



SECURITY POLICY

Policy Statement: Security of school pupils and staff

Rationale:

Incidents which have occurred nationally of violence and aggression towards pupils and staff perpetrated by members of the public or isolated parents, make it necessary to put stringent security policies into place. Their objective is to minimise risk and to define the action to be taken in the event of such incidents. In constructing policy, consideration must be given to the fact that the school is not an enclosed premises. There is open but restricted access into its grounds and buildings from all sides.

Purposes

1. To make parents and pupils aware that everything possible is being done to ensure that children are safe and secure at school.
2. To ensure that those who potentially offer a risk are identifiable and readily challenged.
3. To alert staff to risk and breaches of security.
4. To minimise risk and maximise support to individuals (staff and pupils).
5. To define emergency situations when police must be called.

Guidelines

1. Photographs and records of all staff are centrally kept in a secure environment. (See Data Security Policy).
2. All visitors are recorded in reception and given a security pass. This includes parent helpers, governors and contractors including ground staff. All adults in school will receive appropriate CRB clearance and parent helpers will complete a Confidentiality Form.
3. In an emergency (e.g. involving an intruder) reception must be informed as soon as possible. An emergency alert will be sent to all classes.
 - Classes are to stay wherever they are and be kept calm.
 - The alert continues until staff are personally informed otherwise by Office or Site Management staff. Alternatively, if it is judged that pupils and staff would be safer at the outside assembly point than in school, the evacuation bell may be rung.
4. All staff, if not in class, should react to an emergency as soon as they become aware of it and take action as appropriate. Police must be called immediately if there is a real threat of violence to any pupil or member of staff. The decision to call in the police may be made by any member of staff acting on this criteria. The Headteacher/Deputy Headteacher should be informed at the earliest possible time.

5. If an emergency occurs in a classroom, e.g. an intruder acting threateningly or a pupil acting violently, the teacher should call the school office/reception immediately, or two children should be sent to the nearest member of staff and to reception to alert the Head, Deputies, or any other member of staff available. If possible, an attempt may be made to remove the intruder (by persuasion) or the child (using minimum force) from the class.
6. If an emergency occurs when the school is in session but children are not in class, the evacuation bell will be rung (so that children move to the outside assembly point).
7. If any emergency occurs before 8.30 or after 15.30, the emergency bell will ring. Any children in school will be the responsibility of staff taking them. The children and staff should remain in the same location until the emergency ends, i.e. until informed by other staff.
8. Staff seeing an unknown adult on the premises without a pass or on school grounds if approaching the school, are asked to challenge him/her if they are confident that they can do so without putting themselves under threat. Otherwise staff and children should inform reception or staff who are able to make an appropriate challenge.
9. Telephones other than those in the main school offices are at the following locations: All classrooms, staff room, management suite, staff workroom, facilities manager. Note that **all** phones have the facility to dial 999.
10. All doors which can be set just to open from inside, will remain locked from the outside (except fire doors and external exits to playground).
11. Both gates to the main playground will be kept locked during the school day.
12. The big double gates will be opened to allow access for fire engines etc.
13. Emergencies which cannot be anticipated in any way may happen. Staff must be prepared to use their discretion to take appropriate action or to vary these arrangements.
14. All staff must ensure that they are fully appraised of all points within this policy.

Reviewed: Summer 2014

Next review: Summer 2016