



Norton St Nicholas CofE (VA) Primary School

Norton Road, Norton, Letchworth Garden City,
Hertfordshire SG6 1AG.



Headteacher: Mr S Cowdery

tel: 01462 623322

fax: 01462 623355

e-mail: admin@stnicholas23.herts.sch.uk

Website: www.stnicholas23.herts.sch.uk

To educate and nurture our children, recognising their uniqueness, inspiring them to reach their full potential and enabling them to live a caring and successful life, guided by God's love.

Cover sheet for

Security Policy

**Norton St. Nicholas CofE (VA) Primary
School**

Policy Review

This policy will be reviewed in full by the Governing Body **annually**/ ~~bi-annually~~/ ~~tri-annually~~.

The policy was last reviewed and agreed by the Governing Body on January 2017.

It is due for review on *January 2018*

Signature

Date

Head Teacher Mr Steve Cowdery

Signature

Date

Chair of Governors Mr Keith Taylor





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Security Policy

Mission Statement

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1. Overview of Responsibilities of the Governing Body

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to St. Nicholas's CE Primary School. The school's security procedures will operate within the framework described in this policy. Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The Governing Body will provide staff with enough resources, information and training to implement the security procedures. The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Allocation of general responsibilities for ensuring the security of the school - people.

(a) The Governing Body

The Governing Body will:

- ensure that the school has a security policy and that this has been implemented.
- monitor the performance of the school security measures by:
 - the health & safety governor monitoring performance on their special interest visits
 - via the head teachers reports to governors
 - by all governors observing its implementation when they visit the school.
- periodically review the school's security policy.
- delegate the day to day implementation of the policy to the Headteacher.

(b) The Headteacher

The Headteacher will:

- set up arrangements in school that comply with the security policy agreed by governors.

- ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- ensure that all visitors, contractors and agency staff adhere to the security policy.
- monitor the implementation of the policy and security arrangements.

(c) Staff

All staff will:

- comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

(d) Children

Children will:

- be encouraged to exercise personal responsibility for the security of themselves and others.
- cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Table of specific responsibilities for school security – people

Name	Security issue	Specific Duties
E&P committee	Agreeing and reviewing the school security policy	Agree policy • Review every year
Head Teacher	Day to day implementation and management of policy	Inform staff • Monitor performance • Review arrangements
Site Manager	Securing school entrance/exits as detailed in this policy	Lock gates at 9:15am and 6pm (dependent on after school events)
Site Manager	Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Part of normal duties to check physical integrity of security devices
Admin staff	Control of visitors	Issue badges
Admin staff Site Manager	Control of contractors	Issue badges. Give site plans. Supervise as required.
Admin staff	Security of money etc	Keep monies banked or locked in safe
Head Teacher	Security risk assessment	Review annually and inform governors of findings to use as part of policy review

4. Specific Security Arrangements - overview

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

Information and Communication	<ul style="list-style-type: none"> • All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play. • All staff induction will include the school's security policy and will be recorded in the HR files. • These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building. • Parents will be informed about the school security arrangements and any part they are expected to play, eg when visiting the school or at handover times.
Controlled access and egress during the school day	<ul style="list-style-type: none"> • Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. • The extent of physical controls, such as holding areas, gates, fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. • St. Nicholas's Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.
Buildings	<ul style="list-style-type: none"> • The school will make all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff. • The access control procedures for the building are: <ul style="list-style-type: none"> ▪ Other than the children the main building has only single access entrance via reception lobby. Only authorised visitors are allowed access after being met by the school secretary or other member of staff. ▪ Doors cannot be opened from the outside.
Grounds	<ul style="list-style-type: none"> • The following parts of the school have been secured by means of physical restrictions such as fencing, gates and electronic access control. <ul style="list-style-type: none"> ▪ School Building ▪ Playground areas • EYFS outdoor area • During the school day no areas are accessible to the public without first gaining access through the reception lobby.

5. Specific Security Arrangements – Detail

(a) Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

(b) Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors report to the reception on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.

- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Any visitor, parent/carer or volunteer in school without having had a DBS check will be accompanied by an authorised member of staff or volunteer who has had a DBS check at all times whilst on the premises.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

(c) Supervision of pupils

The school's overall safeguarding strategy requires the security of pupils to be achieved by competent supervision by authorised school staff. Children are always supervised on the playground and visitors challenged.

Times of the day when supervision is part of our safeguarding procedures:

- As all the gates are open to allow access at the start of school day the playground is supervised 8.40am to 8.50am.
- Parents have been informed of these arrangements and that supervision does not start till 8.40am.
- Children who attend Drop Off Club will enter the school building via the dining room.

Handover arrangements for the start and end of the school day:

- Drop off procedures – children can be dropped off from 8.30am if supervised by a parent, staff supervision starts at 8.40am.
- A senior member of staff supervises the playground, this staff member blows a whistle at 8.50am indicating it is time to line up and class staff meet and supervise their classes to the classroom.
- The senior member of staff supervises this to ensure children enter the school safely. Children attending Drop Off Club can be dropped off from 8.00am. Drop Off Club staff will supervise children to their classrooms at 8.50am.
- Any child arriving after 8.55am will need to use the front entrance and is given access into the school building by the school secretary.

Collection procedures:

- All children leave their classrooms via their classroom exit door, classes EYFS, 1, 2, 3 and 6 exit on to the playground.
- The children in classes 5 and 4 exit their classrooms on to the school footpaths.
- No children are permitted to leave the premises unless they are collected by an authorised adult; with the exception of Y5 and Y6 children, who with written permission from parents/carers are permitted.
- **Non-collection** - In the event that a child is not collected by an authorised adult at the end of a session, St. Nicholas Primary School puts into practice agreed procedures recommended by the LA; this is to firstly inform the parent that their child has not been collected from the setting by an authorised adult. Whilst awaiting collection the child will be supervised by an available member of staff whilst contact attempts are made. Then if no further attempts at contact can be established with the parents/carers or other authorised adult within forty five minutes to one hour of the usual collection time, the school will follow their child protection procedures, i.e. Police will be informed and a safeguarding referral to Children's Services will be made. The DSP should keep detailed, timed records of the action taken and calls made and under no circumstances should staff go to look for the parent/carer or take the child home with them.

(d) Supervision of other adults

Third parties, extended services and community groups

- Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.
- Community use – community groups may from time to time use a room during the school day.
- In the event of an adult who is not DBS checked using the room, they are not allowed to move around the building unless escorted by someone else who has undergone a CRB check.
- Visitors in unauthorised locations will be challenged by staff.

Contractors

Contractors and maintenance personnel will not always have been DBS checked and they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

(e) Other security measures

Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account:

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements

- At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.
- The gates at the entrance to the playgrounds are unlocked from 8.30am and then padlocked again at 9.15am.
- They are reopened for pupils to leave the site at 2.50pm and relocked at 6pm (dependent of after school events)

Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

Valuable equipment

All items above the value of £200 will be recorded in the school inventory. Wherever possible valuable items will not be left where visible from outside. The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property, with the exception of clothing which should be returned to the lost property trolley in the dining room, should be handed to the school office where it will be kept for 6 months before disposal.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. Arrangements for the administration of medicines are detailed in the medication in school policy.

Risk Assessment

A security risk assessment will be completed annually by the Head Teacher. The risk assessment will use the format recommended by the LA.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the E&P committee. Governors will monitor performance via the Head Teachers termly report to governors and when visiting school. This policy will be reviewed annually by the E&P Committee.

Written: October 2013

Adopted: January 2014

Next review Date: January 2018

This policy has been reviewed and has been assessed as being compliant with the requirements of the Equality Act 2010