

# THUNDERSLEY PRIMARY SCHOOL

## Security Policy



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<b>Other Policies Related</b>	<i>Teaching and Learning; Curriculum policies; Child Protection Policy; Equalities Policy; SEND policy</i>
<b>Other Paperwork Attached (appendix)</b>	

## **Introduction**

At Thundersley Primary School, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides 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.

We are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the threat of assault, arson and vandalism very seriously. Thundersley 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.

## **Roles and Responsibilities**

### **Governing Body**

The Governing Body of Thundersley Primary School has drawn up and agreed the Security Policy with the school community.

There is a governor responsible for Health & Safety, including school security.

Once a term, a Health and Safety walk is undertaken to review Health & Safety, including security.

This group reports the findings to the full Governing Body.

### **Head Teacher**

The Head Teacher and staff are responsible for the security of the school.

The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the Security Policy.

There are regular risk assessments of security every year and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the Trust.

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility

### **Staff**

Teaching and non-teaching staff should be fully cognisant 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 Plan

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

### **Pupils**

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

### **Parents**

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

School newsletter

New Parents' Introductory discussion

Individual letters

### **Police/Local Community**

Thundersley 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 regularly with the local Police Community Support Officer (PCSO).

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 are 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**

Thundersley Primary School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

## **School Grounds**

Security fencing bound the school grounds and access to the school car park is restricted to staff. All children, parents, members of the public and contractors enter the school grounds via the pedestrian school gate which has a buzzer security system linked to the Main Office. Parents are not allowed to drive their cars into the school car park and are asked to wait outside the classrooms or on the playground, when collecting their children.

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.

## **Access to the School Building(s)**

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, a member of the Office staff will greet visitors, they will be asked to sign in and give the reason for their visit. If visitors are working with children, they are asked to show photo ID if this is their first visit to the school.

A member of the office staff will escort visitors to the member of staff requested - or ask them to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

**All visitors are expected to wear a badge before they are allowed into the main part of the school.**

No visitor is given unrestricted access to the school; this includes parents. 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.

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. If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance, preferably in writing.

## **Trespass**

Schools are private property. People do not have an automatic right to enter. Parents have an 'implied licence' to come on to school premises at certain times, for instance:

- for appointments
- to attend a school event
- to drop off or pick up younger children

At Thundersley, we set out their rules for this and tell parents what they are. Anyone who breaks those rules would be trespassing.

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 or any visitor is causing a disturbance, becoming abusive or violent the Head Teacher of Thundersley Primary School 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 Head Teacher 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**

All children enter the school grounds in the morning by the front gate and leave through these at the end of the day. During break and lunchtime, they leave and enter the building by the doors near to their classrooms.

All parents are required to enter by the main reception door at all times.

### **Supervision of School Grounds**

KS2 children can enter the school at 8:45am. A member of staff is on duty at the yellow building entrance at the front of the school. Where there is a classroom door to the outside, children enter through this. At 8:55am all entrance doors are closed and locked. After 8:55am, all KS2 children are deemed to be late and have to report to a member of the Office Team.

EYFS/KS1 children can enter the school at 8:55am. A member of staff is on duty at the entrance doors to the classrooms. All entrance doors are closed and locked at 9:05 when children are deemed to be late and have to report to a member of the Office Team.

Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning and afternoon breaks and by the Mid Day Assistants at lunchtime.

### **Leaving School at the End of the Day**

At the end of the school day all children leave by the door that they used to enter the school building or classroom. Staff must ensure that all children know that, if the adult who should collect them has not arrived, they should come straight back into the building via the same door and stay with their teacher.

Teachers accompany their class out at the end of the day and ensure that children are collected. After a short time, if no one has arrived, the teacher takes the child to the office and their parents are telephoned to see what the delay might be. The child stays in the office until an authorised adult arrives. If this is for a significant time, the child is sent to Treetops After school club and the parent may be charged. No child is allowed to leave unless we are sure they are safe. Some children go home by taxi. All taxi drivers report to the office on arrival, show their identification and state the name of the child they are collecting.

### **Leaving School During the Day**

No child is allowed out of school for an appointment during the day, unless an authorised adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. Children who become unwell during the day have to wait with the office staff until an authorised adult collects them.

### **Security of Personal Property**

Children should not to bring anything of value to school and in the event that they do so the school accepts no liability. Individual staff are responsible for their own personal property.

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

Main items of school equipment, for example computers, TVs, laptops, iPads, are security marked. When not in use, staff iPads and laptops MUST be securely stored. Any cash on the premises is kept in a secure cabinet and money is banked at least weekly.

### **Security of Building**

An effective intruder alarm is in operation. This is always set when the school is empty.

Individual areas can be isolated from the alarm circuit when an after-school activity is being held.

CCTV and Security lighting has been installed.

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.

The Head Teacher, Deputy Head Teacher and Site Manager are designated key holders and are responsible for the security of the building.

It is the responsibility of the of all staff to notify the Site Manager regarding any faults with locks and catches, fire alarm system, CCTV and security system.

Before leaving the premises, the Site Manager or last leaver has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### **Contractors in School**

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

- The contractors should be DBS checked or escorted / managed by a member of staff
- The Deputy Head Teacher 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 together with Health and Safety issues.
- The Deputy Head Teacher/Site Manager 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.
- When on the school site, badges, identifying the company for which they work, should be worn at all times.

### **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. Thundersley 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 have access to a (mobile) phone.

The Site Manager or other designated person will open and close the school if a Letting is arranged.

### **Fire Risk**

At Thundersley 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.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- All staff are responsible for keeping buildings clear of materials that can be used for arson
- 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 by chains/padlocks to prevent them being moved to the buildings and set alight or being used as a means of access to the roof.
- The school has no letterbox.

### **Offensive Weapons**

It is a criminal offence to carry an offensive weapon 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.'

At Thundersley Primary School, the Head Teacher ensures that all staff know how to deal with incidents involving an offensive weapon. 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. If the child agrees to co-operate, a search, in the presence of a witness, might be the least inflammatory way to prevent violence. When a child refuses to co-operate, only the police can carry out the search. At Thundersley 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.

### **Bomb and Bomb Threats**

Any warning Thundersley 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.

If Thundersley Primary School receives a bomb warning, the Head and Deputy should alert all staff immediately and ensure that the procedure below is followed. All staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure:

- Alert everyone in the school by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble well away from the school car park and buildings and use the fire muster points where possible.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.
- An overriding priority is the supervision of the pupils.
- Pupils should not return to the building, until the police declare that it is safe.

### **Critical Incident**

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the **Emergency Plan**, is implemented with staff and Governors responding to the procedures. A digital copy of the emergency plan can be found on the main office computer. A paper copy is kept in both offices.