



The Federation of St Joseph's and St Thomas More Roman Catholic
Voluntary Aided Primary Schools



Security Policy

Agreed:

Date: 22 October 2020

Review Date: Autumn 2022

Live fully, act justly.

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 Federation of St Joseph's and St Thomas More Roman Catholic Voluntary Aided Primary Schools. The schools' 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 Governing Body will, where appropriate, be informed of 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.

2.1. Governors

- The Governors will ensure that the schools have a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
 - By the health & safety governor monitoring performance on their special interest visits
 - Via the head teachers reports to governors
 - By all governors observing its implementation when they visit the school.
- Governors will periodically review the schools' security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

2.2 Head Teacher

The head teacher will:

- Set up arrangements in schools that comply with the security policy agreed by governors.
- Ensure that all staff within the schools 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.

2.3 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 sites.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governors Site Manager	<ul style="list-style-type: none"> • Agree policy • Review every 2 years
Day to day implementation and management of policy.	Head Teacher Site Manager	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exit as detailed in this policy	Site Manager Teachers Teaching Assistants Lunchtime Supervisors	Open and close gates and/or school as laid down by school policy
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Bursar Administrator	Ensure visitors register and are issued with visitor information Issue badges
Control of contractors	Site Manager Administrator	Ensure visitors register and the relevant information is shared/signed
Security of money etc	Administrator	Handle money away from public areas Lock money away at the earliest opportunity, preferably in safe Handover money to security firm for collection at the earliest opportunity
Security risk assessment	Head Teacher Site Manager	Review annually and inform governors of findings to use as part of policy review

2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others, as is appropriate to their age and stage of development.
- Children will cooperate with the arrangements made for the security of the schools. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

The schools have agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 Information and Communication

All staff must be aware of the schools' security procedures, especially staff that have been given a specific role to play.

All staff induction will include the schools' security policy.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.

Parents will be informed about the schools' security arrangements and any part they are expected to play.

3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The Federation of St Joseph's and St Thomas More Roman Catholic Voluntary Aided Primary Schools has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The schools will take 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 –

- The main Receptions have a reception desk and access control. Signage directs all visitors to this entrance. Unauthorised visitors will be challenged by staff. All other doors are not accessible from the outside.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Whole school grounds including the sports' field are enclosed by a steel security fence. These are checked every day by the Site Managers.
- The main school gates are locked whenever children are on the playground or are supervised by a member of staff, for example, when there are visitors to school. Access is available during the school day for deliveries and refuse collection etc when the children are inside the locked building.

3.3 Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 5ft high.

3.4 Control of Visitors

The control of visitors is a fundamental part of our schools' security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors are escorted on site. Staff members and all regular volunteers must have DBS clearance. Other volunteers are never left to supervise children alone.
- All visitors must report to the reception desk on arrival. – signage on site advises of this.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the schools' health and safety procedures such as parking, fire safety and first aid.

3.5 Supervision of pupils

The schools' 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 in this area and visitors challenged.

Times of the day when supervision is part of our safeguarding procedures –

Start of school day

6.30 am Gate is opened

08.45 am Site Manager supervises entrance/exit to school site.

09.10 am Vehicular gate is locked

When the children are outside for playtime/lunchtime the supervising member of staff is responsible for locking and unlocking the school gate or managing access safely.

Lunchtime – all parts of the school site without access control are supervised

End of school day

3.00pm Gate is opened

3.00pm Site Manager supervises entrance/exit to school site.

3.6 Cooperation with third parties, extended services and community groups

Our schools' security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the schools, in general, will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Breakfast Club –St Thomas More RC Primary runs a Breakfast club; all staff are familiar with school safeguarding procedures. Breakfast club staff supervise access to school via central school entrance and know not to allow visitors into the rest of the school building.

Parents, carers, parishioners etc visit school for prayer groups, acts of worship etc. The school administrator or other members of staff monitor visitors at this time.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS cleared as they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- They will only park and work where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.8 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

3.9 Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the schools
- 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.

Where justified by consideration of the risk, governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the schools to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements.

At different times of the day the school security arrangements require the locking of doors and gates as detailed already.

3.11 Cash Handling

Cash is not kept on the premises whenever possible. Safes are used and kept locked. Staff are advised to avoid handling cash in visible areas. All cash and cheques are credited to the schools' bank accounts at the earliest opportunity.

3.13 Valuable equipment

All items above the value of £300 are recorded in the schools' stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

3.14 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property. Pupils are not permitted to bring mobile telephones onto the premises unless this has been agreed previously by parents and the headteacher. The relevant form must be signed and parents are required to agree that school is not responsible for loss or damage. Telephones are handed in to the schools' administrators at the start of the day and are stored in a box in an office cupboard until they are collected at the end of the day.

Lost property should be handed to the school offices.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools' medicine cabinets in the school office.

Arrangements for the administration of medicines are detailed in the medication in school policy.

4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Site Managers. The findings will be used in the review of this security policy.

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the governing body.

Governors will monitor performance via the Head Teachers report to governors and when visiting school.

Equality statement

- The governors and staff are committed to providing the full range of opportunities for all pupils, regardless of gender, disability, ethnicity, social, cultural or religious background. All pupils have access to the curriculum, and the right to a learning environment, which dispels ignorance, prejudice or stereotyping.
- This policy has been impact assessed by governors in order to ensure that it does not have an adverse effect on race, gender or disability equality.