



Bournville Primary School

Security Policy

Date Ratified: 20th September 2016

Signed By:
On behalf of School Governors

A handwritten signature in black ink, appearing to read 'Harvey Bennett', written over a horizontal line.

Signed By:
Headteacher

A handwritten signature in black ink, appearing to be a stylized name, written over a horizontal line.

Review Date: September 2017

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.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the Governing Body and Headteacher.

Role of the Governing Body

The main role of the Governing Body is to ensure that the school have and maintain policies and procedures to ensure the safety of the staff, pupils and visitors. The school access external support and advice on further requirements, legislative changes and National Best practice.

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

At Bournville Primary School the 'Finance and General Purposes Sub-Committee' of the Governing Body review the policy on an annual basis. Any breaches/concerns relating to the security of the school are reported to the Finance and General Purposes Sub-Committee. Any key issues that arise are taken to the Full Governing Body.

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 training as necessary;
- Parents are informed of the security Policy and encouraged to help;
- There are annual risk assessments conducted by the Business Manager and Site Manager;
- In addition routine security checks are carried out on an on-going basis by the Site Manager;
- An annual report is made to the Finance and General Purposes Sub-Committee of the Governing Body and, where necessary, the LA;
- All crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY (including Nursery and Pre-school)

Security of Pupils, Staff and Visitors

Security Strategies in School

Pupils

- The entrance gates at the perimeter of the playground areas are kept locked at all times during the school day (9am-3:15pm).
- No child is allowed to leave the school premises during the school day without prior permission.
- If a child needs to attend a medical appointment during the day, the school must be informed in advance and the child collected from the school office. Before the child is released, the authorised adult collecting the child must sign a record book giving the date/time/reason for the child being collected during the school day.
- We will only allow children to be collected by persons known to us/persons recorded as an authorised contact under the child's admissions data. Parents/carers must inform the school in advance if someone different is collecting at the end of the school day, otherwise we will call for confirmation.
- Children working in outside learning areas around the school site will be supervised at all times.

Staff of School and Social Care/Locality team

- Staff based in school are issued with photo ID and access cards;
- Staff to contact the School Office or senior staff in an emergency, via classroom/office telephones;
- All staff must challenge visitors who are not wearing a visitors badge;

Visitors

- All visitors, including contractors, must report to main office entrance, sign in the visitors book and wear a visitors badge;
- All other services (Social Care team / Locality team) based in the School must sign in at their respective locations;
- Parents to be reminded of our security strategies on a regular basis through Newsletters;

All visitors on courses / meetings must:

- Sign in at the School Office and wear a visitor's badge;
- Follow the School's specified route to and from the work base, ensuring they exit via the School Office;
- All staff must ensure that the people trying to gain entry to the School should enter via the **School Office at the main entrance**. They should not gain entry through any other external door;

Hardware

- All external doors to be kept locked when the rooms are empty. (Doors can be opened internally but not externally);
- All rooms containing equipment that may pose a risk to be kept locked - Site Manager's room, I.T. server room, resources room, school kitchen and rooms containing cleaning equipment.

External School Areas

- Children must not play in areas marked as out of bounds - by the school gates;
- All staff to challenge visitors not identified by an ID badge on the school grounds during playtimes;

Security of Equipment

Security strategies

Inside School Building

- All expensive, portable equipment to be marked as belonging to the School;
- All valuable and recognisable equipment to be photographed;
- The infra-red intruder alarm system to be in operation when the school is closed;
- Staff to be responsible for returning equipment to the secure area;
- All portable expensive equipment to be stored in secure area when the school is closed;

Outside School Building

- Digital CCTV in operation across the school site 24hours per day;
- Scaleable walls and drain pipes to be coated with anti-climb paint and inspected termly;
- Security gates and fencing around the school to prevent intrusion;
- Anti-vandal strips to be installed where appropriate.

Security of Staff, Visitors, Pupils and Equipment during out of school hours.

- All rooms, apart from those required, to be locked;
- For outside events – access only to be given to toilets and necessary rooms, all other areas to be locked down. Internal supervision to be provided at all times;
- Following events a full caretaker ‘sweep’ to be carried out to monitor damage and check building is empty;
- Letting charges must include additional time for security measures;

Monitoring of strategies

- Informally through verbal reports from staff and visitors;
- Formally through weekly Premises meetings, termly ‘Finance and General Purposes’ Sub-Committee, Full Governing Body meetings and monthly Health and safety Meetings.
- Weekly premises inspections.

All staff to take shared responsibility to ensure the security strategies are implemented.