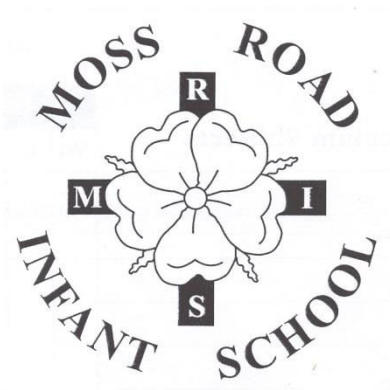


# ASKERN MOSS ROAD INFANT SCHOOL

## Building Security Policy



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## SECURITY POLICY

Our aim is to provide 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 and should be read in conjunction with the school's Health and Safety Policy.

### **AIMS AND OBJECTIVES:**

- Personal security of pupils, staff and visitors
- Security of buildings and grounds
- Optimum relationships with pupils, parents, neighbours and the local community
- Vigilance from everyone connected with the school

### **ROLES AND RESPONSIBILITIES**

The responsibility for school security is shared between the LA, Governing Body and Headteacher.

#### **Role of the LA**

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

#### **Role of the Governing Body**

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

The Site and Premises sub-committee review the policy and monitor its effectiveness on a regular basis. This will be carried out as part of the annual Health & Safety audit.

#### **Role of the Headteacher**

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body. The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and trained as necessary;
- parents are informed of the Security Policy and encouraged to help;
- the risk assessment is updated annually.
- termly site inspections are conducted by the Headteacher, Office and Site Managers;
- in addition routine security checks are carried out on an on-going basis by the Site Manager;
- termly reports are made to the Governing Body through the Headteacher's report and, where necessary, the LA;

- all crimes are reported to the Police.

## **Role of Staff**

All staff have a responsibility for ensuring:

- the safety of pupils in their care, by managing risks and protecting them from hazards;
- that property is safeguarded;
- that they know when to contact the Police;
- how to implement the school's Emergency Plan;
- their own actions do not expose themselves, children or colleagues to unacceptable risks.

## **Role of the Pupils**

The Headteacher and staff are responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare;
- the safety of themselves and others in and out of school;
- the safe use of equipment and other resources.

## **GUIDELINES FOR SCHOOL SECURITY**

### **Security of Pupils, Staff and Visitors**

#### **Security Strategies in School**

##### **Staff**

- All new staff are DBS checked and until this has been confirmed, are not allowed to be in contact with a child in an unsupervised capacity.
- Staff based in school have a key fob to gain entry / exit through the main reception security door.
- Staff to contact the School Office or senior staff in an emergency.
- Staff to have meetings with parents with help and support nearby.
- All staff must challenge unaccompanied visitors on school premises, taking into account their own safety in doing so. See H & S Policy (Aggression and Violence).

##### **Visitors**

- All visitors, including parents and contractors, must enter the school by the Main Entrance, report to the school office and sign the visitors' log.
- All visitors must wear a school visitors badge.
- Parents bringing children to school after 9am must enter through the main reception and sign their children in on the late arrivals log.
- Parents who regularly help in classrooms are not allowed access to children unless they have been DBS cleared.
- Parents will be reminded of our security strategies on a regular basis through Newsletters.

##### **Children**

- Need to be signed in by their parent / carer at the main reception if they arrive after 9am.
- Remind parents that they are not allowed to walk across the car park.
- Are told not to open the doors to ANYONE whilst they are waiting at the school office for any reason.

## Hardware

- All doors will be kept closed from 9am to 12noon and 1.15pm to 3.30pm except during Outdoor Learning sessions.
- The Cleaner's room opposite the staff room will be locked at all times.
- Classroom Blinds will be closed out of school hours.

## Outside School

- Car Park gates will be left open during the day to allow access to drivers with disabilities.
- School gates to be kept closed and bolted during school hours. Except for access to Nursery by parents at 11.35 and 12.40pm.
- At 12.45pm a member of staff will supervise who is entering and leaving the site at the Nursery gate.
- Children must not open any gates or go through them without an adult.
- All staff to challenge visitors on the school grounds during the school day, taking into account their own and others' safety in doing so. (See Aggression and Violence Policy).

## **Security of Equipment**

### Security strategies

- All expensive, portable equipment will be marked with Smartwater.
- The infra-red intruder alarm system will be in operation when the school is closed.
- Staff "sign out" equipment, other than personal laptops, when taken home.
- All sheds must be secured at the end of the school day.
- All equipment is recorded in the school inventory.

### Personal Equipment

- Staff are responsible for the security of their own personal items.
- Pupils should not bring valuables or money for personal use into school.
- Parents are constantly reminded to name pupils' clothing.

**All staff share a responsibility to ensure that security strategies are adhered to.**