

CULLODEN PRIMARY SCHOOL SECURITY POLICY

Reissued: May 2013

Reviewed: May 2015

The aim of this policy and its implementation is to provide a safe and secure environment for pupils, staff and visitors. The security policy, with other school policies including, in particular, its health and safety policy, ensures there are effective procedures in place to enable the school to achieve this aim.

Responsibilities

Responsibility for the school's security is that of the governing body and the executive headteacher.

1. Responsibilities of the governing body

1.1. The governing body is responsible for formulating, monitoring the implementation of and reviewing the school's security policy. The governors will monitor the implementation of the policy:

- through the premises committee each term, which will refer any important issues that arise to the full governing body and/or, as appropriate, to the resources committee, to determine what action (if any) needs to be taken;
- by consideration of the executive headteacher's reports and the health and safety manager's annual report to the governing body; and
- by observing its implementation when they visit the school.

1.2. The governors delegate the day to day implementation of this policy to the executive headteacher.

2. Responsibilities of the executive headteacher

2.1. The executive headteacher is responsible for ensuring that:

- the security policy, agreed by the governing body, is implemented and reviewed periodically;
- all staff receive information, instruction and training covering the security policy and its procedures;
- there is a satisfactory system for the reporting, recording and investigation of any breaches of the security policy and that reasonable steps are taken to prevent reoccurrence;
- parents/carers are informed of the contents of this policy in so far as it relates to them;
- all visitors, contractors and agency staff adhere to the security policy and its procedures; and
- matters relating to the school's security policy are included in the executive headteacher's reports to the governing body.

2.2. The executive headteacher delegates these responsibilities as set out below.

3. Responsibilities of the health and safety manager

3.1. The health and safety manager is responsible for implementing the security policy.

3.2. In particular, the health and safety manager will ensure that:

- all staff appreciate the importance of security and understand the school's policy, its procedures and their responsibilities;
- staff training needs are kept under review and training provided if necessary;
- he/she assumes responsibility for those specific matters delegated to the premises manager in the latter's absence;
- he/she conducts a risk assessment, with the premises manager, each term including for out of hours activities;
- he/she provides an update each term to the premises committee following the risk assessment and an annual report to the governing body as part of the health and safety report;
- in the event that there is any issue concerning the security of the premises including, for example, if any member of staff were to lose his/her security access door entry fob, steps will be taken immediately to ensure that such security is restored and not compromised;
- all incidents concerning safety and/or security in the school (including any breach(es) of the policy) are immediately reported to the executive headteacher and recorded on an accident incident report (AIR) form;
- in the event of a security incident occurring, an enquiry will be carried out without delay by the health and safety manager or, in his absence, by a member of the leadership team that will include an evaluation of the effectiveness of the security policy and its procedures, so that any necessary changes can be made promptly; and
- all acts/omissions that may amount to a crime are reported to the Police.

4. Responsibilities of the premises manager

4.1. The premises manager will ensure that:

- all staff are issued with a security access door entry fob and that an electronic register is kept up-to-date noting the name of the individual to whom a fob has been issued, together with the date of issue, and that the individual's signature is obtained, on a hard copy of the register, at the time of issue;
- when a member of staff leaves, the fob is taken back and noted on the electronic register, and that any school related key or other property, for example a key to a locker, is also returned at the same time;
- he/she conducts a termly check that all staff recorded as having been issued with a security door entry fob have retained the same - if any member of staff does not produce the fob given to them, the premises manager will report this immediately to the health and safety manager;
- a hardcopy of the electronic register (including all staff signatures) is kept in the safe;
- in the event that one or more keys to rooms within the premises go missing, he/she will determine what steps to take to maintain the security of the premises and report the matter, promptly in writing, to the health & safety manager;
- if any safe key is lost, the safe lock is replaced promptly;
- a risk assessment is conducted, with the health and safety manager, each term;
- the key cabinet in the premises manager's office is locked, or supervised, at all times and the door to the premises manager's office is kept locked at all times when he/she is not in there;
- access to the premises manager's room is limited to the premises manager and the leadership team only;
- all doors, windows and security grills are secured and locked at night/ when the premises are unoccupied;
- the burglar alarm is set when the premises are closed or unoccupied;

- the burglar alarm is serviced each term;
- the alarm code is issued to the members of the leadership team only (so they can lock up when required);
- the alarm code is not written down/or displayed;
- the pedestrian gate, family gate, gate behind the new building, foundation stage playground gate and car park gate and secured access door are each checked daily and tested each term;
- the pedestrian gates are supervised whilst they are open in the morning and afternoon when families drop off and collect their child/ren;
- contractors (including third parties) are informed of the relevant contents of the school's security policy and procedures as they apply to them and that they comply with the same;
- a daily check of the grounds is undertaken to ensure the perimeter fencing and gates are in good working order and are keeping the school and its grounds safe and secure;
- he/she undertakes promptly any repair that is required or arranges for a contractor to do this (subject to best value being achieved);
- all combustible materials are stored safely in a steel container away from the main building; and
- all grounds related tools not in use are locked away in a secure store / shed.

5. Responsibilities of the school's administration and finance teams

5.1. The administration team will ensure that:

- they screen all visitors (including contractors) using the video entry system before allowing them through the pedestrian gate and onto the site;
- they monitor visitors' (including contractors') movements in order that they proceed to the administration office;
- in the event that a visitor (including a contractor) strays off route, he/she is challenged immediately, by the premises manager or in his/her absence by another suitable person, to return to the permitted area, or to leave the school's premises;
- all visitors (including contractors) report to the administration office and sign in and out of the visitors' book and that they are issued with, and wear, a visitor's badge even if they have an ID badge / LBTH ID badge;
- any visitor (including a contractor) who has parked in the car park provides his/her car registration details and that such visitor does not block-in another vehicle or, if he/she may have done so, that their whereabouts is recorded so that the visitor can be contacted to move his/her car if required;
- anyone trying to gain unauthorised entry will be asked to leave immediately and the executive headteacher or assistant headteacher in charge will be immediately notified and, if necessary, the Police called promptly;
- parents/carers are not allowed through the lobby to gain access to the opposite side of the site/playground, unless authorised by a member of staff;
- parents/carers are only allowed to wait in the reception area if they have an appointment with a member of staff; if parents/carers are waiting for their child/ren, for example to collect their child(ren) for an appointment or following an after school class/event, they should wait in the secure lobby area opposite the reception window;
- parents/carers are informed of this security policy and, in particular, of those parts of the policy that apply to them, such as restricted access to the premises, the need to sign in/out and the requirement to wear a visitor's badge at all times whilst on the school's premises;
- the key cabinet is locked or supervised at all times;
- a key log is maintained that lists the key numbers and the rooms to which they relate and that if a key is removed from the key cupboard a record, of which key was taken, by whom and when, is made in that log;

- a key audit is carried out periodically to confirm that all keys are present and, if not, this is reported promptly to the health and safety manager, for appropriate action to be taken;
- a register is kept up-to-date of how many keys exist for opening the safe and who is in possession of each;
- at all times, safe keys are kept in the possession of the staff member responsible for the safe's contents and are not left in a place where there is any risk of loss or of theft (for example in a garment, a bag/briefcase or a drawer);
- safe keys are taken off the school site once the school is closed;
- if any safe key is lost, this is immediately reported to the premises manager, or in his/her absence, to the health and safety manager; and
- the safe must be locked when not in use.

6. Responsibilities of all staff

- Staff will be issued with a fob, which provides access to the security doors opposite the administration office. If a member of staff loses his/her fob, he/she must inform the health and safety manager immediately or, in his/her absence, the executive headteacher or the assistant headteacher in charge. The cost of a replacement fob will be £10, for which the member of staff will be responsible.
- Staff must sign in and out of the staff registration book every time they enter and leave the building.
- Staff will be provided with the security access code for the pedestrian gate and gate leading to/from the car park. This must not be shared with anyone else.
- In the event of a breach in security (including someone who is not a member of staff knowing the security code) or an emergency, staff must inform the health and safety manager or, in his/her absence, the executive headteacher or assistant headteacher in charge, for appropriate action to be taken.
- Staff must challenge any visitor who is not wearing a visitor's badge and, if appropriate, escort them back to the school administration office and inform the executive headteacher or assistant headteacher in charge.
- Staff must "sign out" equipment, which is taken home / off-site, with the ICT manager, e.g. a lap-top computer.
- Staff must not let in any visitor (including a contractor) through the security doors unless the visitor has signed in and been issued with a visitor's badge.
- Any visitor (including any contractor) acting improperly on the school's premises must be asked to leave immediately and the executive headteacher or assistant headteacher in charge must be immediately notified and, if necessary, the Police called promptly.
- Staff must ensure that all valuable personal property is stored securely during the school day. It is the responsibility of staff to safeguard their own personal property.
- Key holders called to the school's premises in answer to an intruder alarm must not enter the school's premises unaccompanied. The police must be summoned and entry to the premises only made after the police have confirmed that it is safe to enter.
- Pupils will be encouraged to exercise personal responsibility for the security of themselves and others – failure to do so will be a breach of the school's behaviour policy.
- Staff, with pupils in their care, act in "loco parentis" and are reminded of their responsibilities for the safety of pupils as set out in the school's health and safety policy and its procedures including, in particular, those in appendices 2 (rules for employees with pupils in their care), 3 (emergency evacuation procedures), 4 (first aid, accident/incident procedures), 5 (out-of-school activities) and 6 (contractors and third parties).

7. Responsibilities of the kitchen staff

7.1. The kitchen staff will ensure they supervise the external kitchen door at all times. If they are not in the main kitchen area, they must lock the door to prevent unauthorised entry to the building. In the event of a visitor attempting to enter the building via the kitchen, staff must redirect them to the administration office.

7.2. The head of kitchen must ensure that all kitchen staff sign in and out of the staff registration book every time they enter and leave the school premises..

8. Questions

If anyone has any questions or concerns, please raise these with the health and safety manager.

Grant Jenkins health and safety manager