



St Patrick's Catholic Primary School A Voluntary Academy

School Security Policy

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Job Title: Headteacher/ Deputy Head teacher

Head Teacher Signature:

Chair of Governor's Signature:

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1 Introduction

We are committed to developing a safe and secure environment where teaching and learning can continue in as pleasant a physical environment as possible. There are two main considerations:

- The safety of people (adults and children)
- The security of buildings and its contents

Security involves everyone concerned with the school.

It is acknowledged that contravention of this policy by members of staff could constitute a disciplinary offence.

2 Roles and Responsibilities

2.1 Children and Families Risk/Health and Safety Management Team

- To provide Academies with model policies.
- To support the Governors and Head Teacher through the provision of guidance, information, specialist advice and training.
- To share information about significant security incidents to schools in the City boundary.

2.2 Insurance

- To ensure that relevant insurance cover is in place to meet the requirements of schools, together with the provision of appropriate support through advice, guidance and information.
- To provide operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.
- To ensure that premiums recharges are kept to an acceptable level given the nature of the risk.

2.3 Governing Body

- Regularly review this school policy.
- Consider security regularly through the Finance and General Purposes Committee of the Governors and as part of consideration of the wider Health & Safety Policy.
- Determine annual action plans and spending on security measures after briefing by the Head Teacher.
- Delegate implementation of this policy to the Head Teacher.
- Monitor the effectiveness of this policy.
- Report annually to parents on security.
- Ensure that procedures are in place to report incidents to our insurers.

2.3 Head Teacher

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identify and review staff training needs.
- Inform parents of this policy and encourage them to assist.
- Report to the Governing Body
- To liaise with police and report all crimes and losses to ensure that there are regular security checks.
- Ensuring regular completion of incident report forms and monitoring and analysing incidents.

2.4 Delegated Responsibilities

Site Manager / Caretaker

- Daily security checks including the exterior areas of the school site.
- Routine security checks.
- Annual security survey and assessment of risk.
- Reporting crime and all losses to the police.
- Providing insurance claim information for completion of the Office Manager.
- Securing the school site at the end of the school day.
- Managing contractors on site including providing them with School Security Procedures.

Office Manager

- Completion of inventories.
- Completion of insurance claims and minor incident forms.
- Management of cash handling.
- Controlling visitors when they arrive on site ensuring they sign the visitors' book and are issued a badge.

All Staff

- Protecting pupils from hazards.
- Guarding against assault.
- Safeguarding property.
- Be security conscious and help to develop security conscious pupils.
- Implementing this policy and the strategies employed to ensure a secure school.
- Securing their own classroom on vacating it including closing windows and doors and switching electrical and lighting appliances off.
- Keeping the site tidy and reporting any waste.
- Involved in decision making regarding security issues.
- Reporting security weaknesses/near misses/damage to the Head Teacher.
- Challenging visitors who are not wearing a visitor badge.

2.5 Parents / Carers

- Parents/carers will be informed of relevant security measures.
- Adhering to the School's security arrangements.
- Updated information will be given to parents/carers in letters/newsletters.

2.6 Pupils

- Security measures and the reasons for them will be explained to pupils.
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should report all strangers and intruders immediately to the nearest member of staff.

3 Security Procedures

3.1 Visitors

All visitors to sign in and report to the reception. They remain in the entrance until escorted into school. They sign out when finished.

3.2 Drop off / Pick up

All parents to report to the reception when collecting outside of the school hours. They remain in the entrance until a member of the office team collect/ hand the child over. The office staff sign the child in and out.

3.3 Unauthorised Visitors

- Any outsiders on the school site should be directed to the main school office.
- Any visitors who have not gone through the visitor reception programme should be treated as an intruder.
- Pupils should not approach any stranger who is not wearing a badge and should be told to report all strangers and intruders immediately to the nearest member of staff.
- Members of staff approaching anyone believed to be on site without legitimate reason should:
 - Approach whenever possible with a colleague
 - Be polite and assertive but avoid aggressive gestures/language
 - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
 - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual and record using the NCC online incident management system.
 - Notify the Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the Risk/Health and Safety Management Team if further advice is required or where schools in the local neighbourhood need to be informed.

3.4 Appointments with Parents / Carers

Parents sign in as the normal signing in procedures and are escorted when in school.

3.5 Aggressive Behaviour by Adults

Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:

- Immediately alert a member of staff. Use personal / panic alarms as necessary.
- The additional member of staff should remain with the victim.
- The Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The assailant should be calmly asked to leave the site.
- The victim should report the incident via the NCC online incident management system.
- The Head Teacher will investigate the incident and decide what further action is required. This could include prohibiting the assailant from the school site without invitation for a fixed period. (Guidance is available from Legal Services, *if bought back*).

3.6 Intruder Alarm Response

When the intruder alarm is activated the doors to the classrooms are locked from the inside and the blinds are pulled down. The alarm is heard in all parts of the school. The children and staff wait until told otherwise.

3.7 Cash Handling

We encourage a cashless system wherever possible to limit the amount of cash handled on site. Cash is brought onto site in sealed envelopes and is taken to the school office so that access is restricted to authorised office staff only. Cash is stored in a locked safe and is collected on a weekly basis via a security company in consistency with Insurance requirements.

3.8 Contractors

All contractors are expected to sign a local Health and Safety Agreement before their work commences. This includes:

- Signing in and out rules.
- Segregation of work areas.
- Erection and maintenance of fencing.
- Control of waste material and its removal from site at the end of each working day and/or on completion of work.

- Management of tools, equipment, access equipment, chemicals etc. that could be accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended.
- Vehicle access / parking arrangements
- A commitment to the school's security requirements, and sharing of any information regarding their own security measures that may impact of the school's own arrangements and day to day operations.

3.9 Training

All staff and students are inducted into the school and sign and fill out the relevant contact details.

3.10 Lettings

Refer to 'Lettings Policy'.

3.11 Minor Incident Reporting

The School will report minor incidents of attempted theft, theft, vandalism, graffiti and fire to our insurers.

3.12 Community Liaison

The school is currently not used by the local community

The school is used by Cherubs after school club.

3.13 Police Liaison

The school can call the local police who liaise as and when issues arise.

4 Cross-referenced documents

- Health & Safety Policy
- Child Protection Policy
- Induction Policy / Staff Handbook
- Lettings Agreements
- Contractor Health & Safety Rules

This model policy was created by the Risk/Health and Safety Management Team.

