

WEST DEAN C OF E PRIMARY SCHOOL

SECURITY POLICY

Policy Review Information	
Reviewed By	Buildings and Health and Safety Committee
Ratified By	Governing Body
Review Frequency	3 years
Policy Reviewed and Agreed	April 2018
Next Policy Review Due	Spring 2021

West Dean C.E. Primary School
Security Policy

The purpose of this policy is to make everyone aware of how to keep the building and its contents secure and the measures needed to restrict access.

1. Building

- At the end of every day the Premises Officer will lock and/or secure all doors and windows, except the main entrance.
- The last person to leave the building will set the Intruder Alarm System before securing the main entrance.
- A register of keyholders will be kept and monitored termly.
- Named persons only will have a code number for the Intruder Alarm System.
- The Headteacher, Business Manager and the Security Company only will have records of code numbers.
- The Intruder Alarm System will be "walk tested" termly.
- The PIR lighting will be kept in good repair.
- Curtains/Blinds must be drawn at night to hide data projectors
- Premises Officer to lock all internal doors at night.
- Security system at front door
- Exit doors of Chestnut cloakrooms/conservatory/kitchen - opened from inside only
- Door code (keypad) to be changed after contractors have completed works

2. Contents

- All items of value will be security coded.
- An inventory will be kept of all items of value.
- Any items with locks will be secured at the end of every day - CT & office staff responsibility
- Equipment will be stored within the range of a PIR detector and/or away from windows or doors.
- Warning notices advertising the fact that our equipment is security coded will be placed in prominent positions.
- Valuables are placed in the safe.

3. Daytime Access

- A clear sign will indicate the main entrance
- A notice requesting all visitors to report to the Office will be displayed in a prominent position
- All visitors will be signed in - name and reason for visit
- All visitors will wear a visitors' badge
- Parents and visitors to have access to the foyer and will follow the 'visitors' procedures to access other areas
- Children and staff will regularly be reminded of procedures if a visitor is noticed not to be wearing a badge.

1. Children will immediately report this to a member of staff - a teacher, NTA, Premises Officer or parent helper.

2. Staff will politely approach the visitor, offering help. Should there be any indication of danger immediately get children and self into a secure place and alert the Headteacher.
3. At drop off and pick up times all parents and visitors will access the playground via the pedestrian gates, congregating on the playground. Apple Class parents collect pupils from their outdoor area. No parents/visitors are permitted access unless accompanied by a member of staff.
4. When the school is open for events, fetes etc, separate risk assessments and security procedures are in place.
5. The playground pedestrian gates are locked between 8.45am and 2.50pm, and from 3.10 until 8am, to keep pupils and staff safe during teaching and after school club time.

4. **Site Security**

- Both external gates will be locked at the end of each day.
- Swimming Pool gate will be locked when not in use and supervised by adults when in use.
- Environmental Area gate will be locked when not in use.
- Children will not enter Environmental Area unsupervised.
- Roadside pedestrian gate and field gate (unless in use and supervised e.g during the fete) to be kept locked at all times.
- All external sheds to be kept locked when not in use.

5. **Emergency Contact Numbers**

Police, Fire, Ambulance	999
Local Constabulary	0845 6070999
Premises Officer	01243 528161/07722037512
Headteacher	07946 488639/01243 789548
Property Department	01243 752236

6. **Incidents**

Any incidents will be reported to the Head and/or Governing Body

7. **Security Concerns**

Parents to notify school of any concerns by electronic message

The security of the building will be assessed by the Buildings/Health & Safety Committee at their termly meetings and the Security Policy will be reviewed accordingly.

Other relevant policies:

Health and Safety Policy, First Aid Policy, Medicines in School, Educational Visits Policy
Behaviour and Anti-bullying Policy

Security Procedures: Measures in place during the school day and people responsible

	Security Measure	Responsible
1	School Gates Locked 8:45am - 2:50pm & 3.10pm - 8.00am	Business Manager
2	Fire Doors checked pre 7.45am	Premises Manager
3	Adults on duty during all playtimes	Head Teacher and staff on duty rota
4	External fire door in Chestnut Class Y5/6 cloakroom (this has an alarm fitted as it leads directly outside our secure area: children know not to use it unless in an emergency) - alarm checked each morning and evening - pupils reminded regularly	Premises Manager Chestnut Class Teacher
5	All school staff have an identity check and enhanced DBS check . References are taken up before appointment. All coaches and peripatetic teachers have identity checks and DBS. Regular volunteers have identity check and DBS check Supply staff have identity check and DBS Drivers for transporting children complete necessary Checks Occasional visitors are not left unsupervised with children	Business Manager Business Manager & Class Teacher
6	Single Central Record of checks is maintained up to date	Business Manager with support from Finance and Staffing Committee,
7	All visitors report to Reception and sign in Visitors' badges are worn by all visitors and Governor Badges by governors	Business Manager
8	Contractors working in school are checked and signed in/out Class Teachers to be made aware of presence of contractors.	Business Manager to liaise with head if additional safety arrangements needed.
9	Attendance and registers (See attendance policy) Registers are taken electronically and a printout is kept in the school office. A book for parents to sign children in and out when going out of school during the day eg. to attend a hospital appointment and a sickness/absence book is kept for pupils. Both these records and the registers are taken outside during evacuation.	Business Manager
10	End of day routines Apple Class - dismissed as parent/carer seen by teacher in their outdoor area, at their external door Maple Class - dismissed as parent/carer seen by teacher Beech Class - dismissed as a class onto the playground - children wait with teacher until parent/carer arrives, whilst teacher stands on playground Chestnut Class- Children dismissed from class and know to return to class teacher/ Headteacher or school office if nobody is here to collect them. All children know to return to class teacher/ Headteacher or school office if nobody is here to collect them in any cases where confusion arises. At least one school adult is on the playground 3-3.10pm, supervising any children who have not been collected.	All class teachers responsible Maple, Beech and Chestnut teachers are on the playground at the end of the day, as is the Headteacher, to support any pupils collected late
11	Classroom doors at beginning/end of school day: staff are aware that there is a short time when the gates are open and when classroom doors are open. Staff remain vigilant. Children are reminded to return inside if parents are not seen and to report any 'strangers' in school grounds. No visitors enter here unless with a school adult.	All staff
12	After School Clubs: adults running the clubs have a register and the office keeps a copy also. Registers are checked and any unaccounted for children located. Children are dismissed by the adult at the school main reception area. Pedestrian gates are locked.	Teaching Assistants and Business Manager Staff in charge of club
13	Car park and entrance (safety) Only parents of Apple children and those with limited mobility have permits to park in the school car park. Other parents/carers park in the village or pub car park and cross the road, or walk to school. All parents are reminded to use the pedestrian entrances to the grounds, not to cross the car park with children, to drive and park safely, to cross at the safest place etc. children are regularly reminded about these security/safety aspects.	Headteacher and all staff in newsletters and in person