Westlea Primary School

School Security Policy

Our whole school aim:

"At Westlea Primary School we learn together to achieve success for all, based on high expectations and equality of access for all. We nurture the growth of the whole child – academically, artistically, socially, emotionally, morally and physically – celebrating all achievements in a safe, caring, inclusive and creative environment. The whole team works together to bring learning 'alive' and extend pupil experiences
so that they are well prepared for the next steps in their education."

School Secruity and Procedures Policy

840/2043
Westlea Primary School

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Key Contacts

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Sue Morrison	Chair of governors	

Westlea Primary School Security Policy and Procedure

Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Westlea Primary 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 children and staff.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

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 head teachers reports to governors
- By all governors observing its implementation when they visit the school.

Governors will periodically review the school's security policy. Governors will delegate the day to day implementation of the policy to the Head Teacher.

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.

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	Personnel committee	Agree policy/Review every 12 months

Day to day implementation and management of policy	Head Teacher/School Business Manager	Inform staff/Monitor performance/Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates 8.45-9.15am and 2.50-3.30pm
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
Control of contractors	School Business Manager	
Security of money etc	Admin Staff	
Security risk Assessment	Head Teacher/School Business Manager	Review annually and inform govs of findings to use as part of policy review

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.

Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

Information & 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 inductions will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

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 shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, for example, when visiting the school or at handover times.

Controlled access & 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. Westlea Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when desiging, installing and maintaining physical controls.

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 –

The main building has only single access entrance via reception desk. Only authorised visitors allowed access.
All doors except main entrance cannot be opened from the outside.
Unauthorised visitors will be challenged by staff.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.
Rear playground – fenced in on all sides by 6ft fence.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.
The access arrangements for the grounds are –

- School field – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Lunchtime – children use school field that could be accessed by a person walking past the authorised entrance. Always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Playground – our main access route to the reception desk is via the playground. This area is only used under staff supervision at break and lunch and staff will challenge visitors.

Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision. Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

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.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- 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.

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 – the access to the main reception is through 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 8.30am to 8:45am. Parents have been informed of these arrangements and that supervision does not start till 8.30am.
Lunchtime – all parts of the school site without access control are supervised – see rota for details.

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

These are detailed in our Drop off /Collection procedures from School.

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.

Wrap around care – Has its own arrangements for safeguarding in its own activities (for example Disclosure and Barring Services (DBS) checks and securing its own equipment) but does mean that school is opened at 8.00am. Breakfast club/wrap around care supervise access to school via breakfast club entrance and wrap around care and know not to allow visitors into the rest of the school building.

Community use – community groups use sports block facilities during the school day. When inside the building access to rest of that block is restricted by electronic control needing access code. Whilst on the grounds the access routes to community facilities are clearly signposted. Community facilities users share the internal paths with pupils at breaktimes and could access the main yard. Fencing is impractical as this would prevent the movement of pupils around the site. These areas are supervised at breaks and lunchtime. Visitors in unauthorised locations will be challenged by staff.

Supervision of Contractors

Contractors and maintenance personnel will not always have been DBS checked as 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.
- 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.

Lone Workers

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

Physical security measures

The governing body 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. There 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.

Locking Arrangements

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.
Main gate – Unlocked by the caretaker at 7.45am and locked again at 6pm. They remain locked all night and at weekend.
Main gate – The main gate is closed 8.45am to 9.15am, 11:30 to 1pm and 3.00pm to 3.30pm.
Side pedestrian gate – Only unlocked by the caretaker 8.45am to 9.15am and 3.00pm to 3.30pm
Main Building –All entrances except main reception locked by caretaker at 9.00am and only unlocked at break and lunchtimes to allow access and egress to playgrounds.

CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

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.

Valuable Equipment

All items above the value of £25 will be recorded in the school stock book. 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.

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.

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 cabinet in staff room or disabled toilet. The key is available from Head Teacher/ Office. Arrangements for the administration of medicines are detailed in the medication in school policy.

Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/Business Manager. The findings will be used in the review of this security policy. The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Chair of Governors.
Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.
This policy will be reviewed annually.