Christ The King Primary School

Security Policy

This policy should be read in conjunction with the following documents:
Safeguarding & Child Protection Policy and Health and Safety Policy,
Jan 2023

Article 19 You have the right to be protected from being hurt and mistreated, in body or mind.

INTRODUCTION

It is our aim at Christ the King Primary School to ensure that all children, staff and visitors are safe and secure whilst on our premises.

School security is of paramount importance and is the responsibility of all staff in conjunction with the Headteacher and governors.

The safety of children is of the first importance and outweighs inconvenience to staff, families and visitors caused by security measures.

1. **SCHOOL SECURITY**

This will encompass:

- Intruders
- Theft/ loss
- Arson
- Vandalism
- Violence to children and staff
- Personal safety

We aim to take a preventative approach. It is important to recognise that complacency can result in injury or distress to individuals, and can also cost the school money. A well-managed and maintained school will convey a sense of security to all stakeholders and visitors.

2. **RISK ASSESSMENT**

The school and governors are committed to assessing risks.

The Headteacher, Site Manager, Health and Safety Officer and Governors discuss risks and feedback to the staff.

Staff training will be provided as necessary.

Health and Safety actions will also encompass aspects of school security. These actions will be shared with staff and with Governors

3. **ROLES AND RESPONSIBILITIES**

The governing body has responsibility for the school security policy whilst the Headteacher is responsible for the day-to-day management of security in the school.

However, all staff are expected to adhere to the policy and to be aware of the need to report risks to the Headteacher.

The Site Manager has responsibility for securing the premises and for cooperating with the Headteacher in implementing this policy.

Where appropriate, concerns regarding school security will be reported to parents through the school newsletter/parent text/website.

4. **SECURITY MEASURES AND PROCEDURE**

Access to the main entrance door is controlled through a buzzer system. All visitors are asked to enter the school via the pedestrian pathway and buzz for access onto the school playground. All visitors have to access the school through the main entrance in the foyer. Here, before they can access the main part of the school, they are required to sign in on the electrical register and will be allocated visitors passes. Additional entrances are controlled by staff in the morning and afternoon.

All teachers are responsible for their own classrooms during the start and end of the school day and must ensure external doors are secured as appropriate throughout the day.

The Site Manager will survey the school site to ensure the boundaries are safe at the beginning and end of each day. The Site Manager will carry out a thorough routine survey of the site each term.
The FP and KS2 playground gate is open between 8.45 am and 8:55 am and the FP back gate 3.15pm to 3.45pm. The task of opening and locking the back FP gate is undertaken by the site manager .

A spare key for the FP back gate is kept in the school office safe.
If children arrive outside of these times, they are to follow procedures under 'Entry via the main door in the front of the school' bullet point 3.

4.2 AUTOMATIC FIRE DETECTION, ALARMS AND COMMUNICATION

Automatic Fire Detection is in place and a fire procedure is followed if the fire brigade is needed to attend.
The intruder alarm is set at all times when the school is closed.
Weekly checks of the alarms are undertaken by the Site Manager

4.3 SCHOOL INVENTORY, PERSONAL BELONGINGS AND CASH

The school inventory is kept up-to-date by the Office staff.
The school server is supported offsite.
Christ The King is a cash free school - ParentPay is used to handle monies for trips, dinners etc.If cash does need to be used, cash handling procedures are in place and a safe is used for storing small amounts of cash only, which is kept in the school safe.

5. INCIDENTS

Health and Safety regulations must be observed.
Incidents are logged and investigated.
Crimes are reported to the Police.

6. OTHER PROCEDURES

The schools Lone Working Policy is adhered to.
Parents will be reminded of Health and Safety and Security measures by newsletters, website, parent mail.
Security will be considered in the planning of events and risks assessed in light of the aims of this policy, the school's Health and Safety Policy and the school's Safeguarding and Child Protection Policy.
New staff/students/ classroom volunteers MUST complete an induction.
Perimeter fencing, doors and windows will be kept in good repair.
Parking is restricted to staff and visitors only. Disabled badge holders will have access once the disabled badge has been sighted.
The main gates are shut when school is closed and the site manager lives on site in the school house.

7. EQUAL OPPORTUNITIES

This policy applies equally to all children, staff and visitors. It is recognised that security measures may need to be carefully considered and adapted to meet the needs of those who are disabled or have a particular additional need.

8. **ACCESS TO THE SCHOOL**

If a parent/carer requires an adult to collect a pupil then their details must be listed on our alternative collections record . (See Appendix 1).

Parents/Carers

These procedures are to give clear direction to parents regarding access to the school at any time of day. **They refer to all the different accesses around the school and must be adhered to at all times.**

We understand there are many different reasons a parent may need access to the school; to speak to a teacher or the headteacher, to bring something into the office e.g. something your child has forgotten, to collect your child from school early, or if your child is late for school. In any of these events or others not mentioned, the following procedures must be followed:

Entry via the main door in the front of the school:

- On requesting entry at the main door always report to the school office in the reception area and state your reason for coming to school. DO NOT in any circumstances proceed beyond the reception area.

- If you are picking your child up early, you will be asked to wait in the reception area and you son or daughter will be told to come to you. You are not permitted to go to the classroom and collect him/her.

- If you are bringing your son/daughter in to school late (after the gates have been locked) then the school secretary will take your son/daughter to their class. You will need to electronically sign in; explaining the reason why your child is late. Any messages for the class teacher are to be given to the school secretary. If in **extreme** circumstances you need to take your child to class you will be escorted to and from the class by the school secretary.

- If you need to speak to your child's class teacher then an appointment must be made or you need to approach them at the beginning or end of the school day when they are collecting or dismissing their class in the morning or afternoon. An appointment can be made directly with them or with the school secretary.

Entry via another door e.g. cloakroom door or exit door

- At home time your children will leave via their cloakroom doors and you are requested to wait outside as they leave the school. FP parents to wait until a TA opens the playground gate and they can wait on the FP playground. The KS2 gate will be opened by a member of staff and parents can wait on the KS2 playground .

- If you need to speak to your child's teacher, then after asking him/her if they are able to discuss the matter immediately, you are welcome to come into the school/classroom.

If for any other reason you feel you need entry to the school via a cloakroom or exit door e.g. your son/daughter has forgotten something or wants to show you something, then you must seek permission from the teacher, who will be in the area until you leave.

Security procedures for all administrative staff

- Ensure the main door is never left open.
- Use the intercom to ascertain who is at the door if at all concerned.
- After allowing entry ensure you address the visitor about the reason for their visit.
- Escort any children to class who are late and collect children from class who are being picked up early. Ensure parents wait in the reception area. If you feel the circumstances are exceptional e.g. a child is very upset, escort the parent to and from the class.
- All visitors are to sign in and out and be given a visitor's tag.
- If you have any concerns about the presence of any visitors, alert the most senior member of staff immediately or call the police.

- Any adult who is picking up or collecting a pupil , must be on the pupil detail list (See Appendix 1).

Security procedures for all teachers and teaching assistants

- Ensure the main door is never open.
- All of the above points (2-6) for administrative staff apply if you have committed yourself to giving a visitor access to the school via the front door.
- Foundation Phase (FP) staff to ensure the school gate to the FP playground is locked at 8.55am.
- At home or the beginning of the day, ensure no parents enter the school unless they have requested permission from you and you are able to ensure they leave the premises as they entered.
- At the end of the day remain in the teaching area until you have securely closed the cloakroom or exit door.
- Staff to regularly remind the children that they are not to open the main foyer door to ANY adult – parent or visitor.
- Any adult who is picking up or collecting a pupil must be listed on the pupil details list (See Appendix 1).

Security procedures for caretaking staff

- At 3.30pm check that all cloakroom doors are securely shut except the Y5 and Y6 exit doors on sports club evenings.
- Ensure the FP gate is shut by 3.30pm and the back entrance gate locked at 3:45pm

Security procedures for before/after schools clubs undertaken by outside agencies

In the interest of pupil safeguarding it is imperative that site security is maintained at all times. For this reason;

- The main door of the school must remain closed at all times and this responsibility is passed on to before/after school club leaders who enter and leave the site.
- Linked to the above, parents must wait outside the school and club leaders are to hand pupils over at the end of the club/session.
- Written consent must be obtained from parent/carer if a child is to walk home from an after school club. This is only permitted for pupils in Y5-Y6.

Security procedures for electrical equipment

- It is the responsibility of all staff to look after the ICT hardware they are currently using.
- Care should be taken by all staff to ensure safe use and storage of hardware.
- All devices e.g. computers, monitors, ipads, smart boards and projectors - should be kept clean and free of dust and switched off correctly at the end of each day.
- Any hardware faults are reported directly to the IT subject leader by the class teacher who will then report them to the school's IT technician
- An inventory of all IT equipment is to be kept updated when necessary and kept in the school office
- All hardware is checked annually during the electrical equipment inspection.
- All IT equipment is recorded in an itinerary by serial numbers on devices

Also refer to the Code of Conduct (signed by all staff) and OnLine safety Policy

9. **REVIEW**

This policy will be reviewed annually and will also be amended to take into account incidents or changes to risk assessments if necessary

APPENDIX 1

Alternative Collection Arrangements

Teacher…….

Child's Name……

Class……..

…… will be collected

By ……..

on……

Relationship to child……

Signed …… (To be signed by person collecting child)

****Please return to school office when complete****