes place with written parental permission.

Children Missing from Education and Deletions from roll

Please refer to our Pupil Attendance Policy for details of how we manage "Children missing from education and deletions from roll".

Children who go missing whilst at school

In the event of a child going missing from the school premises we will take the following steps:

- School staff search the buildings and the whole premises;
- If the child is not on the premises, school staff search the local vicinity maintaining contact with the school by mobile phone
- If the child is not found within 10 minutes the school phone the police and the parents/carers
- If the child is not found within a reasonable time and with guidance from the police and Essex County Council, the school will follow its Critical Incident Management Plan.

Children who go missing whilst on a school outing

Any risk assessment for a school visit will include control measures to keep children safe and supervised at all times- these may be specifically linked to the venue.

- Immediately it is noticed that a child is missing, staff will ensure that children stand with their designated adult and that a headcount is carried out to check that no other child is missing.
- The lead member of staff will search the immediate vicinity and notify the venue's security if they do not find the missing child straight away.
- The venue's security will contact the police or the lead member of staff will if the venue does not have its own security personnel.
- The lead member of staff will notify the child's parents/carers via school office.
- If the child is not found within a reasonable time and with guidance from the police and Essex County Council, the school would follow its Critical Incident Management Plan.

Lone working

- Where possible school staff will try to work on the school premises when other members of staff are present. Cleaners and contractors working during evenings/ weekends/ school holidays are covered by their company procedures and policies.
- If staff are working alone on the school premises they inform the HT or DHT by text/ phone call when entering the school premises to say how long they expect to be working. The communication will be acknowledged. A second text/ phone call will be made on exiting the building.
- If the HT/ DHT has not heard that the member of staff has exited the premises 30 mins after expected time they will make contact to make sure the member of staff is alright.
- Staff make sure that external doors are locked when they are working on school premises. Any windows should only be opened at the top, and be securely locked before leaving.
- See separate "Lone Working" risk assessment updated annually.

Visitors

- All visitors, including contractors come to the main office entrance, report to the Finance/ Admin Officer, sign the visitors' book and are given a visitors badge to wear.
- All visitors who are not known to the office staff will be asked for ID
- All visitors are collected from the entrance hall, having signed in. Visitors are not allowed to make their own way from reception to and from the arranged meeting point.
- Parent helpers follow the same procedure and will receive a "Parent" badge/ lanyard.
- Parents are reminded of our security strategies through newsletters and the school prospectus
- All staff should ensure that anyone trying to gain access to the building is directed to the front entrance

Unauthorised visitors

- Children are encouraged to notify the nearest member of staff if they see an unknown visitor not wearing a visitor's badge. Staff should immediately report this to the Headteacher/ DHT who will verify the details of an unknown visitor, accompanied by another member of staff.
- Staff are encouraged to challenge anyone on site who is not known to them, having first informed a colleague of their intention should assistance be required. Caution should be maintained- all staff need to be aware of their own vulnerability to a confrontational incident.

Hardware

- An electronic tag is required to access the main front door.
- A push button combination lock operates on the side entrances to the back of the school from the Quiet Area.
- All external classroom doors are kept closed and locked except to allow break and lunch time access; Foundation Stage doors are open to allow free flow but closed when there are no adults in the room.
- All rooms containing equipment that may pose a risk are kept locked - Site Manager's room, electrical cupboard, kiln room, boiler room, resources room.
- Anti-virus software has been installed on all computers and is updated regularly;

- The office computers are backed up on a daily basis; the back-up tapes are kept in the school safe and may be reused after 30 days.
- CCTV operated 24hrs via school office available in the event of an incident/ trespassers.

Cash handling

- All money coming into school must be sent promptly to the school office for recording and safekeeping;
- Money is collected weekly by Securitas to ensure that there is rarely more than £100 left in the school safe over a weekend period.
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Outside School

- School gates are locked from 6pm or when last letting ends during term time; in school holidays they are locked when the site manager leaves the premises in the evening; any staff who leave later have a responsibility to padlock the gate.
- School gates, except for single gate, to be kept locked during school hours;
- Children are not allowed in the car park - both children and parents are regularly reminded of this fact;
- There is plenty of adult supervision in the playground at break and lunch times; adults are aware of playground zones and position themselves to ensure full visibility at all times.
- All staff to inform the Headteacher/Senior Leadership Team/ School Office member of staff if they see or are made aware of visitors on the school grounds who are not wearing a visitors badge;
- Security lighting installed in the playground, car park and at the front entrance.

Security of Equipment

- All expensive, portable equipment is marked as belonging to the school and logged in the asset management register;
- The intruder alarm system to be in operation when the school is closed; this is set daily by the last member of staff to leave the school. Following an evening letting the site manager (or in his absence HT/DHT) sets the alarm as they lock the school;
- All alarms and CCTV are tested weekly by the site manager and serviced annually;
- Staff to be responsible for returning equipment to the appropriate area;
- Staff to "sign out" equipment which is taken home, e.g. lap-top, digital camera;
- If a borrowed item is dropped or damaged whilst it is in the possession of the member of staff, details of the accident must be noted in the book and the headteacher informed. If the item is insured for use off premises then the school can reclaim part of these costs. If the item is not insured, then the member of staff should be notified of this fact before it is borrowed and repairs will be the responsibility of the staff member;
- Security of children's and staff records is maintained through lockable filing cabinets; keys are kept in the school strong room overnight.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parent Consultations

- All personal belongings to be locked in the Headteacher's office;
- Office and Headteacher's office to be locked

- Staff to meet with parents in the hall

Fundraising Events

- All rooms apart from those being used to be locked;
- All personal belongings to be locked in the Headteacher's office;

Lettings

- Lettings outside school hours are limited to the hall and toilets. Offices remain locked.
- Users are informed of safety and security procedures in writing as part of the booking paperwork.

Monitoring of strategies

- Informally through verbal reports from staff and visitors;
- Formally through half-termly risk assessments updated by the Headteacher and Health and Safety Officer.
- Termly feedback from the children through their Class and School Council;
- Termly reports to the Resources Committee and Full Governing Body meetings following termly risk assessment;

All staff take shared responsibility to ensure that the security policy is implemented.

Signed by the Chair of Governors:

Date:

Review: Summer 2011

Appendix

Personnel:

Headteacher:	Sarah Manning
Deputy Headteacher:	Sue Read
Senior Leadership team:	Sarah Manning, Sue Read, Liz Curley
Health and Safety Officer:	Barry Foreman
Site Manager:	Barry Foreman
H&S Governor:	Bill Hamblin