



## **School Security Policy**

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## **Introduction**

The staff and children of Wellesley Park Primary School need to work and learn in a safe environment. This document is the policy of Wellesley Park Primary School and represents measures agreed between staff and governors to promote the security and personal safety of staff, pupils and visitors, together with the protection of the school premises.

Whilst responding to potential threats is very important, it is also important to strike the correct balance between providing a welcoming environment and turning the school into a fortress. The school secure line has access via intercom and code pad entry system. There is a need to ensure that security is improved and that it is an on-going concern. 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.

## **Aims**

People come first and therefore the aim of the School Security policy is the protection of staff, pupils and visitors first, followed by the protection of the school building and equipment.

## **Policy details:-**

1. The Strategic Leadership Team will liaise with Officers from the local Police, the Fire Service, and the County Council as necessary, in the pursuit of developing risk reduction strategies.
2. A register of security incidents will be maintained by the school. This will contain details of any situation, incident or potential problem which will require consideration by the LGB.
3. An analysis of the potential risks will be carried out by the Board of Directors. This will include the completion of a Risk Analysis Questionnaire which will examine the Trust under the following headings:-

Management Information and Practice  
Fire Precautions  
Security of Premises  
Special Risks

### **\*\* Important note -**

This analysis is separate from the Health & Safety risk assessment that is required by law for many aspects of the same risks.

4. A report will be prepared, following the risk analysis, for consideration by the Board who will consider what resources are, or will be made, available to deal with the recommendations.
5. Where considered appropriate by the LGB, staff, pupils and parents at the school will be made aware of what measures are being taken, together with the reasons why. The support of staff, pupils and parents will be encouraged.

7. All matters affecting the well-being of staff and pupils within the school will be subject to on-going review and therefore this policy will evolve according to the school's needs. However, this policy will be reviewed regularly.
8. The process of developing and operating a comprehensive security policy will be supported by training for staff and governors.
9. The chosen solutions will be kept under review for their effectiveness.

### **Security Manager**

The Governors have agreed that the Business Manager should take on the role of Security Manager.

### **Personal Safety**

#### **Staff**

Employers have a duty, under Health & Safety legislation, to ensure that employees, so far as is reasonably practicable, are provided with a safe place of work. The responsibility includes the need to ensure that each person is safe from assaults. Vulnerable staff may include:

- Caretaking staff/cleaning staff
- Staff working alone
- Home visitors
- Those engaged in evening working
- Those working with pupils with behavioural difficulties
- Those involved in supervising and disciplining pupils
- Those dealing with angry parents or relatives of pupils

Whilst training (techniques for preventing and avoiding violence, calming, acceptable methods of restraint and communication skills) is very important, policies should be set in place to minimise the opportunity for staff to be put in these difficult situations.

Governors have agreed that the following must take place:-

1. All legitimate visitors to school are clearly identified by means of a visitor's badge obtained from Reception. **All visitors are required to sign in and out of the school and are to provide details about their car registration (if applicable).**

Visitors' badges or ID badges must be visible and worn at all times.

2. To inspect signage on an annual basis to ensure that visitors know that they are expected to call at Reception.
3. Only school staff to use the school car park.
4. All incidents and 'near misses' should be reported to the Business Manager for recording in order to update security provision.

5. Intruders should only be approached when staff are accompanied by another adult. Staff to be given details of their powers in law.
6. When responding to a call out, duty staff should await the arrival of the police/alarm response company. Under no circumstances should they attempt to enter the school until the police have arrived.
7. Caretakers on duty have a mobile phone This should be 'on' at all times to allow the two-way communication in times of emergency.
8. If a member of the public is showing signs of extreme agitation and refuses to calm down, seek help from a member of the Senior Leadership Team. A decision will then be made whether or not to call the Police (999).
9. Pupils are encouraged to inform a member of staff if they see anyone who is not wearing identification. This will be the subject of a session within the PSHE programme.
10. That staff wear identification at all times to aid all of the above processes.

### **Pupils**

The risk to pupils comes from intruders as well as from fellow pupils (the latter is covered in the school anti-bullying policy).

There should be no reason for any member of the public to have access to the site without having been vetted via reception first and allocated a visitor's badge Visitors leaving the school site when Reception is closed are asked to leave their visitors' badges in the secure black box provided.

School staff, including site staff, are under strict instruction to challenge any individuals on site who they have reason to believe are not engaged in a valid activity and/or are acting in a suspicious manner.

If any member of staff has concerns about a 'visitor' they should report these immediately to a member of the Senior Leadership Team.

### **The Safety of Pupils on School Trips**

Staff involved with offsite trips must ensure that sleeping accommodation is as secure as possible without compromising the ability to escape in case of a fire. If possible, this kind of information should be sought prior to departure.

A risk assessment should be made for each activity held offsite. All elements of the activity should be included in the risk assessment, ie:-

- Notification to parents
- Early arrival time at school
- Modes of transport

- Precise timetabling
- Freedom of movement during the activity
- Toilet safety
- Returning home after school hours.

If a problem does occur, then the keeping of precise records will help, ie an itinerary, attendance lists and the name of a senior contact point for each activity.

## **Buildings**

The perimeter of the school site is secured by fencing and locked gates when the school is not occupied. Other than during pupil arrival and departure times the school's secure line is in place and secured with locked gates and an intercom system on the main entrance doors and nursery gate. This secure line is sited away from the school buildings and does not compromise any fire exits but does funnel all visitors to the main reception doors where reception staff can give them entry and sign them in. Other than by climbing over the 1.8-metre-high fence, access beyond the secure line is only possible through the main entrance or for the nursery through their entrance gate. Visitors should not only sign in, but should sign out also. Visitors should always be escorted around the site.

At the end of the school day it is requested that the last user of a room ensures that all windows are closed. In any event, cleaning and caretaking staff have responsibility for securing the school and this includes closing windows, locking doors and setting the intruder alarm system.

All staff cars should have agreed and approved identification. This is available from the school office. No vehicles should be parked immediately next to school buildings in such a way as to provide a 'ladder' onto other parts of the building.

All tools and ladders should be locked away each day – if they are not, an opportunist thief could use them. Cleaning and caretaking staff will check all rooms to ensure that there is no-one concealed in the building when it is locked up. Caretaking staff will also carry out regular (daily) checks of security fittings to ensure that they are working properly.

## **Dealing with an Emergency**

If there is an intruder on the premises and there is a hint of danger to individuals or property, the Police should be called (999) to escort him/her off the premises and a member of the Leadership Team should be called immediately. Separate procedures apply in the case of fire and this is covered in the Trust Health & Safety Policy. If any of the fire alarms are activated, all staff on site must evacuate the buildings and assemble on the KS2 school field.

When the fire alarm sounds, the Fire Service will be called if necessary with details being provided to the Leadership Team immediately.

## **Bomb Threats**

The Trust follows advice received from Somerset County Council concerning bomb threats received by telephone. As soon as any such message is received, the Headteacher, Business Manager or a Deputy Head (dependent upon availability) should be told immediately.

As soon as it is clear that a bomb threat is being made, the caller should be allowed to finish his/her message without interruption. Take down exact details of what is being said, listening for clues to the following:-

- The caller's sex and approximate age.
- Noticeable condition affecting speech, i.e drunkenness, laughter, anger, excitement or incoherency.
- Background noises, i.e music, traffic, talking or machinery.

When the caller has given his/her message, try to keep him/her in conversation and ask, if possible, the following key questions:-

- a) Where exactly is the bomb located?
- b) What time will it explode?
- c) What does it look like?
- d) When was it placed there?
- e) Why was it placed?
- f) Who are you?
- g) Where are you?

Staff are requested to note whether the caller repeated his/her message or any part of it. Note the exact time of the call. Write the message down and then contact a member of the Leadership Team immediately and notify the Police immediately. Repeat the message exactly as you received it and then fill in the other details you were able to get.

## **Keeping Staff and Pupils Informed**

All new employees of the school should be informed of its policy on security. Just because a new policy has been formed, it does not mean that in 5 years a new member of staff will know it. A copy of the policy should be kept with induction documents and regularly updated.

All staff should be given access to a copy of the policy. A copy will be kept on the school website and staff are encouraged to make recommendations about improvements to the Security Policy.

## **Crisis Management**

*A more detailed summary of the actions to be taken in the event of a Critical Incident occurring can be found in the Trust Critical Incidents Policy.*

A central point of contact helps to deal with a crisis (major fire, assault, death, etc). Normally, this will be the Headteacher or, in their absence, a member of the Senior Leadership Team. At his/her discretion the central contact will:

1. Initiate emergency procedures.
2. Prepare a press release, in consultation with the CEO.
3. Inform all staff of the extent of the situation.
4. Inform pupils not involved with the crisis and reassure them.
5. Inform parents of the pupil(s) involved.
6. Ensure, where possible, that the school continues to operate.
7. Ensure that the school telephone lines are staffed and that notes are taken of all conversations.
8. Inform the Governors.
9. Involve, if necessary, specialist services, ie counselling.
10. Inform parents that children may be upset, even if not directly involved.
11. Visit the injured in hospital/attend funerals/organise a memorial/special assembly.
12. Devise strategies for easing pupils back into school after lengthy absences.
13. Establish a detailed log of all related matters.

### **Review and Monitoring**

Security issues should be considered on a regular basis and reported to the Board. Recommendations on policy changes as well as spending should form part of the Premises Development Plan. Details of thefts and security breaches should be monitored at the Board meetings.