



A place to shine ...

Let light shine out of darkness and God's light shine in our hearts

2 Corinthians ch4, v6

School Security Statement

Consultation that has taken place	October 2020
Date formally approved by governors	October 2020
Date policy became effective	October 2020
Review date	October 2021
Person responsible for implementation and monitoring	Mrs Dawn Day Mrs Faye Kerr
Other relevant policies	Safeguarding Policies

"Peace be within your walls and security within your towers!" (Psalm 122 verse 7)

Our school is bounded on one side by public pavements and two sides by private gardens, and one side by Walker Activity Dome. Our aim is to provide a safe and secure environment for our pupils, staff and visitors. People come first and the safety of children and staff are of paramount importance. Our Security Statement ensures that we have in place effective procedures to enable us to achieve this aim.

Roles and Responsibilities

Management Responsibility

School security is shared between the LA/Academy Trust, Governing Body and Head Teachers.

Role of the Local Authority

The main role of the LA is to provide advice for security and access within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Statement and monitoring its implementation.

The Local Governing Committee monitors the security of the site on a termly basis.

Role of the Head Teachers

The Head Teachers are responsible for implementing the Security Statement agreed by the Governing Committee.

The Head Teachers 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 training is given as necessary;
- parents are informed about security, consulted and encouraged to help;
- children are instructed by all staff to NEVER open the door to visitors
- the school uses the agreed risk assessments of the LA and the Facilities Manager has twice yearly meetings with LA Health & Safety Officer
- there are termly risk assessments conducted by the Head Teachers and Facilities Manager;
- EYFS carry out daily risk assessments
- additional routine security checks are carried out on an on-going basis by the Facilities Manager;
- all crimes are reported to the Police.

Guidelines for School Security Security Strategies in School

Staff

- Staff based in school are the only staff to know the combination of the door entry number and garage door entry number.
- Staff use key fobs to gain entry to both buildings.
- There are classroom telephones for staff to contact the School Office or senior staff in an emergency.
- Staff meet with parents in the school yard at the start or end of the day or for more formal meetings, outside normal parents meetings, in the Pods/SENCO office, which are in a public area near the School Office.
- All staff, including lunchtime staff, must challenge visitors who are not wearing a visitors badge and direct them to the School Office.

- No adult should talk to children or pass anything to children through the school railings. All members of the public who do so to be challenged and reported to the Head teacher. The police will be called if necessary.
- During fire evacuations visitors signed in the visitor's book will be checked and accounted for by the admin staff.

Visitors

- All visitors, including contractors, must first report to the School Office, sign in the visitors' book and wear a visitor's badge.
- On leaving, all visitors, including contractors, must sign out in the visitors' book.
- Parents wishing to meet with a member of staff must make an appointment and follow the same procedure as above.
- All other services (LA teams, school health etc) based in the School must sign in by the School Office.
- Parents will be reminded of our security strategies on a regular basis through the School Newsletters.
- All visitors on courses must:
 - sign in at the School Office and wear a visitor's badge;
 - follow the School's specified route to and from the training room, ensuring they exit via the School Office.
- All staff must ensure that people trying to gain entry to the School, enter via the main gate and report to the **School Office**.

Hardware

- Fob locks and key combination locks operate on the main entrances to school.
- All external doors will be kept closed. (Doors can be opened internally but not externally).
- All upstairs windows are restricted and do not fully open.

Outside School

- Only the main entrance will be unlocked during school hours.
- Nursery school gates will be kept closed and locked during school hours and are opened for parents dropping children off and collecting. Late comers must report to the Parent Support Advisor or School Office.
- Children must play in designated areas.
- All staff will challenge visitors on the school grounds during playtimes.
- When children go swimming or go on trips and visits the relevant risk assessment procedures must be followed.
- Dogs, other than guide dogs, are prohibited from the school premises, including the yard.
- Vehicles are not permitted on school premises during school hours and only be arrangement out of school hours.

Security of Equipment Inside School Building

- All expensive, portable equipment will be marked as belonging to the School.
- The caretaker will ensure that the infra-red intruder alarm system is in operation when the school is closed.
- Staff are responsible for returning equipment to lockable cupboards.
- Staff will "sign out" equipment which is taken home, e.g. camera.
- All staff have access to lockable lockers in learning areas.

- Children should not carry mobile phones or other electronic equipment. If they need to be brought into school then they are to be securely stored during the day and returned to the child at the end of the school day.

Outside School Building

- Access to the site is via the main entrance on Lancefield Avenue. Signage indicates this from other entrances

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

Parents' evening

- All CDs, cameras and personal belongings will be stored in storage containers and locked away.
- All rooms apart from classrooms and learning areas will be locked.
- Staff will meet with parents in the Hall or in group meetings in the home groups.

Fundraising Events

- All rooms apart from those required will be locked.
- All CDs, cameras and personal belongings will be stored in storage containers and locked in designated secure places.
- For outside events such as Sports Days and Summer Fayre, internal doors by toilets will be locked so people have access to toilet facilities without having access to other parts of the school building.

Monitoring of Strategies

These strategies will be monitored

- informally through verbal reports from staff , parents and visitors;
- formally through weekly meetings with the site manager, termly meetings of the Local Governing Committee.

All staff take shared responsibility in ensuring the security strategies are implemented.