Orchard Community Primary School

Site Security Policy

This policy was approved by the Governing Body of Orchard Primary School at their meeting on...........................

Signed....................................... Chair of Governors

Version	Date	Author	Reason for Change
0.1	1/2020	FS	New Policy

Review Frequency	Next Review Date
Annually	1/2021

Introduction

The school understands that whilst there is a need to promote an open and welcoming environment, there is also a responsibility to address all security and personal safety-related issues. The purpose of this policy is therefore to:

- Ensure the safety of all pupils, parents/careers, staff and visitors
- Raise awareness of all staff (teaching, non-teaching, contracted and sub-contracted), parents/carers and children, of the possibility of danger from unauthorised visitors
- Minimise the possibility of illegal entry to the site
- Set out the minimum standards for authorising visitors to the school site and establishing the identity and purpose of all visitors
- Protect school buildings and content

Role & Responsibilities

The **Governing Body** will:

- Agree and update the security policy every two years or, as required
- Take account of security when considering the School Improvement Plan

The **Headteacher** will:

- Ensure that all staff including sub-contracted personnel, are aware of the security policy and its content
- Be responsible for the management and implementation of all security matters in the school
- Inform the Governing Body of any significant event with regard to security
- Identify and provide any staff training needed to implement the security policy
- Ensure parents/carers and visitors are informed of the schools' security arrangements
- Ensure the Site Manager has the resources to carry out duties required to implement security measures
- Ensure risk assessments are undertaken and reviewed as necessary
- Develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary

The **Site Manager** will:

- Assist the Headteacher with the day-to-day implementation of the security policy
- Assist the Headteacher carrying out risk assessments
- Work and co-operate with all staff to ensure security remains a high priority within the school
- Manage the opening and closing of vehicle access to the car park at the front of the school, at times as agreed by the Headteacher

All **members of staff** will:

- Follow guidance contained within the security policy
- Report to the Headteacher any concerns regarding the security of pupils, colleagues or visitors
- Report to the Site Manager, who will keep the Headteacher informed, of any concerns regarding security of the school or school grounds
- Politely challenge any visitors not wearing a visitors' badge

- Be alert for strangers loitering in the vicinity of the school or cars with drivers parked near the school for long periods of time, other than the usual pick up times. Any such sighting should be reported to the Headteacher via the School Office.
- Be vigilant for any child wandering off on their own during break or lunchtime and encourage the child to join a group or play near to other children
- Inform the Headteacher immediately if they have any concerns that someone on school grounds is under the influence pf drink or drugs
- Regarding any off-site activities or after-school clubs they are responsible for, staff should ensure any change in arrival/collection times and locations are notified to parents/carers, giving as much notice as possible
- Remind pupils regularly about the possible hazard of strangers and tell children to alert the nearest member of staff if they are worried

Parents/Carers should:

- Contact the School Office or Headteacher if they have any security concerns
- Adhere to the advice given when arriving with children at school and later when collecting them

Arrangements

Physical Measures

- Orchard Primary School is on a single site. The main front entrance from Grange Drive provides pedestrian and vehicle access to the car park. Remote controlled, locked gates allow only authorised access.
- The pedestrian gate opposite the school office is fitted with an access system. A second pedestrian gate is locked between 8.55am and 3.05pm.
- Both the front door and internal foyer door have access control measures in place for use during the school day.
- In addition to the above, school uses:
- Sign-posted entry to ensure all visitors report to reception which is located at the front of the school.
- All visitors are required to sign in and out with reception.
- Identification badges for visitors and volunteers.
- All door and window locks comply with LA standards and are reviewed regularly.
- Members of staff will not admit any unknown person unless their identity has been verified.
- Outside normal hours the school is protected by an electronic security alarm.

Security of the Building

- Electronic fire and security alarms are in operation and are linked to control centres.
- External security lights are activated if the premises is occupied after dark.
- Class teachers secure their classrooms by closing all windows and ensuring that their equipment is switched off when they leave.
- The last key holder to leave the premises is responsible for securing the building and grounds if they leave after the site manager.
- The Business Manager will liaise with the Site Manager on a weekly basis to ensure that any perimeter fence or maintenance issues are addressed to ensure maximum security.
- Any arrangements for lettings or extended school activities are arranged on a separate basis and authorised by senior management.
- Keys for the school will be given out under the agreement of the school leadership team, limiting master keys to a restricted number where possible.

Alarm Call-Outs

- A contractor is employed as key holder and their representatives will attend the building in the event of alarm activation. Their representative will wait in the car park until the Police arrive. If necessary, additional key holders will be contacted for support.

Car Parking and Vehicle Movement

- Vehicles used to drop off and collect children are not allowed to enter or leave the staff car park at any time.
- Special arrangements can be made for disabled visitors.
- The main car park gates are kept shut at all times that pupils are on site. Gates are opened after 6pm for Governors' meetings, lettings, or PTA events.
- Visitors wishing to use the car park must press an intercom and speak to the school office to request entry. Once visitors have been verified the gates are opened remotely to provide access.
- Vehicles are not allowed to access the building whilst pupils are crossing the car park for break and lunchtimes (supervised by staff until they reach the playground).

People Management – Visitors

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children.

The Governing Body and all staff take this aspect of management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

- All visitors to school must report to the school office.
- All visitors must sign the visitors' book on arrival and departure.
- All visitors are obliged to wear identification badges.
- Anyone not adhering to these guidelines will be politely challenged by a member of staff or reported to the Headteacher.
- If they encounter an unidentified stranger, pupils should not challenge the individual but instead, report this matter to the school office.
- All staff and governors are fully vetted before joining the school team or Governing Body. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
- A single central register of all staff, governors, volunteers, contractors and bought in professional services is kept.
- All regular volunteers meet with the Headteacher to discuss the school's Code of Conduct for visitors. Volunteers are provided with an Induction Pack which includes safeguarding, DBS information and other relevant policies, forms and guidance. Volunteers are asked to sign that they have read and understood the information provided.
- All contractors are made aware of the school's policy for 'contractors working on site.' A nominated person (usually the Business Manager or Site Manager) will be in charge of the contractors, ensuring they are aware of any security related issues, which may be effected by their work. Assessment should be made of all areas if such work will breach the current access control measures in place.
- The school and grounds are Private Property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser and should be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the Head Teacher and/or notify the police. Staff should avoid any risks as far as possible to their confrontation with the offender.

- The Headteacher will inform the police, parents/carers and other local schools, regarding any suspicious behaviour in the vicinity of the school or on school premises.

Arrangements for Pupils

- All pupils entering the school later than the dedicated time of arrival must report to the main reception, registering in through the school system and process.
- Any child leaving the site before the dedicated time should only be allowed to do so with prior arrangement through an appropriate member of staff and only if accompanied by an adult with parental responsibility or confirmed permission.
- Any child who is removed from the school site during normal school hours must be signed out.
- Should a child leave the school premises without permission then staff should not chase after a child, in case this should put the child at more risk. A report of the event must be made to the office. Parents and police will be immediately informed of the circumstances.
- Parents/carers should ensure children are aware of the collection arrangements at the end of the school day, or after attending an after-school club.
- Parents/carers are requested to inform the school if there is an emergency or change in collection arrangements, or if they are significantly delayed in collecting a child
- Key Stage 1 pupils will only be released to a known parent/carer at the end of the school day. Any pupils not collected will be taken to the school office.
- Key stage 2 pupils will be free to leave the school building on their own. However, the school strongly advises that pupils are met by a parent/carer within the grounds and accompanied home.
- Any pupils unsure of arrangements or who is not collected on time should go to the school office and wait inside the internal foyer to be collected
- Children attending after-school clubs within the school or school grounds should be collected at the time and venue specified by the member of staff responsible
- The Management will make the appropriate arrangements for the supervision of the pupils during break and lunch times.
- Information and instruction will be given to both staff and pupils regarding the importance of personal safety whilst on site.

Curriculum Activities

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:
- Encouraged to be security conscious e.g. never open external doors to adults.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others – Stranger Danger.

Breaches of Security/Violent Incidents

An act of violence is any incident in which a person is subjected to verbal abuse, threatening behaviour, harassment or actual physical abuse.

- Staff should only challenge an individual if they feel it is safe to do so. They should be aware of the potential risk of making such a challenge and where appropriate, two members of staff should be involved.
- Staff who have serious doubts concerning anyone within the school grounds or believe a violent act may be committed should not challenge this person. They should move pupils calmly and quickly away from an area or person if they feel there is a risk to their safety, and inform the Headteacher or School Office immediately.
- Staff should not attempt to detain or remove an intruder from the premises using force.

- If necessary, any member of staff should feel free to contact the police on 999.

Conclusion

It is the responsibility of all stakeholders to ensure that the procedures agreed in this policy are compiled with.

This policy is to be used alongside the following policies:

- Health and Safety Policy
- CIMP (which includes information about fire and bomb threats)
- Lockdown Policy
- Supervision Policy
- Safeguarding Policy
- Accessibility Policy
- Lone Working Policy
- Staff Code of Conduct
- Managing Aggression for visitors/parents/carers
- Educational Visits Policy
- GDPR Policy

This policy will be reviewed on an annual basis, or sooner if change or alterations occur.

F. Shields 1/2020