



# Crabtree Farm Primary School Security Policy

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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 Schools H&S Team

- To provide Academies/Schools 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.

### 2.4 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.

### 2.5 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 in on the electronic signing in system, Inventory (or the visitors' book if IT services are unavailable) 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.

### **2.6 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.

### **2.7 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**

- One main entrance at the main office. The main office is secured with a maglock.
- Early Years main door is locked and supervised when unlocked.
- Classroom doors have internal handles only and locked in the evenings.
- Main office has additional secured doors accessed via door pass or override from main office desk.
- Side gate to playground unlocked during school start/finish. Perimeter gate near Early Years also only unlocked at entry/exit times.
- All visitors sign in using Inventory on entry, wait in the seated area by the office and escorted where applicable. Exit via main office only, once signed out.

### **3.2 Drop off / Pick up**

- Access to the school site (main gate and side gate) and classroom doors open 10 minutes before start of school day to allow parents/carers to drop off.
- Parents/carers drop off at their child's classroom door.
- Late children are greeted at the main gate until 9:15am, where they are signed in by the Attendance Officer, and issued a late pass. They enter school through their classroom door. After 9.15am late children enter through the main office, where they are signed in on the electronic system, issued a late pass and sent/escorted to class.
- End of the school day the school site (main gate and side gate) is opened at 3.25pm, to give access 5 minutes before school finishes.
- Parents/carers collect from outside classrooms. Parents/carers of children in EYFS are invited in to collect their child.
- Children not collected on time stay in class until 3:45pm (when the main and side gates are locked) then escorted to the main office for a call home. Sign out book for parents/carers to sign when collecting from the main office.
- A member of the office staff/SLT will remain in school until all children have been collected.

### **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/carers with appointments sign in at the main office and wait until collected for meetings.
- Inventory (sign in system) badges printed off and worn.
- Meetings held in the meeting room, SLT offices or classroom areas with staff nearby and always accompanied.
- Telephones in nearby areas or additional staff nearby if situation deteriorates, to contact for assistance.
- At parent/carer events e.g. productions, tickets are allocated in advance and a log of attendees created. On arrival attendees are signed in.
- At parents/carers open afternoons, all parents/carers enter via the main office area where they are signed in via their child's appointment time. They wait in the allocated hall and are collected by their child's teacher for the meeting.

### **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).

### **3.6 Intruder Alarm Response**

- Alarm sounds and sent to the control centre.
- ASGS security company are keyholders and will make initial visit to assess the situation.
- Phone call is made by ASGS security to the caretaker/Head Teacher to confirm any attend if necessary.
- Police called if deemed necessary.

### **3.7 Cash Handling**

- Safe in main office for any cash on site. Only Head Teacher, Deputy Head Teacher and office staff have access to the safe.
- Only cash taken is for charity events and banked in a timely manner.
- Cash limits on site adhered to and banking times, dates and staff varies.

### **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, volunteers and students on placement receive an induction when they start.
- All staff receive updates regularly, through staff briefings and annually in September.
- All staff informed to have responsibility to keep updated with any changes. Pertinent training to specific roles given to appropriate staff e.g. cleaning, lunchtime etc.

### **3.10 Lettings**

N/A

### **3.11 Minor Incident Reporting**

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

### **3.12 Community Liaison**

- The school holds regular school events and fundraising, as well as some courses for parents/carers.
- Regular contact with parents/carers is made to keep positive engagement.

- Usage of the community centre rooms for additional space.
- Fear of reprisal can make neighbours reluctant to report incidents directly to the police. However, there are carefully selected neighbours who are prepared to make a commitment to the school, and will report any concerns directly.

### **3.13 Police Liaison**

There is an allocated community policing team, who engage with the school as needed.

## **4 Cross-referenced documents**

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