

WOODTHORPE J.I. SCHOOL

SECURITY POLICY

The Governing Body and staff of Woodthorpe J.I. School acknowledge that we are duty-bound to devise adequate measures against vandalism, theft, arson and assaults on pupils and staff.

Aims and Objectives

- Personal security of pupils, staff and visitors
- Security of buildings and grounds

Responsibilities

The Finance and Building Committee will undertake an annual audit relating to the security of the following:

- Pupils, staff and visitors
- School buildings and grounds
- School equipment

Pupils and Parents

Pupils are informed of the School's security procedures by their class teachers, in PSHE and in assemblies. Parents are notified of updates to security in the weekly newsletter and via social media.

Measures to ensure security at Woodthorpe J.I. School;

- Unauthorised access to the site is deterred. Visitors must speak to office staff and present identification before the gates are opened for them. There is a video intercom on the main gate. There is also an intercom in the reception with a glass viewing hatch so office staff can see visitors in the main entrance before they allow access to the school building.
- Visitors sign in and out of the building. Visitors wear a badge with a lanyard.
- Visitors IDs are checked before they are admitted to school. The school administrator checks visitors DBS.
- Parents are asked to wait outside the school building when children are entering and exiting to support staff in making sure that intruders cannot enter the building.
- Parents are also asked to make appointments via the school office if they wish to meet with teachers so that we know who is on the premises.
- Entry points to the building, including windows and the roof will be secured without compromising people's ability to use escape routes;
- External doors and frames are of high quality and in a good state of repair.
- Internal doors to the offices and computer suites are locked and have closing grids to deter burglars. School keys are kept in a key safe. External windows have toughened safety glass and offices are covered with safety film so people can not see in.

- The school is secured against intrusion at the end of the working day.
- The Intruder Alarm system is activated as the last person leaves the building. The system can be activated by the Building Services Supervisor (BSS), BCC Alarm Response team and the head teacher.
- Staff are encouraged to question strangers and report people acting suspiciously.
- School will be active in promoting good relations with neighbours who overlook the premises and are encouraged to contact the school as necessary.
- Valuable resources are kept inside the building not in sheds outside.
- Parents are informed of the West Midlands CRIMESTOPPERS number, 0800 555 111, in the school newsletter.
- The Alarm Response team are called out first if the burglar alarms are activated. The BSS and the head teacher are the second and third to be called out following the Alarm Response team. If they are called they will telephone the Alarm Response team to make them turn out to the school.
- Keys are held by the head teacher, the BSS and the Alarm Response team.
- In the event of an incident, a record will be made and the police will be notified. Crime numbers are kept on record so that we can refer the police to previous incidents if necessary.
- Incidents involving assault or threat of assault to pupils, staff or visitors will be recorded and include a description of the perpetrator and any vehicle involved and be reported to the Police.
- The head teacher will liaise with the Police and the Crime Prevention Officer and will inform the Finance and Building Committee of advice that has been given in respect of improving security.

See Arson policy.

Signed:.....

Approved: 16 November 2018

Review: November 2021