



Site Security Policy

Responsible for policy:

Health & Safety Committee/LAC

Date of policy:

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June 2022

Scope:

Safeguarding Compliance



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Definitions

In this **Site Security Policy**, unless the context otherwise requires, the following expressions shall have the following meanings:

- i **'The Romero Catholic Academy'** means the Company named at the beginning of this **Site Security Policy** and includes all sites upon which the Company is undertaking, from time to time, being carried out. The Romero Catholic Academy includes; **Corpus Christi, Good Shepherd, Sacred Heart, Blue Sky, SS Peter and Paul, St Gregory, St John Fisher, St Patrick, Cardinal Wiseman, Shared Services Team.**
- ii **'Romero Catholic Academy'** means the Company responsible for the management of the Academy and, for all purposes, means the employer of staff at the Company.
- iii **'Board'** means the board of Directors of the Romero Catholic Academy.
- iv **'Clerk'** means the Clerk to the Board or the Clerk to the Local Academy Committee of the Academy appointed from time to time, as appropriate.
- v **'Chair'** means the Chair of the Board of the Directors or the Local Academy Committee appointed from time to time.
- vi **'Catholic Senior Executive Leader'** means the person responsible for performance of all Academies and Staff within the Multi Academy Company and is accountable to the Board of Directors.
- vii **'Diocesan Schools Commission'** means the education service provided by the diocese, which may also be known, or referred to, as the Birmingham Diocesan Education Service.
- viii **'Local Academy Committee'** means the governing body of the School.
- ix **'Academy Committee Representatives'** means the governors appointed and elected to the Local Academy Committee of the School, from time to time.'
- x **'Principal'** means the substantive Principal, who is the person with overall responsibility for the day to day management of the school.
- xi **'School'** means the school or college within The Romero Catholic Academy and includes all sites upon which the school undertaking is, from time to time, being carried out.
- xii **'Shared Services Team'** means the staff who work in the central team across the Company (e.g. HR/ Finance)
- xiii **'Vice-Chair'** means the Vice-Chair of the Academy Committee elected from time to time.



Scope

All schools are required to implement robust and consistent safeguarding practices, and to ensure that individuals who are not suitable to have access to schools and students are denied any opportunity to do so. The Romero Catholic Academy is committed to safeguarding and promoting the welfare of children and young people, and it is recognised that every individual is responsible for realising this commitment. Any visitor who obstructs the school in seeking to fulfil its safeguarding responsibilities or who fails to comply with this Policy may be asked to leave the school site and may not be permitted to return.

1. Introduction

Good Shepherd Catholic School has a policy of welcoming visitors; however, safeguarding children and staff is our priority. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

2. School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the perimeter pedestrian gates. Playground gates are open before school between **8:30 – 9:00am**, but children should be in school **by 8:50am**, and they re-open between **3:00 – 3:30pm** after school. At lunchtimes the pedestrian gates are open for an hour between 11:30 – 12:30 to allow Nursery am/pm children to leave/arrive but the playground gates remain closed.

Since March 2021 the staggered start/leave times, due to the pandemic, are as follows:

	Drop off	Collection
Nursery/Reception	8.45	3.00pm
Year 1	8.40	3.05pm
Year 2	8.40	3.10pm
Year 3	From 8.30	3.10pm
Year 4	From 8.30	3.10pm
Year 5	From 8.30	3.15pm
Year 6	From 8.30	3.15pm

Children utilising breakfast club arrive between 7:45 – 8:30am with KS2 using the top gate (nearest the dining hall) and KS1 children go directly into the hall using the external door. Parents **must** accompany their children in on arrival. During the school day, the pedestrian gates are locked (with exception Nursery drop off/pick up), during which time visitors and late arrivals should enter through the main car park and front entrance, reporting directly to the administration office, signing-in electronically and presenting identification and DBS information if requested.

Parents are not allowed to drive their cars into the school car park, with the exception of disabled parents. Parents are asked to wait outside the classrooms when collecting their children and should not be encouraged to enter the school buildings. Parents must use the one-way system in place since 2020, due to the Covid-19 pandemic. If parents/guardians want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

3. Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure reception area with an access control system installed.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

Wherever possible, staff should advise the school office of any visitors to the school. The School office will then issue a visitor leaflet by email to the proposed visitor so they are aware of any Covid-19 restrictions in place and receive a copy of the school Risk Assessment. All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a lanyard (red if not on recognised SCR system/parents /one off contractors) or (green if an approved visitor) and badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents may have permission to enter the school premises from class teacher at certain times. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.



If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

Trespass

Good Shepherd School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Principal might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked politely to leave.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Principal or Local Academy Committee, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive, or violent nature.

Entering and Leaving School

Children in Nursery and Reception enter and leave school by their classroom doors. All children in Years 1 to 6 enter the school by the playground door and either leave by their classroom doors, by the Year 5 and 6 staircase door or the main playground door. The front door is to be used only if a child arrives after 8:50am, when they should report to the office and sign in electronically with their parents.

Supervision of School Grounds

Class doors are opened at 8:30am, parents should accompany their children until the child enters the building. The Site Services Officer makes sure that the outside doors and main gate are closed securely at an identified time, 09:00 hrs.

Children are always supervised when in the playground(s). Supervision is by teachers and support staff at morning and afternoon breaks and by the Dining Room Assistants at lunchtime.

If a teacher requests that a pupil remains in class for any reason, then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas at break time or lunchtimes. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

Leaving School at the End of the Day

At the end of the school day, the children leave by the classroom door. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and they or a member of the admin staff telephones to see what the delay might be. The child



stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Breakfast Club

Before school club starts at 7:45am. At 8:30am Reception and KS1 children are taken to their classes. KS2 make their own way to their classrooms.

Leaving School during the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school and evidence of the appointment where possible, and pupils should be signed out.

Educational Visits and Learning Outside the Classroom

Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. The school Educational Visits policy must be complied with and Risk Assessments always completed prior to a trip. The school office must be informed of the names of children on school trips and they must be signed out electronically, which is the responsibility of the class teacher.

Security of Personal Property

Children should not bring anything of value to school; Year 6 are allowed to bring their mobile phones into school from the second term. They should be handed into the school office where they are kept in a safe place. They can then be collected at the end of the school day. The school is not responsible for the security of pupils' phones and other personal items if left unattended and not handed in.

Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker. Items left unattended are not insured.

Security of Equipment and Cash

Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible and is collected by a contractor. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount, and staff should never place their own personal safety at risk.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting and CCTV has been installed where practicable.



It is the responsibility of the Site Services Officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Site Services Officer is also responsible for locking the gates and setting the intruder alarm at the end of the day.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Emergency Services Unit will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself, they will set the alarm and leave a communication for the school.

The Principal and Site Services Officer are designated key holders and are responsible for the security of the building.

Site Services Officer

It is the responsibility of the Site Services Officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the Site Services Officer has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed and that the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working in Good Shepherd School, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. They must also sign the asbestos register. Badges identifying the company for which they work, should be worn at all times.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils. DBS details will be requested by office staff.

Access Outside School Hours/Lone Working

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Good Shepherd School is aware that some staff are working on the premises before and after school and their security has to be safeguarded. The lone working Risk Assessment should be complied with.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked, and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.



Curtains and blinds should always be closed in the evening, but especially if staff are working late.

Fire

At Good Shepherd School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly, and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

Bomb Threats

Any warning Good Shepherd School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed. The Lockdown policy should be adhered to.

Staff should always be vigilant and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and The Romero Catholic Academy/LAC are notified.

A review of incidents over the year is distributed to the Local Academy Committee Members.

Injury

The Health and Safety Consultant should be informed of any serious injury caused to a pupil or member of staff.

4. Monitoring and Review

- The Board of Directors delegate the implementation of this policy to the Academy Committee of each school
- This policy will be reviewed by the Health & Safety Committee/LAC of Good Shepherd School.

Link to other policies:

- Child Protection & Safeguarding Policy
- CCTV Policy
- Visitor Management Policy

