

# Security Policy

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**Feb 2016**



## **SECURITY POLICY**

This 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 Courthouse Green School, this is the school governing body. The Head Teacher is responsible for implementing the security policy.

#### **Governing Body**

The Governing Body of Courthouse Green School has drawn up and agreed the Security Policy. The school's Health and Safety Committee meets once a term to review all aspects of safety and security and reports to the Governing Body.

#### **Head Teacher**

The Head Teacher at Courthouse Green 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 the school's Health and Safety Practitioner on security matters and all crimes are reported to the Police and Coventry Council. 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 Services Officer**

The SSO 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 Courthouse Green School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School prospectus
- School website
- School newsletter
- Individual letters

### **Police/Local Community**

Courthouse Green 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 PCSO's 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 Corporate Security Adviser will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

## **2. Security Strategies**

### **Control of Access**

Courthouse Green 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, minibus and taxis (Speech and Language base children) contractors, deliveries, and parents dropping off and collecting from Wraparound before 8.30 a.m and after 4.30 p.m. All children enter the school grounds via the perimeter pedestrian gates on Sewall Highway and Heddle Grove. There is a speed limit of 5 mph on the school drive and car park. We have a security barrier at the main entrance to the car park and a bell system that allows us to see who is there before we let them into the car park.

The main gates are closed to traffic between 8.30 a.m. and 9.00 a.m. and 3.00 p.m. to 3.30 p.m except mini-buses and taxis that transport children.

During the school day, the pedestrian gates on Heddle Grove and the gate by the Speech and Language unit are locked, during which time visitors and late arrivals should enter through the main front entrance, reporting directly to the administration office, signing-in and presenting credentials.

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. The school office or a senior member of staff should be alerted immediately and the police call if necessary.

### **Access to the School Building**

To prevent unauthorised or unknown visitors entering school, 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 doors should be locked when the room is not in use and all external doors locked from the inside by teaching staff at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. After checking their identification a member of the admin 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. If a visitor arrives with no identification they are asked to leave unless a member of staff has met with them before and can verify their identity.

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 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.

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 in writing on a form requesting leave of absence.

### **Trespass**

Courthouse Green 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 8.50 am, when they should report to the office.

### **Supervision of School Grounds**

Teaching staff are requested to be on the playground at 8.45 a.m. so that parents can leave their child in safety. The Site Services Officer makes sure that the gates are closed securely shortly after 9.00 a.m.

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 Lunchtime Supervisors 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.

### **Leaving School at the End of the Day**

At the end of the school day, the children leave by the classroom door. Where children are collected by their parents, they will be handed over by the teacher. After ten minutes, if a parent/carer hasn't arrived, the children are taken to the school office where the admin team will make contact to find out what the delay is. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe. Children up to Year 4 must be collected by an adult. If a Year 5 or Year 6 child's parents wish them to walk home alone they must complete a form available from the school office to give their permission.

### **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. If an unknown adult arrives to collect a child we will always contact the parents to verify the identification of that adult before we allow the child to leave site with them.

### **Educational Visits**

Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. 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.

### **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 a lockable cupboard/drawer/locker.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras, ipads, ipods) 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 and is collected weekly by a contractor. 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. We have a Service Level Agreement for the collection and transfer of cash to the bank.

### **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.

### **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. Emergency Services 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 and the Handyperson are designated key holders and are responsible for the security of the building.

### **Site Services Officer**

It is the responsibility of the site services officer 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 operation of the intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored by ESU.

It is the responsibility of the site services officer 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 SSO is also responsible for locking the gates and setting the intruder alarm at the end of the day.

### **Contractors in School**

When contractors are working in Courthouse Green School, the following precautions should be taken:

The school will provide all contractors with relevant information regarding the building, such as the fire and emergency plans, fire evacuation 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 along with a school visitor badge.

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. Where offered, CRB clearance from the contractors company will be seen.

### **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. Courthouse Green 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 (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. If the Hall were to be used to evening lettings (none accepted at present) the Site Services Officer or members of staff need to be in attendance as if is not possible to lock off certain areas of the new school building.

### **Fire**

At Courthouse Green 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. There is a sprinkler system installed.

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 in a locked bin store away from the building.

### **Bomb Threats**

Any warning Courthouse Green 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 LA are notified. A review of incidents over the year is distributed to the Governors.

### **Injury**

There is an accident reporting facility on-line (She-air) that reports directly to Health and Safety Services. If an incident needs to be reported to the HSE school will contact their Health and Safety practitioner by telephone in the first instance. The Health and Safety Practitioner, Foresight Health and Safety Services.

**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. The pupils will be regularly reminded of the policy during school assemblies.

**Wraparound**

Wraparound, our before and after school care follow this school policy.

Reviewed February 2012

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