



Thistly Meadow Primary School SITE SECURITY POLICY

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This policy is designed to help the Head teacher, Governors and staff to ensure that the premises, contents and people are safe and should be read in conjunction with the school's Health and Safety policy and Safeguarding policy.

It has been prepared after consultation with Governors and staff to ensure the physical security of the premises and the personal safety of staff, pupils and visitors by creating an environment in which staff, pupils and visitors feel safe and thereby reduce the incidence of crime against schools and associated costs.

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

Governing Body

Overall school security is the responsibility of the Governing Body. The Head Teacher is responsible for implementing the Site Security policy.

The Business Committee meet termly to review health and safety and reports to the full governing body.

Head Teacher

The Head Teacher is responsible for implementing the Site 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 policy and should be encouraged to help.

The school undertakes an annual review of risk assessments and regular routine security checks. As part of the Premises Officer's daily routine, they conduct a security check and perimeter fence check. This is referenced in the paper work and annotated where necessary. All crimes are reported to the Police and on Assessnet, the local authority's electronic incident reporting system.

The Head teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head or Assistant Head teacher assumes this responsibility.

Staff

Teaching and non-teaching staff should be fully aware of the security procedures and know how to:

1. Protect pupils from harm
2. Guard against assault
3. Safeguard property
4. Contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities before taking up their post as part of their induction process.

Premises Officer

They are responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week. They are also responsible for the daily monitoring of the site security including the perimeter fence. Any concerns or breaches are immediately reported to the Head teacher and risk assessed as a priority one in the Premises Officer Log.

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. Pupils will be taught about personal safety and social responsibilities.

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/Court 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 Thistly Meadow are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School policies on the website
- School newsletters
- Individual letters

Police/Local Community

Thistly Meadow values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates regularly with the local police team and 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, using the 101 number. The Police should be called immediately when a child goes missing, after an interior and exterior search has taken place.

The school participates in sharing of information from other schools and the Police of current matters of concern, for example if a stranger is spotted loitering outside any local school.

2. Security Strategies

Control of Access

Thistly Meadow 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 we have introduced procedures to limit access to the school site.

All children enter the school grounds via the pedestrian side gate. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main front entrance, reporting directly to the school office, signing-in and presenting identification. When parents wish to pass a message to the class teacher, this should be done through the school office.

Children attending Birkett House Special School will enter through a separate entrance next to the Hall. School transport buses and taxis will drop off adjacent to this and parents have use of the car park if they or their child has a disabled badge.

The school has a current risk assessment for the security and safety of the site which is reviewed annually or when there is a material change to the school.

Parking is for staff and authorised visitors only. The only exception to this is parents and carers who have a disabled badge that is used by them personally and not issued to a relative.

When attending appointments, parents/carers should enter through the main entrance and sign-in.

Access to the school buildings

To prevent unauthorised or unknown visitors entering school, the school gates remain locked once the pupils are on site. The front entrance door is opened and visitors approach the office hatch window. The internal entrance door can only be released with an access card or by the office staff.

Visitors

All visitors to the school should report to the school office, visitors will be asked to sign in and give the reason for their visit. Visitors will be given a visitor badge and a member of the office staff will then escort visitors to the member of staff requested – or asked them to take a seat in the entrance waiting area while the member of staff is contacted.

The member of staff then comes to collect the visitor. 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.

Trespass alone is not a criminal offence (it can be pursued through the civil courts) but trespassers can be asked to leave. If a trespasser refuses to leave the school premises, or enters after being required to leave, their behaviour may give rise to a criminal offence under section 547 of the Education Act 1996. If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head teacher/Deputy Head may revoke the parent's permission to be on the premises by taking action outlined in the Parent/Carer and Visitor Code of Conduct.

If the 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

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/carers wish to take their child/children out of school during the school day, they should report to the school office. A request to take a child out of school

should normally be made in advance in writing, for a period of extended leave or by the telephone/personally for appointments. When they arrive to collect their child, a member of the office staff will go to the class to collect the child, while the parent/carer remains in the entrance area and signs the child out.

Entering and Leaving the main school building

All children enter and leave the school by the front entrance. If a child arrives after 9am, they should report to the office. All parents are asked to wait outside the school building. The side pedestrian gate opens at 8:45am and parents/carers drop their children off at this point and the children make their way onto the playground.

Please see the Start and End of Day policy for further details.

3. Supervision of main school grounds

The premises officer makes sure that the pedestrian gate and Foundation gate are closed shortly after 9.00am. The gates may be opened during the school day if contractors need access, the gates will be immediately closed after they have entered the gates.

Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning, afternoon breaks and 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. In the event of school staff having to take pupils home by car, this must be agreed by the Head teacher and another member of staff must always accompany them.

4. Educational Visits – main building

When leaving the school and arriving, teachers take the pupils out of the building from the main entrance.

Staff will closely supervise pupils during educational visits. The wearing of school uniform is 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 via Parentmail. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

5. Breakfast and After School Club

The Breakfast and After School Club operates from 7.30am to 8.50am and then from 3.20pm to 6pm from the school hall. The area is secured by card access controls and only staff are able to enter these areas. Children have secure access to the hall, Year 1 toilets and cloakroom. Children may be taken to the Studio or ICT area under supervision and have supervised play outside at agreed times.

6. Access during events, sports fixtures etc.

The school is open from time to time for sports fixtures, events, performances and lettings and we welcome parents, visitors and members of the local community to the school.

During open events, areas of the school not in use will be kept locked. Staff will ensure all valuable and portable school property is locked in the secure area and confidential data locked away.

During sports fixtures children taking part will be supervised by the staff leading the team who will follow the procedures in the Sports Fixtures risk assessment. Access to the wider school will not be permitted.

7. Security of Property

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 devices, wallets, handbags etc. should never be left unattended – they should be kept under secure personal control or in a locker.

Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. They should be returned to the ICT trolleys or the office and the Premises Officer will lock them away in the secure area at the end of the day.

All monies collected by staff must be sent to the school office immediately for recording and banking.

Money is banked as soon as possible. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Buildings and School Grounds

Security fencing surrounds the perimeter of the school grounds. An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed that is set on a movement sensor around the site and at the front of school. It is the responsibility the Premises 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. They are also responsible for locking the gates and setting the intruder alarm at the end of the day.

8. Safety of Personnel

Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. School staff must call 101 to ask for police who will attend if the intruder alarm sounds to ensure that it is safe to enter the site. If no reason for the alarm presents itself, they will set the alarm and leave the school.

Premises Officer

It is the responsibility of the Premises 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.

Contractors in School

When contractors are working on site, the following precautions should be taken:

1. 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.
2. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
3. 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.
4. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

9. 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. 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 use a buddy system. Please see the Lone Working risk assessment.

10. Other policies

This policy should be read in conjunction with the school's other policies including, but not limited to:

- Accessibility Plan
- Health and Safety policy
- Letting of School Premises
- Lone Working
- Parent, Carer and Visitor Code of Conduct

11. Reporting Incidents:

In the event of any incident, staff should follow the school's established emergency procedures and report any incidents immediately.

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