Marton Manor Primary School Security Policy and Procedures

1. Policy statement

☐ The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Marton Manor Primary School The school's security procedures will operate within the framework described in this policy.

☐ 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 provide staff with enough resources, information and training to implement the security procedures.

☐ 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 children and staff.

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 monitor the performance of the school security measures. This will be achieved –

- By governors monitoring performance on their special interest visits
- Via the head teachers reports to governors
- By all governors observing its implementation when they visit the school.

☐ Governors will periodically review the school's security policy.

☐ Governors will delegate the day to day implementation of the policy to the Head Teacher.

2.2 Head Teacher

The head teacher will:

☐ Set up arrangements in school that comply 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 policy and security arrangements.

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.

☐ Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body	☐ Agree policy ☐ Review every 12 months
Day to day implementation and management of policy.	Head Teacher / Administration Manager	☐ Inform staff ☐ Monitor performance ☐ Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates on yard at 9am and open at 3.10pm. Lock again at 3.20pm. Unlock small side gates at 8.40 a.m. and lock at 8.50 a.m. Unlock small side gates at 3.10 p.m. and lock at 3.30 p.m.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges using the Inventry system
Control of contractors	Admin staff	
Security of money etc	Admin staff	
Security risk Assessment	Head Teacher / School Administration lead	Review annually and inform govs of findings to use as part of policy review

Children
☐ Children will be encouraged to exercise personal responsibility for the security of themselves and others.
☐ Children 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.
3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.
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.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of shared use of the building.

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 and egress 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. Marton Manor Primary School has, through risk assessment, balancing 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 –

☐ The main building has only single access entrance via main door and office. This door can only be opened from the outside by security key. There are only 3 key holders – Head teacher, Admin lead and caretaker.

☐ All doors except main entrance cannot be opened from the outside except with a key. Internal doors are operated by a security fob from the front entrance and the administration corridor. The Admin staff have lists of who has security fobs and fobs are given to named persons.

☐ Staff man all entrances and exits at the start and end of the school day. They escort pupils into school at 8.40 a.m. until 8.50 a.m. and out of school on to the playground at 3.15, where they are collected by parents and carers, or from where they go home. Children in families may all leave by the same class door from the youngest child's class from the family. Pupils are not allowed to remain on the playground before the start of the school day or leave the school site once they have arrived at school.

☐ Reception Entrance and Nursery entrance and exit is supervised at all times by school staff. Parents complete a list at the start of the year of named adults who can collect their child. Staff will not hand a child over to any adult who is not on the list without express permission from the parent. Only pupils in Year 6 can make their own way home when parents have given permission to inform us of this.

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 yard.

☐ School fields – security fencing around perimeter to prevent general public from coming onto school grounds.

☐ Main car park – access is denied to pupils and parents and a sign indicates this. Anyone in the car park not known to school as a visitor or member of staff will be challenged by staff.

Playground – school gates are closed at all times. Children are only ever in playground under supervision of at least one member of staff.

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3.3 Early Years Outside Areas
As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

The Nursery side gate is opened at the start of the school day for Reception parents to walk round to their classroom door for the handover.

Nursery parents go the front entrance to the Nursery. They can wait in the entrance lobby to hand their child over at the start of the session and to claim their child at the end of the session.

The Nursery side gate is kept locked during session times and opens at 3.10 after pupils have gone back into the classroom.

The fenced in pond area in the Nursery garden is kept locked at all times when not in use . Children can only use this area when supervised by an appropriate adult.

Early Year and key stage two play equipment must not be used by children at the start and end of the school day when coming into or leaving school as it is not supervised by an appropriate adult.

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 that –
☐ All visitors report to office on arrival.
☐ All visitors are issued with a visitor badge to be worn at all times. This includes parents, helpers, contractors, Trust staff and any other person that is not school staff.
☐ 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 school's health & safety procedures such as parking, fire safety and first aid. (Induction)

3.5 Supervision of pupils
The school's overall safeguarding strategy requires that at 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 after school club
☐ Playground – Children are always supervised in this area and visitors challenged.
☐ Field – as communication is not easily possible staff spread out whilst on duty and keep all areas of the filed and playground in their sight.
☐ Entrance – some disabled parents drop children at the entrance and may park in the disabled spots in the car park. Their entry is supervised to ensure no unauthorised adults enter school. Occasional late-comers also enter via the main entrance and must make staff aware that they are late by signing in to the Inventry system where they are able or speaking to staff. Access is supervised.

Times of the day when supervision is part of our safeguarding procedures –
☐ Breakfast Club – staff collect children from the front door and they are supervised throughout breakfast until the start of the day

☐ Start of school day – as playground gates are open to allow access this area is supervised 8.40am

At 3.15pm every class is escorted to their year group's door out to the playground. Staff wait until all children have been collected. Any child who is not collected the child 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. Below are the additional security measures that apply to the groups listed. Our security arrangements include a written agreement for any use out of hours. This will only happen for educational purposes (e.g. staff sports training by sports coaches) and use will be monitored. Any issues that arise will mean permission will be removed.

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.

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. Cyclical maintenance reports are provided by contractors who carry out this work and any faults are remedied promptly.

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. Front gate – Unlocked by the caretaker at 7.30am and locked again at 6pm. They remain locked all night and at weekend. Keys are held by Complete Security and named key holders (Head Teacher, Deputy Head Teacher and Caretaker), to allow access for monitoring purposes.

Outside doors are locked at the end of the school day except for the main entrance. Pupils attending after school clubs leave from the front entrance with a member of staff supervising the handover to parents into the entrance lobby. Any child who is not collected remains in school and the member of staff contacts the parent.

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3.12 Cash Handling

We avoid keeping cash on the premises wherever possible by using online payment facilities. Safes are used and kept locked by the Admin lead, Head Teacher or Deputy Head. Staff avoid handling cash in visible areas, any money requiring banking are done at irregular times, particularly where substantial sums are involved. A security firm comes to the school every month to collect any sums of money to be banked and they must produce appropriate identification before any monies are handed over by the admin staff or Head Teacher.

3.13 Valuable equipment

All items above the value of £25 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £50 will not be left unattended in rooms where there is public access e.g. during parents evenings or school fairs etc…Such items will be locked away in the I.T. cupboard when not in use. Wherever possible valuable items will also not be left where visible from outside.

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3.14 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 6 months before disposal

3.15 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 locked in the schools medicine cabinet in the office or in the medicine refrigerator in the staff 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/ Admin. lead.

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

The risk assessment will use the format in the Health and Safety Policy & Procedures file

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body

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

This policy was last reviewed in Summer 2020 and will be reviewed in Summer 2022.

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