



Newburn Manor Nursery School



Monkchester Road Nursery School



Ashfield Nursery School

Newcastle Nursery Schools' Federation Security Policy

Document Classification: CONFIDENTIAL

This version remains valid until 31st March 2020 unless superseded at an earlier date

Plan Owner: **Chair of Governors**

Plan Co-ordinator: **Co - Head Teachers (or equivalent)**

Plan Administrator: **School Business Manager (or equivalent)**

1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to the school. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Co-Headteachers will inform the Governing Body of any breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors: The Governors will:

- ensure that the school has a security policy that is implemented fully
- monitor the performance of the school security measures.

This will be achieved by –

- the health and safety governor monitoring performance on their special interest visits
- the head teachers' reports to governors
- all governors observing its implementation when they visit the school.
- periodic review the school's security policy
- delegating the day to day implementation of the policy to the Head Teacher

Head Teacher: The Head Teacher will:

- set up arrangements in school that comply with the security policy agreed by governors
- ensure that all staff receive information, instruction and training in the security policy and procedures
- establish a system for the reporting, recording and investigating of any breaches to 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

Staff: All staff will:

- comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

Those listed below have specific responsibilities for school security.

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Security issue

1. Agreeing and reviewing the Federation Security Policy:- Policy committee /Business Manager
2. Day to day implementation and management of policy: - Head Teacher/Senior Staff/Business Manager and Administrative Staff/Caretaker
 - inform staff
 - monitor performance
 - review arrangements
 - secure school entrance/exits as detailed in this policy

Caretakers:

- Open and close gates/school as laid down by school policy
- Check the condition and maintain the safe operation of physical and electrical security devices (locks, gates, key pads, fences). It is part of the 'Caretakers' normal duties to check the physical integrity of security devices.

Control of visitors:

- Business Manager and Administration Team Issue badges
- Check DBS and photo ID

Control of contractors:

- Business Manager/Administrative Staff
- Security of cash/cheques etc: Business Manager/Administrative Staff

Security Risk Assessment:

- Head Teacher / Business Manager and Caretaker
- Review regularly and inform governors of findings to use as part of policy review

Children:

- Children will be encouraged to exercise personal responsibility for the security of themselves and others – at an age-appropriate level
- Children will cooperate with the arrangements made for the security of the school and breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, children and other persons using the school premises:

3.1 Information and Communication

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- All staff must be aware of the school's security procedures, especially those staff who have a specific role to play in implementing the policy
- All staff induction includes the school's security policy and is recorded on the employees training profiles. (Records of which are kept in the school's Risk Register.)
- These arrangements are communicated to all third parties who use the premises and grounds. Everyone on site is expected to comply with the school's security arrangements as a condition of sharing use of the building.
- Parents are informed about the school security arrangements and any part they are expected to play, for example, when visiting the school.

3.2 Controlled access and egress during the school day

The Federation Governors and co-Headteachers follow a robust risk assessment in order to decide upon the extent of physical controls, such as fences that are required, the likelihood of visitors who may present a risk and the reasonableness of the control measures needed to reduce this risk. By doing this the school, through risk assessment, can balance the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings: Each school in the Federation takes all reasonable efforts to restrict access to the building, to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are – (see 7.10.2 of the Critical Incident and Continuity Handbook)

- All exterior gates are locked during normal lesson times
- Gates are only opened when visitors identify themselves via an intercom
- Visitors enter the premises through the reception area only (and through the Playgroup gates which have CCTV and electronic entry system)
- The school office is secured whenever it is unattended
- The building is to maintain all working internal and external CCTV
- Unauthorised visitors are challenged by staff
- The Administrative Staff, Business Manager (and in their absence other senior staff) ensure that all visitors are checked, signed in and issued a visitor's badge (see 7.14.2 of the Critical Incident and Continuity Handbook).
- All visitors are escorted to and from their destination within the school by a member of staff
- All regular visitors must produce an enhanced DBS along with photo evidence of their identity before they gain access to the school. The Head Teacher checks all disclosures for risk assessment purposes.
- Staff ensure that anyone not wearing a school-issued security badge is politely challenged and accompanied to the Main Office if they have a legitimate reason for being in the school (see 7.10.3 of the Critical Incident and Continuity Handbook).
- If a person does not have legitimate reason for being in the school, the staff member must ask the intruder to leave the school and inform the Head immediately.
- Visitors will not remove any items of school property without the express permission of school staff.

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Grounds

- Staff check the security fences and gates regularly to identify any breaches
- At Newburn, all cars parked in the school's car park are registered with the office
- The **Caretaker/Cleaner in Charge** ensures that the school alarm is set on a nightly basis.
- **School security alarms and panic alarms (where fitted) are tested monthly**

3.3 Outside Areas

As pupils always require access to outside area, the governors are asked to consider that a secure outside area is provided with a suitable perimeter fence at **least 5ft high.**

3.4 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff

Locations where supervision is part of our safeguarding procedures –

- Outside area – Children are always supervised where necessary in this area and visitors challenged

3.5 Cooperation with third parties, extended services and community groups

School security arrangements consider any other third parties that use the school building or grounds. In most circumstances, the arrangements for the school in general will be equally applicable for any third parties involved. **Below are the additional security measures that apply to the groups listed.**

- **Breakfast Club –If the School runs its own Breakfast club or equivalent then all staff come under the school safeguarding procedure.**
- **Breakfast club staff supervise access to school via breakfast club entrance and are not to allow visitors into the rest of the school building.**
- **Community use – Community groups use sports block facilities in the evening. When inside, the access to rest of building is restricted. They enter and leave by the community entrance.**
- **All community groups who hire facilities and include children under 18 yrs of age must have enhanced DBS checks which the head sees and notes in the school's central records.**

3.6 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked **AND** should not have unsupervised access to children.

Contractors are, therefore, controlled as follows –

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- All contractors on site are given school visitor badges and are expected to wear them
- Contractors are only permitted to park on school grounds when and where authorised to do so
- Contractors only carry out work agreed at the start of the contract, as planned by the Headteacher/Business Manager and at the times agreed
- Contractors are supervised by school staff while on the premises, near children and parents. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children/parents.

3.7 Physical security measures

Where applicable, the governing body should consider the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. **Governors review the provision of physical security measures on a regular basis in the form of a security risk assessment.**

The risk assessment considers –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented
- **The cost of physical security improvements and the availability of funding**

Removing people from the premises:

- In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.
- Unidentified individuals who refuse to report to the school reception, become aggressive or are deemed to be a threat to the safety of pupils will be escorted from the school premises and, where necessary, the police will be called.

3.8 Reporting security concerns

- Staff report any missing or stolen equipment immediately to a member of the senior leadership team/Business Manager and detailed information is recorded.
- Staff challenge any unidentified individuals immediately and report them to the main office, informing the Headteacher, business manager/admin staff or most senior member of staff on site.
- Staff/Parents report any concerns regarding the security of the school and the associated arrangements directly to the Head Teacher/Business Manager/Most senior member of staff on-site.
- The Head Teacher discusses security concerns with the governing body to identify effective resolutions to any breaches of security and to any concerns raised.
- The co-Headteachers and Governors ensure that they deal with complaints about

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the school's security measures in line with the school's Complaints Procedures Policy.

E-security

- The Local Authority's ICT team are responsible for ensuring that appropriate and effective online security systems are in place, including malware, firewalls and virus control software.
- The school uses a secure network that is password protected.
- Staff members and children are made aware of the school's **E-security Policy** and the measures put in place to effectively manage risks caused by internet use.
- Staff members receive e-safety related training/updates on a regular basis.
- All staff members have a responsibility to identify risks posed to pupils, including those in relation to the use of the internet.
- Staff members and pupils do not use their personal devices for school related work.

Equipment and belongings

- All electronic equipment is stored in a secure location at the end of each day.
- After using school equipment, staff are responsible for returning equipment to the appropriate storage location and ensuring it is secured.
- Staff members are responsible for any personal belongings, including teaching equipment, which they bring on to the school premises.
- Pupils, parents, visitors and contractors are responsible for their own personal belongings and the school is not liable for any damage or loss that may occur.
- Pupils and their parents are advised not to bring valuable items to school unless necessary.
- The Co-Headteacher is informed in advance if anyone wishes to take any equipment off the school site and a record of the loan is kept.
- Outside play equipment and sporting equipment are tidied away and **secured inside the building at the end of use.**
- Lost property is stored in the school office, where it is kept for **a term** before disposal.

3.9 Locking arrangements

At different times of the day, the security arrangements in each school require the locking of various entrances and exits as detailed below:

3.10 CCTV

Where the schools in our Federation have an active CCTV system it forms part of security procedures. The CCTV systems record incidents and enable evidence to be presented to the appropriate authorities, following the correct procedures as laid down in our GDPR policy.

3.11 Cash Handling

Each school in the Federation tries to avoid keeping cash on the premises. The Business Manager/Administrative Staff keep cash safe by ensuring it is always secure and always stored in a locked safe in a locked cupboard/office overnight. Staff avoid handling cash in visible areas and

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ensure that money is banked at 'irregular times' particularly where substantial sums are involved, i.e. so anyone watching does not notice repeated and regular pick-ups at the same time each week.

3.12 Valuable equipment

Business Managers/Administrative Staff and co-Headteachers ensure that items above the value of £100 are recorded in the school stock book.

Staff do not leave any items of valuable portable equipment (with a value over £250) unattended in rooms where there is public access. In such locations, the room is locked when staff leave and wherever possible valuable items are not left in places that are visible from outside.

The security risk assessment considers the location and security arrangements for high value equipment, for example ICT equipment.

3.13 Personal Property

Personal property remains the responsibility of its owner. This includes the personal property of staff, parents and pupils. Staff, parents and pupils are discouraged from bringing any valuable personal property to school. Lost property is handed in to the main office in each school where it is kept for 6 months before disposal. (Classroom staff keep a lost property box for hats, scarves, gloves etc. and keep any un-named and unclaimed clothing for 6 months before disposal)

3.14 Medicines

At times, when a registered GP has prescribed medication for pupils, they may need administration during school time. Parents must provide such medicines in suitable and labelled containers. These containers are locked in the school's medicine cabinet in a locked office/staffroom/kitchen. Staff ensure the keys to medicine cabinets are kept secure and out of children's reach.

4 Risk Assessment

The co-Headteachers and named staff in the policy complete a security risk assessment annually. Governors use the findings from their security risk assessment to review this security policy.

5 Monitoring and Review

The Head Teacher monitors the performance of this policy and reports any breaches, failings or security related incidents to the Governors. Governors monitor security performance via the co-Head Teachers' termly reports to governors and when visiting school.

This policy is reviewed annually and the next review will be.....

Date -
Signed -

(Chair of committee)
Date -
Signed -

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(Head Teacher)

Date -

Signed -

Pupil Entrance

Consider for example: Pupil entrance gate is opened at 0750 hrs to allow access locked at 0850 hrs and reopened at 1450 and relocked at 1730 (times will vary for each individual school).

Fire alarms

Consider for example: The alarms are checked on a weekly basis to ensure that the system is functioning. Protocols exist on evacuation procedures and a PEEP (personal emergency evacuation plan) can be drawn up for anyone who would require assistance in evacuating the building. Fire drills are to be carried out on a regular basis.

Burglar alarm

Consider for example: If the school has a burglar alarm system which is monitored and is there a protocol to call staff out of hours for entry into the school.

Emergency lighting

Any emergency lighting should be checked on a regular basis to ensure the system is fully operational. Should any fault be reported can services be immediately called in to repair any broken lights?

Lettings

Consider for example: If the school is hired by members of the public for various functions. Protocols are issued to let hirers on how to evacuate the building and contact numbers are issued to contact key members of the School Staff. When areas of the school are let out internal and external doors are locked to prevent unauthorised access to other areas of the premises.

Outside lighting

Consider as above: Emergency lighting.

Holiday arrangements for staff

Consider that if during holiday periods the school is open from 0800 hrs till 1600 hrs (times will vary for each individual school); all staff who enter the building must sign in and out. Doors are only unlocked when necessary. Radios are available for staff who are working in areas on their own.

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School Security Risk Assessment

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SCHOOL SECURITY RISK ASSESSMENT

- *EXAMPLE OF A SCHOOL SECURITY RISK ASSESSMENT*

Assessment carried out by- <i>SITE MANAGER</i>	Job title	Date of assessment-
Review internal- <i>Annually</i>	Date reviews carried out -	
Staff covered by this assessment- <i>ALL STAFF AND PUPILS</i>	Duties being undertaken- <i>ALL SECURITY RELATED ISSUES RELATED TO SCHOOL ACTIVITIES</i>	

RISK RATING		Likelihood Probable: Occurs repeatedly, to be expected or could affect large number of people	Possible: Could occur sometime or effect a few people	Remote: Unlikely to occur or not many people to be affected
Impact	Major Major injury, permanent disability or ill health	<i>HIGH</i>	<i>HIGH</i>	<i>MEDIUM</i>
	Severe Injury requiring medical treatment	<i>HIGH</i>	<i>MEDIUM</i>	<i>LOW</i>
	Minor First aid treatment	<i>MEDIUM</i>	<i>LOW</i>	<i>LOW</i>

Hazards/Issue	Risk rating (before) H/M/L	Recommended Controls In place (Y/N)	Y/N	Further Action needed to reduce risk in addition to controls ticked/any comments	By whom and when	Risk rating (after) H/M/L
Policies and Procedures	<i>HIGH</i>	• <i>The school has written procedures for security of people and property. These were agreed by the governing body and reviewed annually.</i>	<i>N</i>	<i>Policy to be ratified by governing body</i>		<i>LOW</i>

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SCHOOL SECURITY RISK ASSESSMENT

Staff training and communication	<i>HIGH</i>	<ul style="list-style-type: none"> • <i>Staff have been given information, instruction and training on these procedures</i> 	<i>N</i>	<i>Staff inset</i>		
Access control including visitors	<i>HIGH</i>	<ul style="list-style-type: none"> • <i>Access to the building is restricted to staff and authorised visitors.</i> 	<i>Y</i>			<i>LOW</i>
	<i>HIGH</i>	<ul style="list-style-type: none"> • <i>Visitors are all issued with ID badges.</i> 	<i>Y</i>			<i>LOW</i>
	<i>HIGH</i>	<ul style="list-style-type: none"> • <i>Staff challenge anyone without a badge and escort them to reception</i> 	<i>Y</i>			<i>LOW</i>
Premises Security	<i>HIGH</i>	<ul style="list-style-type: none"> • <i>The buildings are secured at night by the caretaker. The premises are secure from vandalism and burglary as far as is reasonably practicable</i> 	<i>Y</i>			<i>LOW</i>

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Grounds Security	HIGH	<ul style="list-style-type: none"> There is either – Physical barriers (fences etc) to prevent unauthorised entry to the grounds, OR 	Y			LOW
		<ul style="list-style-type: none"> There are procedures in place to safeguard pupils in areas where public access is impractical to prevent. 	Y			LOW
		<ul style="list-style-type: none"> These procedures are written in the school's security policy and include consideration of staff personal security A separate secure early year's area is provided with minimum 4ft fence. Security is such that pupils cannot easily leave this area and easily abscond. Higher fencing has been considered if in location with easy public access such as adjacent to school boundary 	Y			LOW

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SCHOOL SECURITY RISK ASSESSMENT

Contractors/trade persons/maintenance	<i>HIGH</i>	<ul style="list-style-type: none"> Are either DBS checked or supervised on school site. 	Y			<i>LOW</i>
	<i>HIGH</i>	<ul style="list-style-type: none"> Are issued with ID badges and wear them. 	Y			<i>LOW</i>
	<i>HIGH</i>	<ul style="list-style-type: none"> Their vehicles only use designated safe access and parking 	Y			<i>LOW</i>
School Equipment	<i>HIGH</i>	<ul style="list-style-type: none"> Valuable school equipment has been identified and reasonable measures taken to keep it secure 	Y			<i>LOW</i>
Personal Belongings	<i>HIGH</i>	<ul style="list-style-type: none"> Staff and pupils are discouraged from bringing valuables into school. 	Y			<i>LOW</i>
	<i>HIGH</i>	<ul style="list-style-type: none"> Staff are provided with a secure place to keep belongings e.g. staffroom lockers. 	N	<i>Lockers may be required</i>		<i>MEDIUM</i>
Community Use	<i>HIGH</i>	<ul style="list-style-type: none"> Our security strategy includes community use of the building. 	Y			<i>LOW</i>
	<i>HIGH</i>	<ul style="list-style-type: none"> Community use has been physically separated from pupils where practicable. 	Y	<i>Most Community use is after school hours</i>		<i>LOW</i>
		<ul style="list-style-type: none"> In spaces shared with community use there are other procedures in place such as supervision. 	N/A			

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SCHOOL SECURITY RISK ASSESSMENT

Other hazards (if any)	Risk rating	Controls already in place	Risk Rating	Further action needed/comments	By who and when

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