

**SINGLETON C.E.
PRIMARY SCHOOL**



SECURITY POLICY

September 2023
Review September 2025

SATEMENT

The Governing Body of this school recognises the need to ensure the safety of every pupil, member of all school staff and visitors to our school. We also recognise the importance of protecting the school buildings and contents.

The Governing Body recognises that it has certain legal duties under the health and safety at Work Act, 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

This policy will not only apply to those working on the school premises but to those engaged in off-site activities, sporting events, etc. The Governing Body wish to make it clear that, whatever form and for whatever reasons – **VIOLENCE IS UNACCEPTABLE.**

Definition

Violence is defined as any incident in which a person or member of their family are subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work.

Intent

- To reduce the risk of violence and improving security on school sites
- To taking all reasonable cost effective measures, to protect the building and its contents against the intruder and arsonist.
- To ensure Risk Assessments identify areas of concern and appropriate control and preventative measures are taken.
- To ensure controls to mitigate risk are in place (training, guidance and advice, codes of practice, physical measures and legal guidance).
- To provide full support to any members of staff or pupils who have been subjected to violence at work
- To provide

The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of the school working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcome and encouraged to pass on that information to the school. A copy of this policy will be permanently held in the office

Implementation

The Governing Body will:

- Take account of security when considering the school improvement plan.
- Ensure any advice and guidance from the LA/DfE/HSE is disseminated to those who need to know it and acted upon.
- Be responsible for the overall implementation of the Security Policy.
- Consider and act upon the recommendations of the Headteacher.
- Undertake an objective and impartial review of existing security arrangements.
- Monitor security arrangements.
- Prioritise actions where resources are required and ensure appropriate actions are taken.
- Include security issues on agenda at Full Governing Body Meetings (as appropriate).

CARETAKER'S/CLASSTEACHER/HEADTEACHER DUTIES

Note: Teaching staff and the SBM and Cleaner are keyholders and may be responsible for locking the school

The staff will be responsible for ensuring:

- All doors and windows are shut and secure at the end of the working day.
- The internal Headteacher's door and filing cabinets are locked.
- The intruder alarm system is set at the end of the working day AND the log sheet signed
- No items of equipment are left outside overnight. Particular attention must be given to equipment enabling access to buildings, e.g. ladders.
- Equipment of value is stored correctly and locked if appropriate (lap tops/Ipads)
- Any defects are reported to the Headteacher and appropriate remedial action taken.

Extract from CARETAKING AND CLEANING SERVICE: CODE OF SAFE WORKING PRACTICE

SECURITY

The security and safety of people MUST take priority and precedence over the security of premises and property.

GENERAL

1. Observe and obey all rules and regulations regarding security
2. When working alone inside a building, ensure that the building is secure but also ensure that you are able to make an exit in an emergency.
3. When working alone, ensure that another interested party is aware that you are on the premises.

4. When the building is not in normal use, do not allow unauthorised persons to enter the building.
5. Ask for proof of identity from anyone requiring access to the premises who you either do not know or who does not normally have access or use of the premises.
6. Do not issue keys to unauthorised persons.
7. Do not allow unaccompanied children into the building outside normal hours unless specific instructions have been given by a responsible person.
8. Know where the telephones are located and/or how assistance can be obtained in an emergency.
9. Carry on your person some form of personal identity.
10. Report the loss of any key immediately
11. Report any untoward happenings, circumstances or missing items immediately to a senior or responsible person.
12. Where a door is marked 'TO BE KEPT LOCKED' ensure that the instruction is obeyed.
13. After completion of work, close/lock windows, turn off lights, close internal doors (locked if required to do so), close and lock all external doors.

VISITOR/ACCESS CONTROL

- Access into the school building via the main access points will be controlled and supervised by the Main Reception Staff/Permanent Teaching or Support Staff.
- If the visitor is not known to the adult at the front door, advice/clarification should be sought
- A register/record of all visitors to the school will be maintained and ID lanyards will be worn.
- The Headteacher will be responsible for implementing these arrangements.
- Further specific information is contained in Appendix 1.

INTERVIEW PROCEDURES

- Consideration must be given to the risk posed during interviews with parents/next of kin.
- Any interviews where there is a significant potential for conflict (physical or verbal) must be carried out in the office and be made by appointment only. In such cases two members of staff should be present.
- Full details of interview procedures are contained in Appendix 2.

LONE WORKING

- All staff working alone late, or at weekends, must take appropriate measures to ensure their safety and follow guidance contained in Appendix 3.

CONSULTATION WITH STAFF, PUPILS AND PARENTS

- Any members of staff, pupils or parents who have concerns with respect to security are encouraged to contact the school to pass on and/or discuss these issues. Confidentiality will be assured in such matters. Any issues will be further discussed with Governors at the appropriate committee meeting.

EXTERNAL SECURITY OF SCHOOL SITE

- The general procedures for security of the school are contained in Appendix 5.
- All staff must comply with these regulations.

STAFF INDUCTION

- All members of staff, whether permanent or temporary, will be briefed on the school's security and emergency arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.

INFORMATION FOR PUPILS/PARENTS

- Good security will involve the commitment and co-operation of all persons who use the school site.
- Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they affect them by their class teacher.

TRAINING

- The Headteacher will be responsible for identifying and arranging any training requirements as indicated by risk assessment.
- All staff (teaching and non-teaching) will receive training in 'recognition and diffusion of aggression techniques' and the correct procedures for challenging unknown/unauthorised visitors on site.

CASH HANDLING

- Cash handling routines and procedures should be strictly controlled and guidance contained in Appendix 6 followed.
- The school Bursar is responsible for ensuring compliance with this guidance.

SECURITY CONTACTS

- An up-to-date list of contact numbers will be maintained and held by main office staff.

PUPILS/PARENTS PROCEDURES

- Guidance on procedures for parents and pupils are contained in Appendix 7.

LIST OF APPENDICES

| | | |
|------------|---|---|
| Appendix 1 | - | Visitor/Access Control |
| Appendix 2 | - | Interview Procedures |
| Appendix 3 | - | Lone Working |
| Appendix 4 | - | Security of School Site |
| Appendix 5 | - | Cash Handling |
| Appendix 6 | - | Pupils and parents – information/routines |
| Appendix 7 | - | Security Incident Log |

APPENDIX 1

VISITOR/ACCESS CONTROL

- All visitors must report to the main reception on arrival.
- The designated main visitor entrance will be clearly marked.
- Visitors will gain access by using the buzzer at the main reception to call for attention.
- Unless known to the staff, visitors should be asked for identification.
- A record of all visitors will be maintained.
- Access via other points into the school building will be controlled by key pad.
- Fire exits must not be locked during the working day.
- Visitors should be collected from the main reception office by a member of staff and escorted to their destination.
- Any visitor without an ID lanyard badge should be challenged politely by a member of staff, informed of the correct procedures and escorted to the main reception desk.

APPENDIX 2

INTERVIEW PROCEDURES

Interviews with the potential for conflict or a violent situation should be:

- Assessed for risks prior to the interview
- Planned in advance
- By appointment only
- Carried out in the office/Headteacher's office
- Carried out when backup staff are available
- Carried out in the presence of two members of staff

Administrative staff should be made aware of the interview situation and understand the back up procedures to be followed.

When planning an interview

Has the person:

- A history of violence
- Verbally threatened staff in the past
- Attacked staff in the past
- A medical condition which may result in loss of control

Is the person likely:

- To be drunk
- To be on drugs
- To be dealing with high levels of stress

During the interview

- Stay at the same height as the interviewee, though invite them to sit where possible
- Sit closest to the exit, to ensure it cannot be blocked and it is possible to leave
- Stay calm, speak slowly so as not to be drawn into heated argument
- Avoid aggressive body language such as hands on hips, wagging fingers or looking down on an aggressor
- If the meeting is not productive or becomes aggressive, politely draw the meeting to a close, stand and open the door to signal the meeting has ended.

APPENDIX 3

LONE WORKING

- Staff should try not to work alone on the premises.
- Staff should carry their mobile phone with them where possible to make an emergency call if needed.
- Make themselves aware of the essential contact numbers (Caretakers).
- Inform family/next of kin of intentions to work late and expected time of completion.
- Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained).
- If possible, inform other members of staff working late when you leave.
- Confirm with the caretaker or Headteacher the requirements for securing the building and setting the intruder alarm.

APPENDIX 4

SECURITY OF SCHOOL SITE

1. All members of staff should ensure their vehicles are secured and locked properly whilst on school premises. Valuables should not be left in cars.
2. **Members of staff are responsible for shutting and securing the windows of their own classrooms.**
3. In the event of staff working late, beyond the end of the normal working day, the last person to leave the establishment should sign the alarm and lock up log, set the alarms and shut the access points in accordance with the following procedure.

SECURING THE PREMISES

1. Ensure that all personnel, public and visitors have vacated the premises before securing it.
2. Ensure that all windows and doors are closed and lights switched off.
3. Set the alarm system as per instructions.
4. Do not re-enter the premises once the alarm system has been activated.
5. Ensure external gates are closed and relevant padlocks are in place and locked.
6. Deactivate the alarm system before entering the premises.
7. Once the premises have been secured, make an external visual inspection of the buildings before leaving.
8. If unable to secure the building notify the appointed person. (This will normally be the Caretaker).
9. Do not inform unauthorised persons of the establishment's security arrangements.

WHEN A BUILDING APPEARS TO HAVE BEEN UNLAWFULLY ENTERED

1. Notify the police immediately
2. Notify the Head of the establishment or other appointed/nominated person.
3. Do NOT enter the building until assistance has arrived.
4. Where you consider it safe to do so make an external tour to observe the premises.
5. Do NOT subject yourself to any personal risk of danger.

APPENDIX 5

CASH HANDLING

- All small sums of cash should be locked in the school office/Head's Filing Cabinet until banking
- Large amounts of cash should not be allowed to accumulate in the office or remain on the premises over holiday periods.
- When banking cash the guidance given below should be followed.

ADVICE ON CASH-IN-TRANSIT

CARRYING ON FOOT

- Use only able-bodied persons for the job.
- Be particularly vigilant at the first and last part of the journey – the most likely places for an attack.
- Avoid a set routine – change times and routes frequently.
- Use busy routes in preference to quiet routes.
- Survey routes for likely danger points.
- Reduce the risk from a surprise attack from behind by a person using a, vehicle by walking to face on-coming traffic.
- Use an escort – able-bodied persons only

Escorts should:

- Be first to leave the premises and survey the immediate area before the cash is brought out.
- Walk a few metres behind the cash carrier
- Have some means of raising an immediate alarm
- Know the location of accessible telephones on route.

Divide the risk – use two or more persons to carry the cash, bank smaller sums more frequently.

MEANS OF CARRYING CASH

Anonymity – carry small amounts of cash on the person. Alternatively, carry notes on the person, coins in a bag or case.

CARRYING BY VEHICLE

Where practicable, a closed vehicle should be used conveying moderate to large sums of money.

- Vary the times of transfer
- Vary the route – a busy route is preferable
- Vary the type of vehicle used if no loss of security will result

GENERAL

- Secrecy of cash movements is essential. Restrict this knowledge to the smallest number of people necessary for its safe handling.
- Close attention must be given to security of cash within the premises, particularly at times and places of departure or arrival.
- The object to security is not only to reduce the risk of theft, but also to minimise the risk of personal injury to the cash carrier or other employees.

If in any doubt, or require further advice consult your local police crime prevention officer.

APPENDIX 6

PUPILS AND PARENTS – INFORMATION/ROUTINES

- Pupils will be supervised at all times whilst in the school playground by suitably trained teaching/non-teaching staff.
- Pupils should not leave the school site without permission of a member of staff.
- Pupils will be instructed in the correct procedures with respect to security arrangements and the reasons why, including the danger of talking to strangers.
- Pupils will be encouraged to report any stranger on site not wearing a visitors badge or acting suspiciously.
- Pupils will not approach or challenge any stranger on site but should notify a member of staff of any concerns immediately.
- Pupils should not bring their own money/valuables into school.
- Pupils and parents will be encouraged to report any security concern to a member of school staff.
- Parents should endeavour to inform teaching staff in advance of any reason to remove their child from school early e.g. hospital/dental appointments.
- Parents should inform the school if they have specific concerns regarding the personal safety of their child. Any such information will be treated with the strictest confidentiality.
- On arrival pupils go straight into school via their classroom door.
- Parents/carers in KS1 are expected to accompany their child to the classroom door.

- Parents/carers in KS2 may accompany their child to the classroom door if they need to discuss an urgent matter directly with the teacher or pass on a message regarding collection / matter that may affect the pupil's day.
- No dogs are to be brought on to the school site or exercised on the school grounds.
- Pupils should use footpaths provided and not take short cuts across the car park.
- Parents should wait to collect their children in their designated area at the correct time.
- If a parent/carer of a pupil in Oak Class wishes for their child to walk home, this must be communicated to the headteacher in writing.
- If the school has any concerns with regard to the person collecting a child (i.e. previously unknown or suspicious circumstances) the school will seek advice and satisfy themselves as to the identity and authority of the person before releasing the pupil.
- If a parent/carer is going to be unavoidably late in collecting their child/ren, they must inform the school office if safe to do so (not driving). Pupils will wait at the school office if their parent/carer is late.

APPENDIX 7

SECURITY INCIDENT LOG (Held in the School Office: Shelving)

This form is to locally record and monitor incidents relating to security on school sites and assess the effectiveness of local arrangements/procedures within the school.

| DATE/TIME OF INCIDENT | DESCRIPTION OF INCIDENT | ACTION TAKEN | INSURANCE CLAIM FORM HSW2 VAW1 | EMERGENCY SERVICES | FURTHER ACTION REQUIRED |
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