



'We can and we will'

GLEBE PRIMARY SCHOOL

SCHOOL SECURITY POLICY

Mission Statement:

At Glebe School we believe in an ethos that values the whole child. We strive to enable all children to achieve their full potential academically, socially and emotionally.

Aims

The aims of the school are:

1. To provide staff and pupils with a safe and secure environment in which to learn and work.
2. To provide the practical measures and training that will assist in establishing that environment.
3. To carry out regular assessment of the risks facing the school.
4. To review the measures taken and check that everything reasonably practicable has been done to combat the identified risks on a regular basis.
5. To ensure that staff are adequately trained to support the security policy and to respond in the event of an incident.
6. To ensure that parents understand the policy and its purpose, and to encourage their active support in putting it into effect.
7. To help the children to understand the need for keeping the school safe and secure, and to instruct them in what they can do to help.
8. To seek help and advice from the police, LA, health and safety officers etc. as the need arises.

Responsibilities

The Health and Safety at Work Act 1974 and the Management of Safety at Work Regulations 1992 make it the responsibility of the employer to ensure a safe place of work for all employees and others who use the premises.

In the case of LA schools, the employer is the LA, but many of the responsibilities for health and safety are delegated to the Governors and Head teacher.

The Local Authority will:

- Provide an overall policy for security in schools
- Support and monitor schools to see that the policy is put into effect
- Provide resources, either held centrally or delegated to schools
- Provide training, advice and inspection

The Governors will:

- Agree, in consultation with staff, a school policy for security
- Decide on how best to exercise their responsibility (e.g. a sub-committee or nominated Governor)
- Agree the responsibilities to be delegated to the Head teacher
- Approve funding for resources and training
- Monitor and review action taken by the Head teacher

The Headteacher will:

- Put the policy into effect
- Ensure that staff are trained and understand their own responsibilities
- Keep parents informed of the policy and encourage them to help
- Seek advice from the police, LA etc as necessary
- Report all crimes to the police
- Carry out termly surveys/risk assessments
- Carry out regular routine security checks
- Involve the Trade Union and H&S representatives and the school's health and safety committee in reviewing and monitoring the policy.

Staff will be trained in the action to be taken to:

- Protect pupils
- Guard against personal assault
- Safeguard property
- Contact the police
- Put into effect the school's emergency plan and other security procedures

(New staff will be informed as part of the induction process)

Parents will be encouraged to play their part by:

- Respecting the security measures taken by the school
- Encouraging the children to do the same
- Informing the Head teacher or the police of any threat to school security

Pupils will be encouraged to:

- Respect the security measures
- Report to a member of staff anyone or anything of concern

The local community, especially those living close to the school, will be encouraged to:

- Support the school by keeping a watch on the site and reporting any concerns to the police or to the school.

Assessment of Risk

Each half term, an inspection will be made by the Head teacher, Site Manager, the Trade Union H & S Representatives and a Governor (if available) to review the security of the site and buildings.

The inspection will be part of, or in addition to, the termly health and safety inspection and will take full account of any incidents that may have occurred either at the school or in the locality, particular attention being paid to:

- Any attacks on staff or pupils (including attacks by persons within the school)
- Any cases of arson in the area
- Any problems with trespassers on the site
- Any thefts or break-ins
- Any vandalism
- Any problems with drug/solvent abuse

The checklist at the end of this policy will be used to ensure that all the items listed are covered and regularly reviewed. When necessary, advice and guidance will be sought from other sources including the Police and the Local Authority.

A termly report on the inspection will be made to the Governing Body.

The Local Education Authority will be informed of any concerns which the school cannot, for whatever reason, deal with immediately.

In addition to the termly inspections, routine checks and inspections will be made by the Head teacher and the Site Manager

Staff Training

The school has introduced a number of practical security measures but it is important to appreciate that they cannot, by themselves, make the school a safe place in which to learn and work.

The aims of training will be:

- To ensure that members of staff recognise that they have an essential role to play in keeping the school secure
- To emphasise the need for constant vigilance. Any incident is likely to happen without warning, and so each member of staff needs to be alert to potential problems e.g. an unaccompanied person with no visitor's pass
- To ensure that each member of staff knows how to respond to a security incident just as well as they know how to respond to a fire alarm.

The training needs of staff will be reviewed regularly.

Special attention will be paid to the needs of:

- New members of staff
- Supply teachers and other staff on a casual contract
- Staff who work alone and outside of normal school hours.

Training will be given on:

- The security procedures used in school
- How to contact the police
- The location and use of panic alarms
- How to report security concerns and problems
- The school emergency plan

Further training on personal safety will be arranged through the LA as appropriate.

LA codes of practice and guidance on:

- Violence to staff employed in schools
- Managing conflict: Care and Control of Pupils
- Risk Assessment

will be made freely available to staff.

Guidance will also be given to parents and children on how they can support the school in making it a safe and secure environment.

Keeping the School Safe on a Daily Basis:

The key aspect of school security is ensuring that basic procedures are followed to ensure the control of non staff and pupils into the school building. In order to ensure this these key procedures should be fully understood and followed by all staff.

- The school is fully enclosed by fencing/gates etc. The checking of these is part of our daily and weekly H and S checking system. Any deficiencies are reported and rectified immediately.
- All visitors to the school should gain entry via the main school entrance. Parents should not gain entry through the side doors or hall doors from the playground at the start or end of the day. This is enforced by staff presence and signage (as well as reminders to parents through the newsletter).
- The front doors to the main entrance are closed at all times during the school day and can only be accessed with a pass held by all members of staff. Visitors cannot gain access and must report to Reception.
- All visitors need to sign in and wear a visitor lanyard during their visit. Those visitors working in school eg contractors, visiting specialists etc will need to present identification and a valid DBS disclosure document. If the latter is not available then the visitor should be accompanied throughout their visit. Parents etc who visit for meetings would routinely be accompanied.
- The school gates are always open, but the front door is only open from 8.40am to 9.00am. Throughout this time a member of staff is on duty (normally the Head teacher and Deputy Head teacher until the start of school and the site manager monitors the gate until parents have left the site at which point the gates are locked).
- The gate to the side of the main entrance is open for access to breakfast club from 8am. This is a controlled entrance.
- At 11.30am the Nursery Entrance is opened to allow collection of Nursery children, again the gate is manned by a member of the nursery staff along with the site manager to ensure parents do not wander from their intended destination.
- The main school doors are opened at 3.25pm so that children can exit the building. Again the site manager HT and staff supervise the entrance area to ensure that adults do not attempt to gain entry to the school building. The gates are locked at 3.45pm.
- For after school clubs children walk directly to the allocated area where the club is held without exiting the school site.
- All staff are familiar with the school's procedures on the beginning and the end of the school day, playground supervision, breakfast club, after school

clubs, nursery collection and drop off. In addition staff should be fully conversant with the appropriate school risk assessments.

Emergency Plan

1. Each member of staff has a copy of the school's Emergency Plan and can be found in the school office.
2. The sort of crises that the school could have to respond to include: violence and assault, the death of a pupil or teacher, in school or on a school visit; fire or severe vandalism; a natural disaster such as a flood in the community.
3. In the event of any major incident the Head teacher and a small group of senior staff will assume management of the situation and will immediately involve:
 - the Police and other emergency services if appropriate
 - the Chair of Governors
 - the LA, to organise advice and support from all of the Council services which can be of assistance (e.g. Child Guidance, Social Services, counselling services, Property Consultancy, Highways, Transport, Emergency Planning, Insurance, Press Office etc.)
4. The LA will, if required, provide a link officer to work with the staff dealing with the problem.
5. Accurate information on all the children, including the contact numbers for parents etc. will be kept available in the school office. Similarly, information will be kept on contact numbers relating to members of staff.
6. The school office will provide information on contact telephone numbers including the Chair of Governors, the Site Manager, the emergency services, and the LA.
7. All dealings with the Press will be dealt with through the Council's Press Office (An LA officer and a Press Officer can be contacted at any time out of office hours through the Civic Centre Security Office – 01895-250111)
8. Every effort will be made to ensure that the school continues to operate normally. If necessary the LA will provide additional support for teaching staff or to help deal with telephone calls, site security etc.
9. All staff involved in dealing with the crisis will keep a record of action taken, notes of conversations etc., so that a detailed log of events can be drawn up.
10. All staff and children involved in any way in the crisis will be given counselling on how to come to terms with what happened.

Reviewed September 2016 by Curriculum Working Party

To be reviewed September 2017

Appendix 1 Half - Termly Risk Assessment Review

Measures	Check	Notes
Boundary Fencing	In good repair? Adequate?	
Gates	All gates locked during the school day?	
Playgrounds	Supervision levels?	
Signs	Visitors clearly directed to the main entrance?	
Door entry system	In use and operating effectively?	
Other main entrances	Kept to a minimum? Controlled as far as poss?	
Other external doors	External handles removed?	
Windows	Properly secured (especially ground floor)?	
Computers	Security marked? Kept away from windows?	
Pond Area	Gate is securely locked?	
Security Alarm	Weekly check carried out?	
Out of hours response to alarm calls	Arrangements made? Effective?	
Panic alarms	Tested regularly? Adequate cover?	
Personal attack alarms	Any identified need?	
Security lighting	All in working order? Adequate?	
CCTV	Operating effectively?	
Fire alarm system	Checked regularly? All areas covered?	
Cash handling	Safe procedures? Cash collection service?	
Contractors	Security risk from ladders, scaffold etc?	
Secure store	Still secure?	
Refuse/external storage	Properly secured against arson or vandalism?	
Support from parents, pupils and neighbours	Can more be done to encourage their help?	

See also Health and Safety Policy and Emergency Plan.