



THE FEDERATION OF WEST LEIGH INFANT SCHOOL AND BACKWELL C OF E JUNIOR SCHOOL

SECURITY POLICY

Statement

This policy should be read in conjunction with the Keyholding and e-Safety Security policies.

Rationale

Every child and member of staff have a right to a safe and comfortable environment in which to work. The Federation has a duty of care to provide this type of environment for pupils, staff and visitors. It also has a responsibility to protect its buildings and assets from the dangers of theft, fire, and vandalism.

It is our aim to provide a safe and welcoming environment for every pupil, parent, member of staff and legitimate visitor, whilst protecting the buildings and their contents.

Aims

1. To provide a safe and comfortable environment for users of the two schools.
2. To manage and control access to the schools.
3. To ensure valuable equipment is secure.
4. To involve the community police officer in the work of the schools.
5. To protect personal information under the Data Protection Act.
6. To ensure that there is a proper system in place to record all security incidents.
7. To carry out an annual security review.
8. To take all reasonable steps to prevent children straying from school premises.
9. To ensure that all staff receive training in how to deal with emergencies and unwelcome incidents.

Methods

1. Identify a member of staff who is a governor with responsibility for overseeing security of the schools.
2. Ensure all staff are aware of this policy, and pupils and visitors are informed of their responsibility and operational procedures.
3. Regularly review risk assessments of security issues and ensure they are a regular feature of the termly Health and Safety site inspections.

4. Regularly review the need for security measures such as lighting, fencing, signs, marking of equipment, locks, etc.
5. The front entrance doors should be kept locked at all times, with admission either by key for staff, or controlled by the School Office.
6. Direct all visitors to report to Reception, via clear directional signs.
7. Request all visitors sign in and out and wear badges during their visit.
8. Monitor the movement of persons through the school sites.
9. All staff should be kept informed about the location and use of panic alarms, and appropriate action to be taken in the case of their activation. The Headteacher is responsible for this.
10. Discourage pupils from bringing valuable items to school. If necessary, valuable items should be confiscated and returned to parents/carers at the earliest opportunity.
11. Implement procedures to control the movement of portable equipment.
12. Mark all expensive portable equipment as belonging to the school by such marking system as may be appropriate.
13. Maintain a register of school assets, excluding furniture, valued in excess of £50. The register shall include details of quantity and location and shall be checked annually.
14. Log all equipment moved from the school site in the asset register.
15. Maintain an effective entry alarm system.
16. All activations of the security alarm system will be recorded in the record book provided for that purpose and kept by the control box.
17. Record all incidents of crime or other breaches of security. These shall be reported to the police and LA, as appropriate. Report all incidents of injuries caused by physical violence against a person at work to the Health and Safety Executive. Inform the Headteacher and the Chair of Governors immediately of any such incidents. A written report of the incident should be made as soon as possible and given to the Headteacher. North Somerset reporting procedures will be followed and the police informed. Copies of all documentation will be kept in a confidential file by the Headteacher.
18. Governors will report security issues to parents as and when required.
19. Restrict access to the school office computer system, which is registered under the Data Protection Act, to authorised personnel only.
20. Safeguard computer software and information by implementing procedures for regular virus checking with an up to date package. Create back-up copies of all data stored on the school office computer on a regular basis and where practicable store at a remote site or in a locked fire proof cabinet.
21. Ensure procedures are in place for addressing fire protection matters.
22. All staff should be made aware of the guidelines for personal safety when working alone on site, as contained in the Health and Safety policy.
23. All vehicles to be directed to report to office. Only staff vehicles have use of the car park – visitors must use the visitors' car parking area.
24. Procedures for the unlocking and locking of the school site must be followed. This includes organisations who hire facilities from the school. See procedures for West Leigh and Meadowside.

Procedure for West Leigh Infant School Security Gate

The main gate will be unlocked in the morning to allow access for staff, children, and parents. The Headteacher / Deputy Headteacher (or School Administrator if either are unavailable) will lock the main gate between 9.00am and 9.10am.

Pre-school children and their parents arriving for Meadowside once the gate is locked are directed to the bell/ring the bell on the gate for Meadowside staff to allow access.

A member of the Meadowside staff will unlock the main gate at 11.45am to allow pre-school parents access to collect their children.

The brown playground gate outside Meadowside is bolted on the inside when not in use.

It will be the responsibility of a member of Meadowside Pre-school to lock this gate at 12.10pm.

Use of West Leigh Infant School facilities by Backwell Out of School Club

Whilst the facilities are used on a daily basis, the school is locked by the Cleaner/Caretaker.

Use of West Leigh Infant School facilities by the Parent Teacher Association (PTA) When the facilities are used by the PTA, the school is opened and closed by the PTA.

Procedure for Meadowside Pre-School Security Gate

A member of the Meadowside staff will unlock the main gate at 8.45am.

A member of the Meadowside staff will lock the pre-school gate at 9.20am when registration is taken.

A member of the Meadowside staff will unlock the main gate at 11.45am to allow pre-school parents access to collect their children.

It will be the responsibility of a member of Meadowside staff to lock the main gate at 12.10pm.

All Meadowside pre-school staff will leave the school site via the school premises.

Procedure for Backwell C of E Junior School Security Gates

A member of the Senior Leadership Team (SLT) will open the front (electronic) main gate at 8.40am and close the gate by 9.00am. The gate will be reopened again by a member of SLT at 3.30pm and close by 4pm. Access outside of these hours is by way of intercom request to the School Office, where CCTV monitoring is in place.

A member of SLT will open the rear field main gate at 8:40am and close the gate by 9.00am. The gate will be reopened again by a member of SLT at 3.30pm and close by 4pm. Access outside of these hours (for example, Contractors / refuse collection) is through the Caretaker, or School Office staff as required.

Staff and Contractor access is also available via the rear (electronic) main gate by intercom request to the School Office, where a visual monitoring camera is in place.

The rear gate access to the Caretaker's House is locked at all times.

Use of Backwell C of E Junior School facilities by Backwell Out of School Club Whilst the facilities are used on a daily basis, the school is locked by the Caretaker.

Use of Backwell C of E Junior School facilities by the Parent Teacher Association (PTA) When the facilities are used by the PTA, the school is opened and closed by the Caretaker or a member of Staff.

Footnote: Personnel currently responsible for overseeing security are the Headteacher (as Governor), the Deputy Headteachers, the Business Manager and the Caretaker at Backwell C of E Junior School. This may change in future without altering the policy.

Policy Adopted: January 2016

Reviewed: January 2017

Next Review: January 2018