

Irchester Community Primary School

POLICY FOR SECURITY PROCEDURES

At Irchester Community Primary, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

At Irchester Community Primary, we are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the need for security very seriously. Irchester Community Primary takes stringent measures to reduce the risks and support fully members of staff and pupils.

Roles and Responsibilities

Overall school security is the responsibility of Northamptonshire county council LEA. The Headteacher is responsible for day to day implementation.

Headteacher

The Headteacher at Irchester Community Primary is responsible for implementing the Security Policy. She should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher should ensure parents and older pupils are fully informed of the security policy and encouraged to help.

There are regular surveys of security each year and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the NVP.

The Headteacher is responsible for the security of the premises during the school day; in her absence the Senior Management Team assumes this responsibility.

Staff

Teaching and non-teaching staff should be fully aware of the security procedures and know how to:

- « protect pupils from harm
- « guard against assault
- « safeguard property
- « contact the police/emergency services
- « Implement the emergency procedures and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at Irchester Community Primary are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- « Information for Parents
- « pre-school Parent's discussion
- « Governors' Report to parents.

Police/Local Community

Irchester Community Primary values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the Liaison Officer and the community Neighbourhood Watch on security matters. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

Irchester Community Primary has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Parents are not allowed to drive their cars into the school car park and are asked to wait outside the main or early years entrances so that children may be handed over by their teachers and support staff.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside).

All office doors should be locked when not in use and all external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, visitors will be met by the clerk or head teacher. They will be asked to sign in and give the reason for their visit.

Visitors are given a visitor badge and escorted by the clerk to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

If parents wish to take their child/children out of school during the school day, they should report to the school office. A request to take a child out of school should normally be made in advance.

Trespass

Irchester Community Primary is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under

Section 547 of the Education Act 1996.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature

Entering and Leaving School

All children enter and leave the school by pedestrian gates. If a child arrives after 9.00 am, they should report (that they are late) to the office.

Pedestrian gates automatically open in the morning at 7.10am and close at 9.00am, in the afternoon they open at 3.00pm and close at 5.30.

Supervision of School Grounds

Two members of staff are on duty for KS2 children each morning from 8.30 am, so that parents can leave their child in safety. Parents must wait with their KS1 children until the doors open at 8.40. Breakfast club is open to all pupils from 8.00. Teachers collect their classes from the playground.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning breaks and by the Midday Supervisors at lunch-time.

Leaving School at the End of the Day

At the end of the school day, the children are led by teachers through various doors. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. No child is allowed to leave unless we are sure they are safe.

Some children go home by taxis and minibuses. All drivers and escorts are authorised and identification is checked on arrival.

Leaving School during the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked. Any cash on the premises is kept in a secure cabinet but money is banked on a regular basis.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. Individual areas can be isolated from the alarm circuit when an after-school activity is being held.

On event of the alarms being activated the site supervisor is automatically called via the security system if he fails to respond the next key hold is called.

12 non monitored CCTV cameras are in operation throughout the schools external areas.

The Headteacher, deputy headteachers, WSLT teachers, school business manager and site supervisor are designated key holders and are responsible for the security of the building.

Site Supervisor

It is the responsibility of the Site Supervisor to check daily that all locks and catches are in working order.

Before leaving the premises, the Site Supervisor has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are securely closed. If the Site Supervisor isn't the last to leave, the last person out accepts the responsibility for the secure closure of the premises.

Contractors in School

When contractors are working in Irchester Community Primary, the following precautions should be taken:

The Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Site Supervisor/School business manager/Headteacher should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work and school visitor badges, should be worn at all times. Contractors are given a H&S sheet explaining fire procedures etc.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Irchester Community Primary is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person except the Site Supervisor should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone.

Fire Detection Systems

At Irchester Community Primary, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

Fire detection and alarm systems are in place throughout the school and tested regularly. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are locked to prevent intruders using them to start fires.

Bomb Threats

Any warning Irchester Community Primary receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

If Irchester Community Primary receives a bomb warning, staff have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure.

- « Alert everyone in the school by using the fire alarm system and evacuate the building.
- « All staff and pupils should assemble at their designated fire assembly points.
- « Call the Police.
- « Neither staff nor pupils should attempt to search the school building.
- « If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- « An overriding priority is the supervision of the pupils.

Pupils should not return to the building, until the police declare that it is safe.

Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LEA are notified.

Further Information

Useful documentation and Resources

DfES	School Security – Report of working group 06/97
DfES/Home Office	School Security; Dealing with Troublemakers 1997
DfES	Governors' Annual Reports in Primary Schools 7/99
DfES	The Human Rights Act and Your School 0194/2000
HDA	Violence at Work 2/97
HSE	Violence to Staff in the Education Sector 1990
HSE	Contractors in Schools
NAHT	Managing Security in Schools – series of five books 2000
NAS/UWT	School Security

SHA	Managing Security in Schools and Colleges
The Stationery Office	Managing School Facilities – A guide to Improving School Security C/300 9/96
www.dfes.gov.uk/security	Offensive weapons/trespassers