



Good Shepherd Catholic Primary School

School Security Policy

Responsible for policy	Health & Safety Committee
Date of policy	June 2019
Date of review	June 2022

School Security Policy

Control of Access

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.

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 8:25 – 9:00am and between 3:10 – 3:30pm after school. Children utilising breakfast club arrive between 7:30 – 8:30am using the top gate (nearest the dining hall). Parents should sign their children in on arrival. During the school day, the pedestrian gates are locked, 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. 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.

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.

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 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 leaves 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 9.00am, 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 supervised at all times 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 always 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.

Before and After School Club

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

After school club starts at 3:30pm for those pupils who are registered to attend. All registered pupils under the age of 8 are collected from their classrooms and taken to club / or taken to club by school staff. Pupils over the age of 8 make their own way to the club. Registers must be taken by the Club and the office should be informed if any child doesn't attend who is on the register. Children undertake various activities and parents collect children from the main reception.

Children will only be released to designated parents/carers.

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.

Conclusion

It is the responsibility of all staff to ensure that these procedures are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Management Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the procedures will be amended if necessary. These procedures will be evaluated during the Summer Term of each academic year and LAC Members and parents informed of any changes. New intake parents will be signposted to school policies via our website during parents' meetings. The pupils will be regularly reminded of the security procedures during school assemblies.