



Dringhouses Primary School

Security Policy

SECURITY POLICY

1. INTRODUCTION

Dringhouses Primary School is committed to maintaining a safe and secure environment for our pupils, staff and visitors. Our security policy ensures that we have in place effective procedures to enable us to achieve this aim.

2. ROLES AND RESPONSIBILITIES

2.1 City of York Council

- Ensures that relevant insurance cover is in place to meet the requirements of the school, together with the provision of appropriate support through advice, guidance and information.
- Provides operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.

2.2 Governing Body

- Regularly reviews this policy.
- Considers security regularly through the Premises Committee and as part of consideration of the wider Health and Safety Policy.
- Delegates implementation of this policy to the headteacher.
- Monitors the effectiveness of this policy.

2.3 Headteacher

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identifies and reviews staff training needs.
- Informs parents of this policy and encourages them to support it.
- Reports to the governing body.
- Ensures there are regular security checks, liaises with the police and reports all crimes and losses.
- Ensures regular completion of incident report forms and monitoring and analysis of incidents.

2.4 Delegated Responsibilities

- **Site Manager:**
 - Daily security checks, including the exterior areas of the school site.
 - Opening the school site at the start of the day.
 - Securing the school site at the end of the day.
 - Managing contractors on site, including providing them with school security procedures.
- **School Business Manager:**
 - Completion of inventories.
 - Completion of insurance claims and minor incident forms.
 - Management of payments.
 - Policy revisions

- **Office Staff:**
 - Validating and controlling visitors when they arrive on site, ensuring they are here for a legitimate reason, that they sign in and are issued with a visitor badge, and that they are reminded to close the gate on leaving.
 - Ensuring payments are recorded accurately.
- **All Staff (and Governors, where relevant):**
 - Key holders are the only staff to know the security alarm code to enter the school.
 - Staff are security conscious and help to develop security conscious pupils.
 - Ensuring that the pedestrian gate is bolted on entering/leaving the school playground.
 - Ensuring that the entrance door code is kept secure at all times.
 - Securing their own classroom on vacating it, including closing windows and doors and switching off electrical and lighting appliances. This also applies when leaving the premises for outdoor activities/off-site visits.
 - Keeping the school tidy and reporting any waste.
 - Reporting security weaknesses/near misses/damage to the caretaker, school business manager or headteacher.
 - Challenging unfamiliar visitors in school who are not wearing a visitor badge.
 - Wearing a valid identity badge at all times.
 - Ensuring that the playground is manned **before** children are allowed out at lunch and break times and that all areas of the playground are fully supervised at all times .
 - Ensuring that perimeter gates are securely fastened before and during lunch and break times and on any occasions when children are having sessions on the playground.
 - Intercepting visitors at the pedestrian gate during break and lunch times and asking to see their ID before allowing them to enter the playground and directing them to the office.

2.5 Parents/Carers

- Parents/carers will be informed of relevant security measures.
- Parents/carers will be expected to adhere to the school's security arrangements.

2.6 Pupils

- Security measures and the reasons for them will be explained to pupils.
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should be reminded not to open the door to visitors but to inform the nearest member of staff.
- Pupils should report all strangers/intruders immediately to the nearest member of staff.

3. SECURITY PROCEDURES

3.1 Safeguarding

- All new staff and governors are DBS (Disclosure and Barring Service) checked and are not allowed to be in contact with pupils in an unsupervised capacity until clearance has been received.
- Parents and volunteers who regularly support the teaching of children in the school are also asked to complete the necessary security checks.

3.2 Visitors

- Visitors enter the school via the pedestrian gate. This gate is secured with a combination lock during break and lunch times. All other school gates are locked during the day, so that there is only one entrance to the school.
- Staff on break and lunch duty will be expected to intercept visitors at the gate, check ID and the reason for their visit and be satisfied with their response before allowing them to access the playground and directing them to the school office.
- If there is any doubt about a visitor's reason for being on the premises, this should be checked with the office before access is permitted.
- The main entrance to the school is clearly marked.
- Visitors have to 'buzz' the security panel and speak to the office staff, who will ascertain their identity and reason for visiting and open the secure door for them.
- No adults other than office staff will open the door to admit visitors who are unfamiliar to the school.
- Visitors must sign in the visitor sign-in sheet and are issued with a visitor badge; this includes governors, students and volunteers.
- Visitors sign out and hand in their visitor badge before exiting the school via the main door.
- Supply teachers new to the school should have their identity and DBS clearance checked against photo ID (e.g. passport, driving licence).
- Visitors requesting to use toilet facilities will be directed to the accessible toilet near the main entrance.

3.3 Unauthorised Visitors

- Any visitor who has not gone through the visitor reception procedure will be treated as an intruder. Members of staff approaching anyone believed to be on site without legitimate reason should:
 - Approach whenever possible with a colleague.
 - Be polite and assertive but avoid aggressive gestures/language.
 - Enquire whether they have legitimate business at the school. If they have, they should be directed to the school office. If they have not, they should be asked politely to leave the site.
 - Make a note of any abusive or threatening behaviour and record this with a description of the individual.
 - Notify the headteacher immediately, who will take the appropriate action; this may include contacting the police.

3.4 The School Day

Start of the School Day

- The gate to the sports and social club car park is closed between 08:30-09:00 by the crossing patrol officer.
- Parking on the zig-zag lines outside the school is prohibited between the hours of 08:30-09:30.
- The back gate, main gate and cycle shelters are opened by the site manager at 08:30.
- For safety reasons, children should never be left unsupervised before access to the school is available at 08:35.

- The link corridor doors and classroom doors are opened at 08:35 so that children can enter school.
- School staff will collect Reception children at the external link corridor door.
- The back gate and link corridor doors are closed and latched at 08:45 by the site manager.
- Classroom doors are closed by the teachers at 08:45.
- Children arriving after 08:45 need to be signed in by school office staff, who will obtain and record their reasons for being late and note the time of arrival on the attendance register.
- Parents are expected to leave the school playground promptly after dropping off their child(ren) so that the playground gates can be closed by 09:00.
- The back gate, front gate and cycle shelters are padlocked by the site manager by 09:00, who also checks that the link corridor doors are closed and latched.

During the School Day

- Children should be supervised at all times, including when transitioning between lessons.
- At break times staff on duty will check that the pedestrian gate, double gates and the back door onto Mayfield Grove are closed **before** children are released onto the playground.
- Before start of any outdoor PE session, the teacher in charge will check at the start of the session that the gate is closed, will challenge visitors' reasons for accessing the playground and will check that visitors have closed the gate behind them on leaving.
- At break times all children should exit and re-enter the building through the link corridor or their own classroom door.
- The person on first aid duty during the EY/KS1 and KS2 playtimes checks at the end of the session that the link corridor door is closed and latched. At lunchtime, this check will be done by the MSA allocated to monitor the link corridor between 12:50 and 13:00.
- At lunchtime children will use the link corridor door to exit the school onto the playground and to enter to use the middle toilets.
- At lunchtime the main front entrance should only be used by children being escorted off the playground to come in for their lunch.
- The MSA on duty in the rear playground will be responsible for challenging children's reasons for re-entering the building.
- Any children needing to leave before the end of the school day are collected from class and are signed out by school office staff, who obtain and record the reason for them leaving early.
- Proof of appointments must be shown wherever possible.
- Staff will inform the Senior MSA if children are allowed to be indoors during lunchtime.
- The Senior MSA will do a final sweep and check that the link corridor is closed and latched after the last child has come in.
- On hot days, water will be available at the rear decking area to eliminate the need for children to come back in to school for a drink.

Pedestrian Gate

- The pedestrian gate will be secured with a combination lock by the staff on duty during the times below. Staff on break duty will lock/unlock the gate at morning and afternoon break; the Senior MSA will lock/unlock the gate at lunch time:
 - 10:10 to 10:45
 - 11:50 to 13:00
 - 14:15 to 14:30
- Staff on duty will intercept visitors to check the reason for their visit before allowing them to access the playground and directing them to the school office, and will check that visitors have closed the gate behind them on leaving.

- Staff on duty will check with the school office if there is any doubt about a visitor's reason for accessing the premises.

End of the School Day

- The back gate, front gate and cycle shelters are opened by office staff at 15:00.
- The link corridor door is opened by a teacher at 15:15, when the children are released to parents.
- At 15:15, school staff will bring the Reception children out onto the rear playground via the link corridor door. The children will line up next to the walls in the space behind the green line marking. The children will wait in line until the member of staff indicates that they have seen each child's parent.
- Children in classes 7 and 8 will be escorted to the link corridor door to be met by their parents.
- If children are not collected at 15:15, they are brought to wait outside the school office, where staff will wait with them whilst office staff contact parents.
- Parents are expected to leave the school playground promptly after collecting their child(ren)
- At 15:30 the back and front gates are locked and the link corridor closed/latched by the office staff.
- The gates to the sports and social club car park are locked between 15:00-15:30 by the crossing patrol officer.
- When collecting children from after-school clubs and activities, parents will be expected to wait on the playground until the children are released by the club/activity leader.
- Parking on the zig-zag lines outside the school is prohibited between the hours of 15:00-16:00.

3.4 Appointments with Parents/Carers

- Parents/carers who have individual appointments should sign in at the school office.
- School staff should pre-warn the office staff about visitors expected into school each day.
- Parents/carers will be escorted to the relevant meeting place or seated in the reception area until they are collected by the member of staff with whom they are meeting.
- Staff members should avoid meeting with parents alone on the school premises, if possible.

3.5 Aggressive Behaviour by Adults

Violent and aggressive behaviour is not tolerated. Adults encountering violent or aggressive behaviour should:

- Immediately alert a member of staff.
- The additional member of staff should remain with the victim of the aggressive behaviour.
- A member of the Senior Leadership team should be notified, who will assess the situation and decide whether the police should be called.
- Action will be taken in accordance with the school policy on Abusive/Threatening Behaviour on School Premises.

3.6 Intruder Response

- The security alarm is in operation when the school is closed.

- The security alarm system is regularly maintained.
- If the security alarm is activated it sounds in school and at the keyholder alarm company.
- The alarm company attends in the first instance; if necessary, they contact one of the keyholders to attend (Caretaker/headteacher/ school business manager/ deputy headteacher).
- There is security lighting to the front and rear of the school.

3.7 Cash Handling

- Donations towards charity fundraising events are sent in to the school office and kept in the safe until banked.
- The school business manager and office staff are responsible for the safe handling of money on site.
- Access to the safe is restricted to nominated members of staff.
- Cash is banked promptly so that money is not on the premises for longer than necessary.
- Banking is carried out on different days and at different times to prevent a predictable routine being observed.
- Wherever possible, two people take cash to the bank.
- When the office is unattended, money is locked away, or the office door is locked.

3.8 Security of Equipment/Records

- All portable equipment valued at £200+ is logged in the asset management register.
- Staff are responsible for returning equipment to the appropriate area.
- Confidential records are held in lockable filing cabinets.
- Any confidential paperwork/money will be put away and computer screens left “blank” when the office is unattended, and the office will be locked.
- Strict security protocols will be followed in relation to the secure storage and administration of test papers.

3.9 School Events

- Staff and volunteers are advised to lock personal belongings away out of sight and that the school is not responsible for any loss or damage to such property.
- The main school office and headteacher’s office are locked if not in use by staff.
- The Friends of Dringhouses Primary School is responsible for banking cash raised from fundraising events

3.10 Contractors

- All contractors must follow the school’s rules for contractors, which include:
 - Signing in and out rules.
 - Segregation of work areas.
 - Erection and maintenance of fencing.
 - Control of waste material and its removal.
 - Management of tools and equipment.
 - Vehicle access/parking arrangements.
 - A commitment to the school’s security requirements and sharing of any information regarding their own security measures that may impact on the school’s own arrangements and day-to-day operations.

3.11 Lettings

- During lettings the caretaker is responsible for the security of the school premises.
- All external doors should remain locked until immediately before access is required.
- During all lettings, the main office and headteacher's office must remain locked if not staffed.

RELATED POLICIES/DOCUMENTS

- Health and Safety Policy
- Child Protection & Safeguarding Policy
- Staff Handbook
- Contractor Health and Safety Rules
- Lettings Policy
- Volunteers in School Policy
- Abusive or Threatening Behaviour on School Premises
- Lunchtime Policy
- School Meal Payments and Arrears

Policy Review date: 6 November 2018

Signed: _____
Chair of Premises Committee

Next Review Due: Autumn 2021