

**THAKEHAM PRIMARY SCHOOL**  
'Small School, Big Opportunities, Great Achievements'



# Security Policy

## Thakeham Primary

### School

Date approved by the Resources and Strategic Organisation Committee:  
09.07.20

Review Date: May 2021

Signed

Headteacher:

Chair of RSO:

## **Introduction**

At Thakeham Primary School the pupils should work and learn in a safe and secure environment. We have a duty of care to ensure that we provide such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

The personal safety of the whole school community is paramount; the governors and staff take the threat of assault, arson and vandalism very seriously. Thakeham Primary School takes stringent measures to reduce the risks and support fully members of staff or pupils who are the subject of assault. The Police are notified and legal action taken, if necessary.

This policy should be read in conjunction with our school Lockdown Policy.

## **Roles and Responsibilities**

Overall school security is the responsibility of the employer. At Thakeham Primary School, this is the WSCC and school governors. The Headteacher is responsible for implementing the security policy.

## **Governing Body**

The Governing Body of Thakeham Primary School has drawn up and agreed the Security Policy which will be shared with the staff.

There is a Governor responsible for Health & Safety, which includes school security. Health & safety, including security are discussed both as part of our Resources & Strategic Organisation and as part of Full Governing Body meetings. The Resources & Strategic Organisation Committee review the Security Policy annually. Governors will delegate the day to day implementation of the policy to the Headteacher.

## **Headteacher**

The Headteacher should:

- ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- ensure that all visitors, contractors and agency staff adhere to the security policy.
- monitor the implementation of the policy and security arrangements.

There are risk assessments in place for a number of activities and for the school premises. Regular routine security checks are carried out by the Head/Premises Manager. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Headteacher reports regularly to the Governing Body and, where appropriate, WSCC.

The Headteacher is responsible for the security of the premises during the school day; in their absence the Senior Teacher assumes this responsibility.

## **Staff**

All staff should be fully informed of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the Police/emergency services
- implement the emergency procedures and critical incident plan.

New staff are informed of the school's Security Policy and of their responsibilities before taking up their post. Key responsibilities are outlined overleaf:

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Governors, Headteacher, School Business Manager & Premises Officer	Agree policy Review every 12 months
Day to day implementation and management of policy	Headteacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Teachers, Secretary & Headteacher	Unlock/Lock gates at the directed times
Checking the condition and maintaining the safe operation of physical and electrical security devices (entrance doors/corridor security door,locks, padlocks, gates, key pads etc.	Premises Officer	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office staff	Follow signing in procedures, check identity, DBS etc. and issue badges
Control of contractors	Premises Officer (and Office staff)	Supervise contractors; ensure they are aware of Health & Safety Policy, Security Policy and other relevant policies. Ensure they have Public Liability Insurance, risk assessments have been carried out and sign the asbestos register, are shown the fire exit routes and assembly point (Emergency Fire Plan/Fire Safety Policy),are issued a hot works permit if they need it and sign the visitors' book.
Security of money etc.	School Business Manager/Office staff	Ensure as much money as possible is paid through School Money (trips etc.) Ensure all petty cash is kept locked in the safe SBM to bank money weekly
Security risk Assessment	Headteacher/Premises Officer/School Business Manager	Review annually and inform governors of findings to use as part of policy review

## **Pupils**

Children will be encouraged to exercise personal responsibility for the security of themselves and others. Children will co-operate with the arrangements made for the security of the school.

Breaches of the school security arrangements are a breach of the school's Behaviour Policy. Within the RSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

## **Parents**

The parents of pupils at Thakeham Primary School are kept fully informed of security procedures and of their responsibilities when visiting the school through:

- School newsletters
- Individual letters
- Procedures implemented by office staff including notices on entry

## **Police/Local Community**

Thakeham Primary School values co-operation from the local Police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local Community Liaison Officer and Thakeham Parish Council on security matters. Steyning Grammar School, with whom we share a site are also consulted. Local residents are encouraged to report incidents directly to the Police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

## **Security Strategies**

### **Control of Access**

Thakeham Primary School has a policy of welcoming visitors; however, we realise that problems can occur with any number of visitors to the school. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

### **Access to the School Grounds and Building**

The school grounds are bounded by security fencing. Fencing around the school:

- A 2m high weldmesh fence secures the school along the northern boundary, from the main entrance, along the pavement, where it meets the existing 'Caretakers House' enclosure
- The 'Caretakers House' is enclosed by a 1.8m high timber closed boarded fence which is extended along the eastern boundary (with Steyning Grammar School) until it meets the new southern boundary
- The southern boundary is defined by a new 1.8m high weldmesh fence which returns to meet the main building
- Access to the playing field and/or hard games court (shared with Steyning Grammar School) is via a pedestrian gate within the northern boundary which has padlock security
- To the west, the building forms the secure boundary to the side access road, stream and playing field beyond (access via padlocked gate)

Access to school grounds from publicly accessible areas is via 3 points:

1. Main entrance double door set into building. This is lockable (key) for securing outside of normal operational hours. During operational hours it is secured with an electromagnetic lock and has a remote automatic opening mechanism operated from the Main Office. Visitors are to request access via intercom and CCTV monitoring, linked to the Main Office
2. Pedestrian access gates from pavement onto playground, which has padlock security
3. Vehicular access gates from car park onto side access, which has padlock security

Sole visitor access to the school building is monitored and controlled via a reception hatch at the Main Office, where a second internal door has remote release door mechanism from the Main Office or push button internally within the school. Staff have access via a programmed card system

External doors from circulation areas (and Main Office) to outside have ironmongery that allows pupils access to the toilets or medical facilities during playtime and have thumb turn locks for escape in the event of a fire.

All children enter the school playground via the school gate next to the car park path at Rock Road. Year 1- 4 pupils enter the building from the door to the playground next to EYFS classroom. Year 5/6 pupils enter at the end of the main corridor. EYFS pupils enter via their own outside classroom door. All external doors should be closed at the end of break/lunch times.

Parents are encouraged to park in our car park wherever possible, displaying a school permit or in the case of Year 6 pupils they may be dropped off at the designated zone in front of the school. The Steyning Grammar School car park may be used as an 'overspill' car park (and for Thakeham Primary School support staff), though one should be mindful of the need for SGS visitors and staff to use this car park too. Parents are asked to not arrive too early for a space in the SGS car park and to vacate the car park spaces promptly at the end of the school day.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Visitors to the school are to report to the Main Office and will be asked to take a seat while the member of staff is contacted. The member of staff will then come to collect the visitor. All visitors are expected to wear a badge before they are allowed into the main part of the school. Staff have blue lanyards, Governors have black; visitors with DBS have red and non-DBS visitors have yellow lanyards (these visitors should be accompanied at all times by a member of staff/visitor with a DBS).

All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

(NB: Some schools refer to those parents/visitors who have permission to enter the school as being 'licensed'. It is important to remember that the licence/permission can be withdrawn/revoked/denied.) Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements.

Unless visiting the school office, parents should drop off/collect their children in the playground (apart from Reception children in the first instance – see Transition Policy). This helps develop children's independence and reduces congestion in and around the school. It also helps us to know who is on the premises at all times. Teachers collect their class from the playground and dismiss them. Parents of Year 6 pupils are able to drop off their child at the 'drop off zone' (coach parking bay) or with the correct permission form, allow their child to walk to/from school.

If parents wish to take their child/children out of school during the school day, they should report to the Main Office. A request to take a child out of school should normally be made in advance in writing requesting leave of absence. Records will be kept stating why and when they have removed their child from the premises.

### **Trespass**

Thakeham Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Headteacher, or Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five-day period in which to make representation.
- Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

### **Entering and Leaving School**

If a child arrives after 9am the school gates are locked, so the parent should accompany the child to the Main Office.

All parents are asked to wait outside on the school playground when dropping off/collecting their children. At the end of the school day children will line up in their classes and the classteacher will dismiss the children to their parents/agreed person collecting. The Hive staff will collect children from the playground for the shuttle service to Washington Village Hall.

If a child has not been collected, parents are contacted. The child stays in the office/with their teacher until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe. Parents are asked to inform the school if there is a change in the authorised adult collecting their child at the end of the day. We reserve the right to contact IPEH (Integrated Prevention Early Help) or MASH (Multi Agency Safeguarding Hub) if a child is often collected late.

### **Supervision of School Grounds**

Children are supervised at all times when in the playground. Supervision is by Teaching Assistants, who are also Midday Meals Supervisors during lunchtime and a member of teaching staff alongside Teaching Assistants during breaktime. The Headteacher is also often either in the lunch hall or on the playground to monitor arrangements and on the playground before school on most mornings before school. In her absence another member of teaching staff covers this duty.

### **Security of Personal Property**

Children should not to bring anything of value to school. Individual staff are responsible for their own property.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, laptops etc. are security marked. Any petty cash on the premises is kept in the safe but money is banked weekly.

### **Security of Building**

An effective intruder alarm is in operation. This is always set when the school is empty. This is externally monitored by a security company who are also key holders and will respond promptly in the case of the alarm being triggered. Security lighting has been installed at the front entrance area and also on the western elevation of the school building

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises. This will be checked by the Premises Manager.

The Headteacher, Senior Teacher, School Business Manager, Premises Officer and Contract Cleaning Company are designated key holders and are responsible for the security of the building.

It is the responsibility of the Premises Officer, School Business Manager and Headteacher to ensure the Health & Safety, Fire Policy and the Security Policy are fully adhered to.

### **Contractors in School**

When contractors are working in Thakeham Primary School, the following precautions should be taken:

The Headteacher agrees a convenient time for the work to be completed – out of school time if possible and school staff should be made aware of the work taking place and the Health and Safety issues. The Premises Officer accompanies the contractor wherever possible and should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. DBS should be sought if work is to be undertaken unsupervised. Non-DBS contractors should be easily identifiable i.e. by yellow lanyard/different colour high vis jacket and be accompanied by a DBS member of staff/contractor. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, and sign the Asbestos Log book when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract.

On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

### **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Thakeham Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should work close to or have access to a mobile phone. The Lone Working risk assessment should be followed.

Curtains and blinds should always be closed in the evening, but especially if staff are working late.

The Headteacher or the Premises Manager should secure the site after use outside of school hours.

### **Fire Detection Systems**

At Thakeham Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

Fire detection and alarm systems are in place throughout the school and tested regularly. The building has emergency lighting. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are locked away to prevent intruders or pupils using them to start fires or as a means of access to the roof. See Fire Policy.

### **Offensive Weapons**

It is a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.'

If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon, but they do have the powers to do so. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, the search can be carried out only by the police. At Thakeham Primary School, we will make every effort to ensure a parent or guardian is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police are informed and they carry out the search and an appropriate investigation.

### **Confiscation of Weapons**

Staff take possession of a knife or any weapon brought to school by a pupil. The following staff are authorised to do this:

- Headteacher
- Senior Teacher



The item is locked away; staff should either:

- arrange for the parent or guardian to take the weapon away, if circumstances indicate this to be a reasonable course of action. When weapons are returned to parents, a record should be kept by the school or
- arrange to surrender the weapon to the police without delay and inform parents of any police involvement.

### **Bomb Threats**

Any warning Thakeham Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas. See Emergency Plan/Lockdown Policy.

### **Incendiary Devices**

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the police summoned. See Emergency Plan/Lockdown Policy.

### **Postal Bombs**

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it.

Staff should evacuate the immediate area and raise the alarm before calling the emergency services.

If Thakeham Primary School receives a bomb warning, Headteacher or in their absence the Senior Teacher have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues. See Emergency Plan/Lockdown Policy.

Pupils should not return to the building, until the police declare that it is safe.

### **Reporting Incidents**

All incidents of crime and losses are recorded (see appendix 1) including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LEA are notified. A review of incidents over the year is distributed to the Governors.

### **Review of Policy and Procedures**

The Resources & Strategic Organisation Committee Body reviews this policy and the procedures on an annual basis.

**APPENDIX 1**

**SECURITY INCIDENT REPORT FORM**

*Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.*

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

**1. Member of staff reporting incident:**

Name:

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Work Address:

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Position.....

**2. Personal details of person assaulted/verbally abused (if appropriate)**

Name:

.....

Work Address:

.....

Position: (if member of staff)

.....

Class:

.....

Age: ..... Gender:

.....

**3. Details of trespasser/assailant(s) (if known)**

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**4. Witness(es) (if any)**

Name:

..... Gender..... Age.....

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Address:

..... Postcode.....

Other Information:

.....

**Witness(es)**

Name:

..... Gender..... Age.....

Address:

..... Postcode.....

Other Information:

.....

Relationship between member of staff/pupil and trespasser/assailant

.....

**5. DETAILS OF INCIDENT**

**a) Type of incident** (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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**b) Location of Incident** (attach sketch if appropriate)

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.....

**c) Other details** (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.)

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**6. Outcome:** (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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**7. Any further information/sketches, etc. (as attachments)**

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**Signed:** ..... **Dated:** .....