

Security Policy



St Werburgh's C of E Primary School

Date May 2020

Written by Ann Alton

To be revised: May 2021

Approved: _____

STATEMENT

St Werburgh's School will ensure, so far, as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

Measures will be adopted to protect persons in lone working; from intruders; visitors and general security arrangements.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day to day responsibility is the Headteacher.

ORGANISATION

The following personnel have responsibilities for ensuring the security of the school building:

SECURITY ISSUES	NAME	SPECIFIC DUTIES
Perimeter fencing, access routes	J. Birch	Ensure fencing is secure and access routes controlled
Securing school entrance/exits	J. Birch	Ensure all ground and building external doors/gates are secured at agreed times
Control of visitors	B Beech C. Forster R. Birch	Ensure all visitors are booked in and out of school and given the appropriate badge to wear.
Control of contractors	J. Birch	Ensure any contractor Has their own H&S policies, competency certificates and public liability insurance of £5m plus
Security of money etc	B Beech C. Forster R. Birch	Money should not be left unattended in an 'open' office. Monies should be locked in office safe unless being counted for banking
Emergency procedures (fire, first aid, accidents)	J. Birch	Audit fire systems Oversee reports of accidents where applicable
Security risk Assessment	J. Birch	Carry out annual risk assessment audit

We will discuss security regularly at staff meetings, Full Governing Body Meetings, H & S Committee Meetings.

ARRANGEMENTS

We have implemented the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

- **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 induction 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 staff will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

- **SUPERVISION**

The school's overall safeguarding strategy requires that at the agreed times (see below) the security of pupils is achieved by competent supervision by authorised school staff.

Times of the day when supervision is part of our safeguarding procedures –

- Start of school day – children are allowed into classrooms from 8:45. They can access the school site from 8:40 and go straight into class when the doors open. Parents have been informed of these arrangements and that supervision does not start till 8.45am.
- The school gates will be locked at 8.55am
- Gates will reopen at 3.15pm for parents to collect children and will close at 3.35pm to ensure security for our sports and after school clubs.
- After school clubs – all security arrangements for during the school day will remain for after school.

- **VISITORS**

A logging-in book is kept indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be visited.

Our policy is that –

- All visitors report to the reception desk on arrival.

- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA 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 reception desk 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 will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

• **CONTROLLED ACCESS AND EGRESS**

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. St. Werburgh's school has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

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 reception desk.
- All doors except main entrance cannot be opened from the outside except the kitchen door & the hall fire door. The kitchen door will, will remain locked unless accepting deliveries or taking out waste & the hall fire exit by the site managers office is controlled by a PIN.

Grounds

All school grounds are secured by fence/wall and children are always supervised when in grounds. Children are told to stay within sight of supervisors and not stray into the wooded areas.

Children will practise Lockdown procedures on a termly basis to prepare for any incidents when this may be required.

CASH HANDLING

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

VALUABLE EQUIPMENT

All items above the value of £250 will be recorded in the school stock book.

School is insured via the DDAT group insurance.

Valuable equipment will be removed from sight at the end of the school day, wherever possible.

PERSONAL PROPERTY

Staff and pupils are discouraged from bringing valuable personal property into school. Bikes and scooters are particularly vulnerable and parents have been informed of this risk.

RISK ASSESSMENT

As required by the Management of Health and Safety at Work Regulations 1999 a suitable assessment of risk posed by security must be carried out.

A risk assessment has been carried out by the school and will be continually monitored.

Audit form for SCHOOL SECURITY

Audit Ref.	<input type="text"/>	Audit Date	<input type="text"/>	Review Date	<input type="text"/>
Audit Title	<input type="text"/>				
Completed By	<input type="text"/>	Job Title	<input type="text"/>		
Site	<input type="text"/>	Location	<input type="text"/>		

Selected sections : A,B,C,D,E

AUDIT RESPONSES

RESPONSE

A POLICY & COMMUNICATION

- | | | |
|---|--|-------------------------------|
| 1 | Does the school have it's own School Security Policy? | [Yes] [No] [N/A] [Don't know] |
| 2 | Is there a named and responsible person to update the Policy? | [Yes] [No] [N/A] [Don't know] |
| 3 | Are Staff aware of the School Security Policy? | [Yes] [No] [N/A] [Don't know] |
| 4 | Is School Security regularly discussed in staff meetings? | [Yes] [No] [N/A] [Don't know] |
| 5 | Is School Security a regular item on Governor's meeting agendas? | [Yes] [No] [N/A] [Don't know] |

B VISITORS

- | | | |
|---|---|-------------------------------|
| 1 | Are access points adequately controlled? | [Yes] [No] [N/A] [Don't know] |
| 2 | Are Visitors/Contractors, etc., required to sign a Visitors Book? | [Yes] [No] [N/A] [Don't know] |
| 3 | Are all Visitors, etc., monitored whilst on school premises? | [Yes] [No] [N/A] [Don't know] |
| 4 | Are all Visitors given a Visitor's Badge/Identification? | [Yes] [No] [N/A] [Don't know] |
| 5 | Is the main Reception area clearly signed? | [Yes] [No] [N/A] [Don't know] |
| 6 | Is the Reception area well organised and safe? | [Yes] [No] [N/A] [Don't know] |

C BUILDING SECURITY

- | | | |
|----|---|-------------------------------|
| 1 | Is the school protected by security fencing? | [Yes] [No] [N/A] [Don't know] |
| 2 | Is the school protected by CCTV? | [Yes] [No] [N/A] [Don't know] |
| 3 | Have areas where lone work is carried out been identified? | [Yes] [No] [N/A] [Don't know] |
| 4 | Is there adequate protection for lone workers? | [Yes] [No] [N/A] [Don't know] |
| 5 | Are intruder alarms fitted in sensitive areas? | [Yes] [No] [N/A] [Don't know] |
| 6 | Is there a comprehensive intruder alarm system operating within the school? | [Yes] [No] [N/A] [Don't know] |
| 7 | Are personal attack alarms/panic buttons available to staff? | [Yes] [No] [N/A] [Don't know] |
| 8 | Are vulnerable windows and doors protected by shutters or grilles? | [Yes] [No] [N/A] [Don't know] |
| 9 | Is the school checked regularly by security patrols? | [Yes] [No] [N/A] [Don't know] |
| 10 | Are all doors secured during and after school? | [Yes] [No] [N/A] [Don't know] |
| 11 | Are adequate security arrangements in place for after school use of the building? | [Yes] [No] [N/A] [Don't know] |
| 12 | Are Exits, Car Parks, adequately lit? | [Yes] [No] [N/A] [Don't know] |

Audit form for SCHOOL SECURITY (continued)

Selected sections : A,B,C,D,E

AUDIT RESPONSES		RESPONSE
D	PROPERTY SECURITY	
1	Is cash handling kept to a minimum?	[Yes] [No] [N/A] [Don't know]
2	Is cash and other valuables locked in a safe?	[Yes] [No] [N/A] [Don't know]
3	Is portable equipment security marked?	[Yes] [No] [N/A] [Don't know]
4	Are all items over £750 identified and logged with the L.E.A.?	[Yes] [No] [N/A] [Don't know]
5	Are secure lockers available for staff?	[Yes] [No] [N/A] [Don't know]
6	Are secure lockers available for pupils?	[Yes] [No] [N/A] [Don't know]
7	Do staff have facilities for securing pupil's personal items?	[Yes] [No] [N/A] [Don't know]
E	ASSESSMENT	
1	Does the school involve pupils in security arrangements?	[Yes] [No] [N/A] [Don't know]
2	Are pupils instructed to alert staff of strangers in the school?	[Yes] [No] [N/A] [Don't know]
3	Is the Security Policy regularly reviewed?	[Yes] [No] [N/A] [Don't know]
4	Is a Risk Assessment carried out for areas of high risk?	[Yes] [No] [N/A] [Don't know]

* End of form *

<p>RISK ASSESSMENT RECORDING FORM</p>
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When completed a copy of this form must be sent to your Line Manager

Location or Address:	Date assessment undertaken:	Assessment undertaken by:
Activity or Situation:	Review Date:	Signature:

(1) Hazard	Risk	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	(4) What action can be taken to further reduce risk?

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RISK RATING

a SEVERITY

- 5 Dying or being permanently disabled controlled
- 4 Serious injury/long-term illness
- 3 Temporary disability/3 days off sick
- 2 Will need medical attention make a

b LIKELIHOOD

- 5 Will almost certainly happen
- 4 Highly likely to happen
- 3 Not so likely
- 2 Even less likely
- 1 Unlikely to happen at all

c FINAL SCORE RATING: WHAT NEEDS TO BE DONE

- 16–25 Stop! Do not start activity again until risk is
- 10-15 High risk level, High priority. Take action straight away to control the risk
- 6-9 Medium risk level. Tighten up controls and plan to do something about risk

1 Minor injury eg bruise, graze

3-5 Fairly low risk level. Low priority but keep possible action in mind

1-2 Low or trivial risk. No further action.

ACTION PLAN

So: $a \times b = c$

Action Required	Responsible Person	Date for Completion

(1) Hazard	Risk	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	(4) What action can be taken to further reduce risk?

RISK RATING

a SEVERITY

- 5 Dying or being permanently disabled
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- 5 Will almost certainly happen
- 4 Highly likely to happen
- 3 Not so likely
- 2 Even less likely
- 1 Unlikely to happen at all

c FINAL SCORE RATING: WHAT NEEDS TO BE DONE

- 16-25 Stop! Do not start activity again until risk is controlled
- 10-15 High risk level, High priority. Take action straight away to control the risk
- 6-9 Medium risk level. Tighten up controls and make a plan to do something about risk
- 3-5 Fairly low risk level. Low priority but keep possible action in mind.
- 1-2 Low or trivial risk. No further action required.

So: a x b = c

ACTION PLAN

Action Required	Responsible Person	Date for Completion