



*Mission Statement: To love, to learn with God in our hearts*

Policy revised: MARCH 2019

Review Date: MARCH 2020

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## **1. Policy Statement**

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to St John Evangelist Catholic Primary School. The school's security procedures will operate within the framework described in this policy and is a joint responsibility shared between the Local Authority, Governors and the Headteacher.

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, 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 members of the school community.

## **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 school has a security policy and that this has been implemented. Governors will regularly monitor the performance of the school security measures via:-

- Annual review of the security policy
- Resources Committee meetings
- Annual audit

Governors will delegate the day to day implementation of the security policy to the Headteacher.

### **2.2 Headteacher**

The Headteacher will:-

- Set up arrangements in school that complies with the security policy agreed by Governors.
- 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 security policy and security arrangements.

### 2.3 Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of the children, employees and others on the school site. Those listed below have been given specific responsibilities for school security:-

Security Issue	Responsible	Specific Duties
Agree and review the security policy	Governing Body – delegated to the Resources committee	<input type="checkbox"/> Agree policy <input type="checkbox"/> Review annually <input type="checkbox"/> Advertise on school website
Day to day implementation and management of the security policy	Headteacher	<input type="checkbox"/> Inform staff <input type="checkbox"/> Monitor performance <input type="checkbox"/> Review arrangements <input type="checkbox"/> Record, report and investigate breaches of security
Secure school entrance/exits during the school day	Premises Manager	Ensure all gates are locked and secure
Check condition and maintain the safe operation of physical and electrical security devices (locks, gates, key pads and fences)	Premises Manager	<ul style="list-style-type: none"> <li>▪ Inform Headteacher regarding any issues with condition/maintenance</li> </ul>
Control of visitors	Administration staff	<ul style="list-style-type: none"> <li>▪ Ensure visitors sign the visitors book in main reception</li> <li>▪ Issue passes</li> </ul>
Control of contractors	Administration staff	<ul style="list-style-type: none"> <li>▪ Ensure contractors sign the visitors book in main reception</li> </ul>
Security of money	Administration Staff	<ul style="list-style-type: none"> <li>▪ Ensure money on site is secure in school office</li> </ul>
Key Holders	Premises Manager & Headteacher – keys to all site Administration staff – keys to office	<ul style="list-style-type: none"> <li>▪ Ensure building accessed by staff during school day</li> <li>▪ Ensure building secure at end of day</li> </ul>

The security of the staff is the responsibility of the headteacher and the governors.

### 2.4 Pupils

Pupils will be encouraged to exercise personal responsibility for the security of themselves and others and will cooperate 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.

### 3. Arrangements

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

- Staff will have an awareness of the school security procedures and will receive training as necessary. Training is recorded in the school diary and collated by the Headteacher.
- Parents are informed about the school security procedures via this policy, available for download via the school website.
- Through regular newsletters

#### 3.1 Controlled access and egress during the school day

Through risk assessment, the school has balanced the need to remain a welcoming environment to the community whilst ensuring the safety of the pupils and staff. 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, gates and intercom, 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. These measures also reduce the risk of pupils exiting the school premises without permission during the school day.

Access to the car park is granted via the intercom system or using a school fob. Once in the car park there is an additional pedestrian gate that is accessed via the intercom system or using a school fob.

Out of school hours, the car park has an additional gate which is locked using a padlock. The premises manager and Headteacher have a key for the car park padlock and are responsible for its safekeeping. Breaching security is considered a serious matter and may result in conduct procedures being enacted.

An overview of controlled access/egress to the school premises is listed below:-

Access/egress point	Security measure in place	Notes
Car park entrance gate	Padlock outer gate Fob inner gates	Padlock is locked by the Premises Manager at the end of the day
Pedestrian pathway	Signage to direct pupils and adults towards main school entrance gate during start/end of school day	Pupils and adults to enter and exit school site via the pedestrian pathway.
Pedestrian entrance gate	Intercom system, fob for staff	All visitors should request entrance to the school premises via the intercom system. Staff are provided with a fob.
Main entrance (reception area)	Visitor book	Administration staff ensures all visitors sign in/out and issue passes.

Crypt and Crying Room of church	Visitors book	All visitors should be accompanied by the Parish Priest if they come into the school via these entrances.
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A document listing all key holders is kept on the school computer and a copy is kept in the filing cabinet in the office. This list is updated annually and a copy sent to the Islington council and the key holding company, First Security.

### 3.2 Alarm System

The alarm system is linked to the police and keyholder service (First Security). The latter are the main keyholders after 6:00pm and before 7am and at weekends if it is set off. Between the hours of 7am- 6:00pm, the Premises Manager is the main keyholder and will open up the premises when the police arrive. The Premises Manager should not enter the premises until the arrival of the police to ensure his/her own personal security.

### 3.3 Buildings & Grounds

The Premises Manager is responsible for the locking of various entrances at different times of the day. This restricts and prevents unauthorised access to pupils and ensures the personal safety of staff.

### 3.4 Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Visitors must request access to the school through the main pedestrian entrance gate (via an intercom system) and will only be admitted when a security check has been made by the Administration staff. No member of staff should admit an unknown person, unless proof of identity has been obtained.

On arrival in reception, visitors will be required to complete the log book by giving details of their name, purpose of visit, car registration number and time of arrival. They will be required to wear a visitor's sticker and given a safeguarding lanyard. Children are encouraged to notify staff if they see any unknown visitor not wearing one. Staff should verify the particulars of any unknown visitor, accompanied by another member of staff. At no time should they put themselves at risk by challenging the unknown visitor on their own. Visitors are also required to return stickers and lanyards and sign out of the log book prior to leaving the site.

School staff are particularly vigilant during children's playtimes to ensure visitors do not have access to children and report to the office on entry.

### 3.5 Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well-maintained and secure at all times. If a member of staff wishes to borrow a piece of equipment full details must be recorded in a logbook which is kept in the Office. If the item is dropped or damaged whilst it is in the possession of the member of staff, details of the accident must be noted in the book and the headteacher informed. If the item is insured for use off premises then the school can reclaim part of these costs. If the item is not insured, then the member of staff should be notified of this fact before it is borrowed and repairs will be the responsibility of the staff member. All equipment of significant value is recorded in an inventory.

All cash is kept in the school safe and cashed on a regular basis.

Staff, pupils and any visitors to the school are advised that the school does not take any responsibility for any personal property brought onto the school site. All staff have access to lockable areas. Parents are advised that children should not bring any valuable items onto the school site.

### **3.6 Security of financial and pupil records**

Current financial and pupil records are held in the school office in a locked cabinet. When these records are no longer current they are archived and placed in an archive box in a designated locked archive cupboard in the school. This is only accessible for the Head, Deputy Headteacher, Premises Manager and the office staff. They are destroyed after six years.

### **3.7 Safeguarding**

All new staff are security checked and until this has been ensured are not allowed to be in contact with pupils in an unsupervised capacity. Parents and volunteers who regularly support the teaching of the children in the school are also asked to complete the necessary security checks. Currently DBS checks are held on a central record. The school maintains a single central record to monitor this on a day to day basis. The school is subject to 'spot check' audits by the Local Authority to make sure procedures are followed and documents are in place.

Contractors who come on site are supervised by the Premises Manager or the Headteacher or Deputy.

### **3.7 Lone Working**

The school security systems in place help to reduce any increased risk that staff may face due to lone working arrangements. For further guidance, see the *Lone Working policy*.

### **Related policies:**

Aspects of this policy are covered in the following related school policies, all of which are available to view on the school website or by request from the school office:-

- Safeguarding & Child Protection policy
- Health & Safety policy
- Lone working policy
- Visitors and Enquiries policy
- Volunteers in School policy