



Bowhill Primary School

Security Policy

Approved by the Local Governing Body:
Next review:

24.05.2022
May 2025

Security Policy

1. Statement of Intent

- a. This Policy and associated procedures fulfil the requirements of the Health and Safety Policy regarding security of Academy premises and perimeter. It also covers personal security of belongings. It applies to staff, pupils and visitors.
- b. This is a School-level Policy – it is prepared by the school staff and reviewed by the local governing board (LGB). However, as it is related to the Health and Safety Policy, the MAT has responsibility to ensure that this policy meets the requirements of the Health and Safety Act.
- c. This Policy will be reviewed at least annually, or after significant changes in legislation or significant breaches of security.
- d. The Local Governing Board 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. Responsibilities

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

2.1 Head Teacher

The head teacher will:

- a) Set up arrangements and procedures in school that implement the Security Policy.
- b) Ensure that all staff within the school receive information, instruction and training in the Security Policy and associated procedures.
- c) Establish a system for the reporting, recording and investigation of breaches of the Policy and take reasonable steps to prevent reoccurrence.
- d) Ensure that all visitors, contractors and agency staff adhere to the Security Policy.
- e) Monitor the implementation of the policy and security arrangements.
- f) Work with the health and safety lead for the Exeter Learning Academy Trust (ELAT) and following current guidance as laid out in the ELAT Health & Safety Policy.

2.2. Local Governing Board (LGB)

- a) The LGB will monitor the performance of the school security measures via the head teachers reports to governors and through monitoring visits by the Lead Governor for security.
- b) The LGB will review this security policy at the specified intervals, and at any time when there is a significant change in legislation, or a significant breach of security.
- c) All governors will observe its implementation when they visit the school
- d) Where appropriate the School and the Local Governing Board will seek any necessary expert advice to determine the security risks and precautions required to deal with them, following guidance at national, regional and local levels.

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 site.

Security issue	Name	Specific Duties
Reviewing and revising the school security policy	Behaviour and Safeguarding	• Review every 12 months • Recommend to Governors
Day to day implementation and management of policy	Head Teacher and the Trust's (ELAT) health and safety lead.	• Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker Headteacher	Lock gates in accordance with the agreed timings. All gates to be locked with a padlock.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker and external companied employed for this purpose.	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office staff/SLT	• Sign in visitors/Issue badges • DBS checks where needed.
Control of contractors	Office staff and the Trust's (ELAT) health and safety lead.	Sign in visitors/Issue badges
Security of money etc	Office staff	

Security risk Assessment	Head Teacher alongside health and safety lead for the Trust (ELAT).	Review annually and inform LGB of findings to use as part of policy review
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2.4 Children

- a) Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- b) Children will cooperate with the arrangements made for the security of the school.
- c) 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.

3.1 Information and Communication

- a) All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.
- b) All staff inductions will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.
- c) These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of shared use of the building.
- d) Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

3.2 Controlled access 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. Alphington Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

Buildings

The school 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 as follows:

- The main pedestrian and gate entrance has a security access lock which must be buzzed and released for entry into the school.
- External doors have an electronic keypad requiring an access code (only available to school staff)
- All doors are also operated by key fob access with fobs (only held by members of staff)
- External gates are manned during the start and end of the school day and then locked with a padlock.
- Staff escort pupils into school and out from school on to the playground, where they are collected by parents and carers, or from where they go home.

Grounds

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

- School buildings – security fencing around buildings and locked gates on to school playgrounds.
- School grounds – security fencing around perimeter to prevent general public from coming onto school grounds.
- Main car park – is open before and after school but locked during the school day and can only be opened by code or by contacting the main office.

3.3 Early Years Outside Areas

As pupils require access to the outside areas at all times this area is secure and access from the main road is only through a coded access gate. Children are supervised in this area.

3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Our policy is; -

- All visitors report to the office on arrival
- All visitors are issued with a visitor's badge to be worn at all times. This includes parents, helpers, contractors, LA staff, governors and any other person that is not school staff. Different coloured lanyards are also used to help discern who has DBS clearance
- All staff and governors must have their passes on display when within the school site
- Any person on site without a badge will be asked to accompany a member of staff to the office 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 or volunteers will be given appropriate information on the schools; health and safety procedures such as parking, fire safety and first aid as well as who the designated safeguarding leads are at the school.

3.5 Supervision of pupils

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

Locations where supervision is part of our safeguarding procedures

- EYFS unit – children are always supervised
- Breakfast and afterschool club
- Playground – Children are always supervised in this area and visitors challenged.
- Entrance – some disabled parents drop children at the entrance, by prior agreement. Their entry is supervised to ensure no unauthorised adults enter school. Occasional late-comers also enter via the main entrance. Access is supervised.

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

- 7.45am until 6.00pm to include wraparound care. Please refer to Before/After School Policy for their specific measures.
- Start of school day – as playground gates are open to allow access this area is supervised 8.45am to 9.00am. Parents have been informed of these arrangements and that supervision does not start until 8.45am.
- Lunchtime – When doors are open staff will be on duty at all times inside and outside of the buildings.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Staff are on duty from 8.45 am in the morning and again at the end of the school day.
- Staff wait until all children have been collected. Any child who is not collected is taken back into school and parents telephoned.

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account 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 the third parties involved. The school is secured by school staff during this time unless by previous written agreement.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked 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 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. Other risk assessments can be found on the school website.

The risk assessment will take into account: –

- 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.

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 school 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 various entrances and exits as detailed below.

- Main gate – Unlocked by the caretaker at 6.45am and locked again at 6pm (unless lettings are taking place on the school premises and caretaker locks once all have left the premises) This is to allow for deliveries to be made before school hours and service contractors access.

- Gates on to the playground – Dunsford gate is unlocked by staff at 8.30am and locked again at 9.10am. It is unlocked again at 3.10pm and locked after families and children leave at 3.45pm.
- The pedestrian gate on the driveway is open at 6:45am (same time as the school gate) for the wraparound provision and closed at 9:10am.
- An external security company carries out regular checks of the site during periods of school closure to include evenings, weekends and holidays.

3.11 Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.12 Valuable equipment

All items above the value of £250 will be recorded in the school 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.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.13 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 2 months before disposal.

3.14 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 kept in the first aid room.

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/ office staff. The findings will be used in the review of this security policy.

The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

5. Monitoring and Review

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

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

This policy will be reviewed annually by the Headteacher and office staff, and approved by Governors.