

SITE SECURITY POLICY

Article 3, UNCRC: The best interests of the child must be top priority in all actions concerning children.

At St Mary's CE Junior School, we believe that children learn best in a happy, secure and orderly environment because of their own positive attitude and that of the adults and children around them. At St Mary's our core Christian Value is Love. In our school this is described in terms of being One Family, where each member is encouraged to love and respect themselves and others. At the centre of all that we do at St Mary's is that we are all created in the image of God; that we are all individuals and that we are treated equally.

The school aims to provide an environment that creates a feeling of safety and security for the children and staff, while remaining welcoming to parents and visitors. The school recognises the need for a policy that combines common sense with sensible and practical physical measures.

Scope of the policy:

The policy defines school practice in the following areas:

- Site access, and general building security
- Theft, burglary, damage to property, trespass, nuisance, violence and aggression
- Offensive weapons
- Visitors, contractors, helpers and other persons involved with the children
- Computer data security

Health and safety and child protection are addressed in separate documents:

- Health and safety policy
- Child protection policy
- Safeguarding guidance for staff

Principles:

The policy covers a range of measures which seek to:

- Safeguard the well-being of pupils, staff and visitors
- Prevent casual theft and burglary
- Reduce vandalism
- Prevent accidental fire and arson

Responsibilities:

Headteacher

The headteacher will:

- Have day-to-day responsibility for the implementation of the policy.
- Consult with professionals as appropriate.
- Ensure that all members of staff are aware of their responsibilities.
- Monitor and review security measures.
- Provide the Resources Committee with updates on security, on a regular basis.

Drift (IT Support) will:

- Make an annual check that the location of all items recorded in the inventory, is known.
- Keep the school's asset register up to date.

Administrative officer

The Administrative Officer will:

- Liaise with Drift (IT support) to ensure the schools asset register is up to date.
- Update the school asset register when new equipment is purchased.

Governing Body

The Governing Body will:

- Monitor and review the school's security systems through the Resources Committee.
- Carry out regular checks of the school asset register.

Resources Committee

The Committee will:

- Ensure that implementation of the policy is monitored.
- Ensure that the policy is reviewed every two years.
- Agree and monitor the progress of any action plan arising from an evaluation of security.
- Determine expenditure priorities.
- Provide the Governing Body with an annual report on security.

All Staff:

All members of staff will:

- Support the Headteacher in implementing this policy and report any shortcomings.
- Challenge or report any visitor who is not wearing a visitor's badge.
- Report any breaches of GDPR to the GDPR DPO (Sarah Cooper and Matthew Rundle)
- Report breaches of security, such as acts of vandalism, thefts, attempted thefts, etc to the Head teacher or Administrative Officer

Parents and school visitors:

It is expected that all parents and school visitors will:

- Respect the measures taken by the school to improve and ensure security.
- Report any problems to a member of staff.

Procedures:**People management**

The duty of care to ensure the safety of all children is of prime importance to the Governing Body and staff. Critical to this is the selection and monitoring of all adults who come into contact with the children and the following rules are observed:

- During staff recruitment, LA guidelines are followed (refer Recruitment Policy). For all members of staff, this includes the taking up of references, and DBS checks.
- All members of staff sign in and out of the building.
- All visitors, including contractors, enter by the main school entrance. They sign in and out of the building and wear a visitor's badge at all times.
- Provision for the children at lunchtime and after school clubs and activities is managed by the Deputy Headteacher and Administration manager who ensure that all leaders are DBS checked and appropriately qualified to run the club / activity.
- All parent helpers are DBS checked and complete an application to work in school as a volunteer. They are managed by classroom teachers and work within classrooms or shared open areas.
- A member of staff accompanies contractors and other visitors, who have not been DBS checked.
- Adult supervision is always present when children undertake outdoor activities.

- For off-site activities, the school follows the guidance provided in the LEA. The organisation and management of off-site activities must be agreed by the Headteacher or EVC.

Curriculum activities

The children are made aware of security issues, at an appropriate level, through a range of school based activities which form part of our Personal, Social and Health Education curriculum. The children are:

- Encouraged to take care of themselves and others.
- Encouraged not to approach any adult that they don't know, but to seek help from a safe adult.
- Encouraged to consider their personal safety.
- Taught to recognise and respect where boundaries lie and the importance of staying within sight of the teacher.
- Through the computing curriculum, as well as RSHE, children are taught how to keep themselves safe online
- Acceptable use of IT documents are in place for both staff and children

Physical access

The site has one main entrance which opens onto Belle Vue Road and one additional entrance which provides pedestrian access only. There is access via the staff car park which is situated on Milkingpen Lane. The school uses the following physical measures to control access to the school building:

- Clear signage is used to direct visitors from the car park to reception.
- All external doors have been adjusted so that they may only be opened from the inside. Key pads are fitted on high usage doors.
- The main entrance door is closed and locked and is opened using a buzzer and buttons in the school office.
- Open doors are always supervised.
- The school has an intruder alarm which is monitored. Alterations or additions to the system are considered whenever expensive purchases or changes to the layout or use of the building are made.

Although the playground is fenced, our induction programme for children starting school in Y3 teaches them where the playground boundaries lie and the importance of staying within sight of an adult.

The boundaries to the playing field are clearly defined by a fence. During activities on the field, a high level of supervision is provided and activities are conducted at a suitable distance from the perimeter fencing.

Should a child go missing, the Headteacher will immediately be notified and a search initiated. The search will be co-ordinated from the school office and both the building and site will be searched. Staff should not chase a child but follow from a discrete distance. If the child is not located the parents and the police will be contacted.

Collection of children

At the end of the day all children are taken out to the side of the school by a member of school staff where parents or nominated persons collect the children.

In circumstances where there may be a court order in place, class teachers and office staff are aware of the collection details.

Should a child not be collected at the end of the day, the school will try to contact the parents and any persons named by the parents as emergency contacts. If the child is not collected by half past four, the school will contact Children's Services for support.

If a child attends an after-school club parents are asked to inform the school of the person nominated to collect them. Details of this are kept in the club register in the office. If a child is not collected after a club by 5:30pm Children's Services will be contacted for support.

All after-school club leaders are required to take a register and inform the school office of any non-attendees. If no reason has been given for non-attendance the school will contact the parents to ascertain the whereabouts of the child.

Key security

Key-holders are limited to:

- Headteacher
- Deputy Headteacher
- Caretaker
- Cleaning contractors
- Year leaders
- Admin. Officer
- Chair of Governors
- Vicar

Whenever there is a need for an additional key-holder, the Headteacher's approval is required and the issue of the keys is registered.

Theft and burglary

- Large amounts of cash are not held on site. Staff are encouraged to use a variety of routes, times and days when transporting cash to the bank.
- The school maintains an inventory of all equipment. Where possible, items are security marked with the school name.
- The school actively encourages personal security awareness and the staff and children are discouraged from bringing items of high value to school. If children need to bring a mobile phone to school with them they must be handed to the office in the morning and signed in then collected at the end of the school day and signed for.
- Any incident of theft is investigated and, where appropriate, the advice of police and other professionals is sought and followed.

Trespass and other nuisance

- Any incidents of trespass or nuisance should be reported to the caretaker and Headteacher. If appropriate this should be reported to the police.

Violence and aggression

Staff are encouraged to be alert to the risk of violence and aggression and to share any concerns with the Headteacher (refer to Violent Incident reporting). Support and training on how to defuse confrontational situations and deal with potential violence will be provided if necessary. The safety of the school community is of the highest importance and where necessary, enhanced security measures will be employed. The governors will respond rigorously and effectively to any violence or aggression towards staff.

Serious incidents or threats

The school seeks to follow best practice in its handling of threats and incidents, and observes LA guidelines.

In the event of a serious incident or threat, staff are advised to:

- Stay calm.
- Minimise the risk of danger. The welfare, security and protection of children and other members of the school community will take precedence over any other action required to contain a situation.
- Seek help and support.
- Advise the Headteacher or Deputy Headteacher. This person will then decide on what action to take. Where appropriate, the Critical Incident Management Plan will be followed.

Following a serious incident or threat, a nominated person will prepare a report for the Governing Body. If necessary, an emergency meeting of the governing body will be held in order to review the incident, make recommendations and plan appropriate actions.

Offensive weapons

Replica weapons and offensive weapons are not permitted. The Headteacher has the discretion to determine what is an offensive weapon or may cause harm if brought to school, and to ban it. Any appeal against the Headteacher's decision will be considered by the Governing Body.

Lone working

While all members of staff are encouraged to avoid lone working, at times this is unavoidable (refer to Lone Working procedure). In order to reduce risk, staff are advised to:

- Close all doors.
- Close curtains and blinds if working when it is dark.
- Park close to the access door.
- Let a colleague and family member or friends know where they are, when they start, when they finish and any changes of plan.

Computer data security

The security of computing systems and information is covered within the schools Data Protection Policy.

Image Recording of children

The school may occasionally record images of children. This will be used solely for school purposes. Parents will be asked for permission on an annual basis for recordings and photographs to be taken/used. Parents are allowed to record images of their children. These images should be used for their individual purposes only and should not be uploaded onto any website. Photographs/videos will be taken, used and stored in line with the schools Data Protection Policy.

ICT Disaster Recovery Plan

To ensure that a disaster or other emergency which affects information systems can be responded to appropriately within as short a time-scale as possible by:

- establishing an alternative means of operation in advance
- training staff in emergency procedures
- to minimize interruptions to the normal running of the school
- to limit the extent of disruption and damage
- to minimise the economic impact of the interruption

This guidance should be read in conjunction with the emergency evacuation plan and health and safety risk assessments.

Procedures in place to minimise the occurrence of a disaster or emergency

Procedure	Person/s responsible
Electrical systems regularly checked by contractors and any faults identified followed up immediately.	Business, Regulatory and Property Services
PAT testing completed on all portable electrical appliances annually.	Headteacher to organise
Building checked on a regular basis for water leaks etc.	Caretaker
Virus software installed and updated regularly on all PCs and laptops within school.	HCC DRIFT Services
Daily backup of office network.	DRIFT Services HCC
Daily check that backup has worked.	DRIFT Services HCC
Daily backup of curriculum network.	DRIFT Services HCC
Daily check that backup has worked.	DRIFT Services HCC
Backup done remotely off site	DRIFT Services HCC
SLAs for Property Services and EDICT bought into at appropriate level.	Governing Body Headteacher
Staff made aware of appropriate use of networks and internet use.	Headteacher ICT Manager
Reporting system in place for inappropriate website access.	Admin. Officer ICT Manager
Hard copy of pupil data taken off premises in the event of an emergency evacuation.	Admin. Officer
Severe weather warnings issued by Local Authority and distributed to relevant members of staff to lessen impact of localised flooding or storm damage.	Headteacher Admin. Officer Site Supervisor

School mail

Mail is delivered directly to reception and the Post Office is asked to hold mail during school holidays

Revised: October 2021

Review date: October 2024

This policy was approved by the Governing Body

Date to be ratified by FGB: November 2021

Chair of Governors:.....