

Woodley Church of England (Controlled) Primary School



Site Security Policy

Responsibility of: Finance and Facilities Committee
Date of Review: June 2020
Date of next review: June 2023

Adopted Version 1	September 2017
Date of next review	September 2019
Reviewed	June 2023

Chair of Governors:

Head Teacher:

General Statement

This policy forms part of Woodley C of E Primary School's Health and Safety Management plans. The wellbeing of our school community is of the upmost importance to the school; the aim is to ensure that quality learning and teaching takes place in a safe and secure environment. The Governors and Head Teacher retains overall responsibility for the school site and the people within in. This policy aims to set out how we ensure and maintain the safety of the school site.

Organisation

The school Governors are responsible for ensuring the appropriate processes are in place to keep the staff and pupils safe whilst on the school site. They do this by

- Delegating operational processes to the Head Teacher
- Ensure that arrangements are in place to consult and inform all staff about security
- Monitoring that appropriate resources and training are provided to the correct staff to uphold high standards of security suitable for a primary school
- Monitoring and reviewing this policy and associated policies and risk assessments
- Identifying their own training needs to enable them to understand their own responsibilities for managing security.

The Head Teacher has responsibility for

- Ensuring that this policy is understood and worked to by all staff and is reviewed annually.
- Effectively communicating with the Governing Body to ensure that site security is managed and reviewed regularly.
- Identifying and providing suitable and effective training to appropriate staff members.
- Ensuring that processes are in place for routine security checks and regular reviews of the risk assessment are carried out.
- Raising awareness of pupils to security and personal safety issues
- Developing and encouraging close links with other stakeholders in the community to raise awareness of the school's policy on security.
- Raising pupil awareness of their own safety on the site when taking part in activities such as cycling proficiency.
- The Head Teacher has delegated day to day monitoring of the site security to the School Business Manager and the Site Controller.

Staff with responsibilities for site security will familiarise themselves with professional advice and legislation to stay abreast with guidance and procedures. When projects are planned, full consideration will be given to the security of the site.

All staff members have a responsibility for ensuring

- The safety of the pupils in their care by not exposing them to unacceptable risks protecting them from hazards and guarding them against assaults.
- That property is safeguarded
- Who to speak to if the emergency plan is needed or if the Police need to be called.
- Their own actions do not expose themselves or colleagues to unacceptable risks - refer to Appendix 3.
- Designated members of staff hold responsibility for implementing the school's emergency plan.

A risk assessment has been carried out on the site and is reviewed annually or at any time when a significant change occurs. See appendix 1. Any changes to the risk assessment should be recorded as an action plan and the relevant committee of the Governing body advised accordingly.

All security incidents should be reported to the Head Teacher and recorded in the log. See appendix 2 which is stored electronically on the Admin network. This includes incidents of trespass, vandalism, theft, burglary, fire and violent/aggressive or threatening behaviour towards staff or pupils. Should the incident involve an injury or absence from work through a work related accident, the local authority should be advised.

The Head Teacher and Governors will review measures for combating violence to staff and pupils. They will include

- Fully co-operate and notify all assaults to the Police including full co-operation with the Police in the exercise of their legal powers
- Ensuring appropriate advice is obtained from the WBC legal department where appropriate.
- Sending formal letters to people making threats or verbally abusing staff as appropriate
- Fully supporting staff that have been assaulted or suffered verbal abuse. This may involve some external support services such as counselling or time off work to recover.
- Ensuring that appropriate investigation of all incidents and violence takes place

This policy will not be effective unless all staff and pupils are committed to take positive care in their own work and instil into the pupils a sense of responsibility for their own safety and that of others.

Processes

Registers are taken twice daily – at the beginning of the morning and the afternoon sessions as dictated by the Local Authority. Registers are returned to the office promptly for data entry and fire safety purposes. All visitors to the school wear visitor badges clearly labelling their role whilst in school. Any visitors without badges will be challenged by school staff. All external gates are locked from 9.00am to 3.00pm and entry is only possible through the gate leading to Reception. Cameras linked to the Reception office show visitors waiting at the gate and a gate release system operates the gate. Visitors are signposted towards Reception from the car park.

All staff have a responsibility to uphold the security of the site and the Head Teacher and Governors urge the staff to be vigilant at all times and report any concerns to the school office for immediate action.

Appendix 1 – Risk Assessment for Site Security

Appendix 2 – Log for reporting incidents in school

Appendix 3 – Procedures for intruder on site

Please also refer to

The Rainbow Plan – Emergency and Fire Safety plan
Violence at Work Risk Assessment
Health and Safety General Statement and method statement
First Aid Policy
Lockdown Policy
Violence at Work Policy

Appendix 2

Site Security Incident Log

Date	Time	Persons Present	Details of Incident	Signed

Appendix 3

Procedures to be carried out in case of intruder on site.

1. The key priority for all staff is to place the safety of the pupils at the forefront of any actions taken.
2. If pupils are on site and an intruder accesses the school who is deemed violent or threatening, the Head Teacher – or the representative – should introduce lockdown or evacuation procedures depending on which is appropriate. Relevant emergency services should be called.
Refer to lock down policy, fire evacuation policy and rainbow plan.
3. If pupils are not on site and the site is entered by unauthorised persons, any staff member has the right to enquire as to their purpose and then if they do not respond, ask them to leave in a stern manner pointing out that they are trespassing. This can be repeated if necessary.
4. If the intruders continue to ignore these requests, school staff should phone the police on 101 to report the incident.
5. If intruders become threatening or violent, staff members should phone 999 and remove themselves from the scene for their own protection
6. All details should be recorded in the nominated log (see appendix 2) for later recall and evidence.
7. At no point should an individual place themselves at risk.
8. **Photographs taken of the intruders are not permitted.**