

## HASLAND JUNIOR SCHOOL SECURITY POLICY

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

### Objectives

- to safeguard the school, its buildings and users from the effects of crime, crisis and accidents;
- to bring piece of mind to all those who legitimately use the buildings and its facilities;
- to provide a secure environment for pupils and staff when school is in session.

### Roles and Responsibilities

School security is shared between Governing Body and Headteacher.

**Role of the Governing Body** – The Governing Body is responsible for formulating the Security Policy and monitoring its implementation. At Hasland Junior School ‘Safeguarding’ is an item on the agenda of the Governing Body meetings and the policy is monitored on an annual basis or when changes are required.

**Role of the Headteacher** – the Headteacher is responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school’s policy and their responsibilities;
- staff training needs are kept under review and updated as necessary;
- parents are informed of any security risks and encouraged to help as necessary;
- there are regular risk assessments conducted by the School Business Manager and Health and Safety Committee;
- in addition routine security checks are carried out on an on-going basis by the Caretaker;
- annual reports are made to the Resources sub committee;
- all crimes are reported to the police.

## **Guidelines for School Security**

### **Security Strategies in School**

#### **Staff**

- 4 staff in school have a master key and main gate keys to the school. The rest of the staff have an internal door key;
- staff contact the school office or senior staff in an emergency, via the telephones in the classroom;
- all staff know the code to gain access into the school via reception;
- keyholders are the only staff to know the alarm code and they also have an alarm fob to enter the school;
- staff to have meetings with parents in the classrooms or in the library or meeting room near the school office;
- all staff must challenge visitors who are not wearing a visitors badge;
- all new staff are security checked and until this has been cleared they are not allowed to be in contact with a child in an unsupervised capacity;
- parents who regularly come into school to help have their details verified and recorded in the single central record. Parents do not need a DBS unless they work with children in an unsupervised capacity;
- medicines are stored in the locked medical room. First Aid staff are responsible for the storage and administration of medicines. Administration of prescribed medicines only takes place with the correct form completed and signed by the parent/carer;
- staff training takes place during the INSET day each September with updates issued as required throughout the year.

#### **Pupils**

- parents to sign children out and back in again when going off site during the day;
- children and adults are advised not to leave valuables in bags or drawers. Children are expected to be responsible for their belongings;
- if a child has not been collected at the end of the school day they are brought back into school to wait in the school to be collected, the office staff are notified of this and parents/carers are then contacted ;
- children who are not collected at the end of extra-curricular activities are also brought back into school to await collection and the office or member of teaching staff contacts the parent/carer;
- staff are on duty from 8.45am and ensure that children do not leave the playground before going into their classroom at the beginning of the school day. The gate is then locked at 8.55am and access is then via the main school entrance;

- at the end of the school day the caretaker collects any left belongings from the playground and ensures all children have been collected.

### **Visitors**

- All visitors, including contractors, to come to main entrance, sign in via the visitors Entrysign system and wear a visitors badge
- Parents to enter via the main reception to ask to see their child's teacher
- All other services SEN teams, school nurse, EWO etc to sign in via the Entrysign system
- Parents to be reminded of our security strategies on a regular basis via newsletters

### **Hardware**

- Electronic locks operate on the door from reception into the main school
- All external doors are kept closed (doors can be opened internally but not externally)
- All rooms containing equipment that pose a risk are to be kept locked after school – Caretaker's room, ICT secure store, ICT room, library, school office, resources room, Headteacher's office.
- All windows to be closed after school

### **Outside School**

- Gates to the school grounds are kept locked out of school hours
- Gates only to be opened from 8am until 8.55am and 3.20 to 4.45pm
- One gate is opened at lunchtime to allow children to go to the dining hall at the secondary school for their lunch this gate is manned by a Midday Supervisor. Midday Supervisors are also positioned along the path up to the dining hall to ensure the children are safe
- All staff to challenge visitors trying to get onto the school grounds during playtimes
- We have security gates to the campus and the only way for anyone to gain access during the school day is via the intercom system. Visitors have to press for our school and the office staff see the person on the screen, ascertain what they are wanting to come into the school grounds for and then if necessary allow them access through the gate.

### **Security of Equipment**

#### **Inside school building**

- All expensive, portable equipment to be security marked as belonging to the school
- The infra-red intruder alarm system is in operation when the school is closed
- Staff to be responsible for returning equipment to the various secure areas
- The school has an inventory of expensive, portable equipment

- iPads and netbooks to be placed in their secure storage trollies and locked away in the secure ICT store after use

### **Outside the school building**

- The school is surrounded by high security fencing to prevent intrusion
- the gates do not have handles on the outside. The tops of the gates have combs on them to prevent people trying to climb over them.

### **Security of Staff, Visitors, Pupils and Equipment during whole-school events**

- all cameras, iPads, laptops etc to be secured securely in the locked cupboards. Personal belongings to be stored securely or locked in the office or Headteacher's office;
- all classrooms, ICT room etc to be locked if not in use during an event;
- for outside events – Summer Fayre etc internal doors are to be locked so that people can still access the toilet facilities without having access to the rest of the building.

### **Reporting of Incidents**

Incidents of a security nature should be reported to the Headteacher or School Business Manager. This knowledge should be communicated to the Chair of Governors and to other relevant appropriate authorities, if necessary. All incidents are to be reported to the Governing Body.

### **Monitoring of Strategies**

- informally through verbal reports from staff and visitors;
- formal through staff meetings, termly health and safety meetings and Governing Body meetings

**All staff to take shared responsibility to ensure the security strategies**