



pupil voice



respect



independence



dignity



entitlement



## SCHOOL SECURITY POLICY

|                       |                                       |
|-----------------------|---------------------------------------|
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| <b>Version</b>        | <b>1</b>                              |
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| <b>Review Cycle</b>   | <b>2 Years</b>                        |
| <b>Review Date</b>    | <b>September 2020</b>                 |

An academy within:



“Learning together; to be the best we can be”



Kelford School will, in accordance with Section 175 of the Education Act 2002 and Government Guidance 'Safeguarding Children and Safer Recruitment in Education' 2006, safeguard and promote the welfare of all children and young people at this school.

We recognise that the children and young people within our school are some of the most vulnerable within the country. We all have a duty of care for the wellbeing and welfare of our children and young people.

Kelford School recognise and accept their responsibility to provide a safe and secure environment for children, young people, members of staff and visitors to the school. The school's security procedures will operate within the framework described in this policy.

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### **Governors**

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy.

### **Headteacher**

The Headteacher:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.



- Monitor the implementation of the policy and security arrangements.

## Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

- Those listed below have been given specific responsibilities for school security.

| <b>Security issue</b>   | <b>Name</b>                              | <b>Specific Duties</b>  |
|---|--|---|
| Agreeing and reviewing the school security policy   | Safeguarding Committee                   | Agree policy<br>Review every 24 months  |
| Day to day implementation and management of policy.   | Head of School / School Business Manager | Inform staff<br>Monitor performance<br>Review arrangements                                    |
| Securing school entrance/exits as detailed in this policy   | Caretaker                                | Unlock/Lock gates at the directed times   |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences). | Caretaker                                | Part of normal duties to check physical integrity of security devices.                        |
| Control of visitors   | Business Administration staff            | Follow Visitors to School Policy, signing in procedures, check identity etc. and Issue badges |
| Control of contractors  | School Business Manager                  |   |



|                          |                                       |   |
|--------------------------|---------------------------------------|---|
|                          |                                       |   |
| Security of money etc.   | Business Administration staff         |   |
| Security Risk Assessment | Headteacher / School Business Manager | Review annually and inform Governing Body of findings to use as part of policy review |

### **Children and young people**

- Children and young people will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children and young people will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

### **Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, children, young people 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. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

### **Controlled access and egress during the school day**



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. Kelford 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 young people and ensure the personal safety of staff.

The access control procedures for the building are –

- All entrances to buildings are operated by a key code or fob entry system. Only staff should know the numerical code and it should not be shared with children, young people or other visitors to the school.
- Signage directs all visitors to the main school entrance. This door is controlled by the Business Administration Team. All gates to the school grounds will be locked during the school day other than the single pedestrian gates which are under the control of CCTV and monitored by Reception.

## **Grounds**

The whole school is secured by means of physical restrictions such as fencing and electronic access control including playgrounds and car parks.

## **Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –



- All visitors report to the school reception on arrival and will be asked to sign in the visitor's book.
- All visitors are issued with a visitor sticker 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 school office or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. 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.

### **Supervision of pupils**

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

Start and end of the school day – gates are opened at the start and end of the school day to allow access to home to school transport vehicles. The transfer of children and young people from classrooms to transport is supervised by staff and follows a transport protocol.

### **Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use is currently only in the evenings or in the school holidays. All community groups are given information/instruction on safety procedures. For further information please refer to the school's Charges and Lettings Policy.



## **Supervision of contractors**

Contractors and maintenance personnel will not always have been subject to DBS checks and should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Regular external visitors and contractors to school have been contacted to provide details of their disclosure information. If returned this information is kept on the school's Single Central Record.

## **Lone Workers**

Our school has a Lone Working Policy and risk assessments for staff where there is a security risk due to the need to work alone.

## **Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils. Where electronic controls are installed, for



example alarm systems, they will be maintained as recommended by the manufacturer.

### **Locking arrangements.**

The main school gates and sixth form gates are unlocked by the caretaker at 6.00 am and locked again at 6.00 pm. They remain locked all night and at weekend. All entrances have security locks in place. Doors cannot be opened from the outside other than with a security key code. Doors can be opened from the inside.

### **CCTV**

There is CCTV in place monitoring the pedestrian entrance gates and is mainly in use for access and egress purposes. Please refer to the school's CCTV policy for further information.

### **Cash Handling**

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away in the school safe. No cash should be kept in other areas of the school such as Classrooms. Cash is banked regularly and at different times of the week / day.

### **Valuable equipment**

All items above the value of £50.00, electrical items or those of a desirable nature are recorded on the school's Asset Register.

### **Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Staff are provided with lockers or a classroom store area for personal use. Lost property should be handed to the school office.



## **Medicines**

Medication that is sent in to school should be in a suitable and labelled container. These containers will be locked in the school's medicine cabinet in the medical room.

Please refer to the Medications in School Policy for further information.

## **Risk Assessment**

A security risk assessment will be completed annually by the School Business Manager. The findings will be used in the review of this security policy.

## **Monitoring and Review**

This policy will be reviewed every 2 years by the school's Safeguarding Team and approved by the Governing Body.