



Townley School and Pre-School Policy Front Sheet

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Townley School and Pre-School



Site Security Policy

Townley School Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and visitors to share this commitment.

Introduction

At Townley School and Pre-School we strive to create and maintain a safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both children and staff should feel that their working environment is a safe place in which to work but it is important that visitors continue to feel welcomed.

Our aims are:

1. To provide a culture where the children and all those who work in the school feel safe and secure and empowered to take responsibility for addressing security concerns.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest recommendations of the DFE and local authority guidelines.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its ground by people and vehicles.
6. To respond effectively and in good time to identified security issues.

Scope

This policy covers the following areas:

1. Site access, general building security, movement around and outside of the school.
2. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
3. Offensive weapons.
4. Identify threats to the safety and well-being of the school community from those with criminal intent.
5. Visitors, contractors, helpers or other persons working directly or indirectly with the children.
6. Computer data security.

Roles and Responsibilities

Staff should:

- Support the Headteacher in implementing this policy
- Report any shortcomings to the Headteacher
- Report suspicious incidents in the logbook in the school office

The Headteacher, or Teacher in Charge in the Headteacher's absence should:

- Implement the security policy and any action plan approved by the governing body.
- Ensure staff members have a clear understanding of their particular responsibilities.
- Take day to day operational decisions.
- Consider particular risk situations (e.g. home visits, lone working) and complete relevant risk assessments.
- Consult with local professionals as appropriate (e.g. police, road safety, local council).
- Provide appropriate information to pupils, parents and visitors.
- Monitor and review security measures.
- Review this policy and update the governing body every other year or sooner if needed.

The Governing Body should:

- Review and approve the Site Security policy and any action plan for the school.
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine capital expenditure priorities.

Pupils, Parents, Community Users, Contractors and Visitors should:

- Respect the measures taken by the school to improve and maintain a secure environment.
- Report ideas and concerns to the School Office or other school representative including a governor.
- Treat staff with courtesy, respect and dignity at all times.

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Physical Measures

Townley School and Pre-School School is on a single site. The main front vehicle entrance to the car park and dining hall is on Crown Road with an additional vehicular gate for vehicles who need to access the pool and playground, which is kept locked when not in use. The car park is for staff parking but spaces are limited. Those parking must ensure they don't park in the lane, blocking access to the property behind the school.

Pedestrians can access the school from the pedestrian gates located at the front of the school.

The school uses the following physical security measures:

- CCTV
- Signage directs visitors to the main School Office at the front of the school.
- All visitors including parents coming in to school are expected to sign in and sign out. A welcome leaflet for visitors and contractors gives key information about the site including evacuation. (Contractors will also sign into the Hazard Register logbook).
- Visitors will be expected to provide personal ID (such as a driving licence) to confirm they are the visitor the school was expecting. No member of staff should admit an unknown person unless proof of identity has been obtained.
- Where the visitor will be working with children and will be unsupervised by a member of staff confirmation of vetting procedures including DBS clearance will be required and the Single Central Record updated.
- Visitors and contractor who do not have DBS clearance will be supervised at all times when children are on site.
- School Visitor lanyards will be given to all visitors.
- All staff have access to a security code for the front door which is not to be shared with children or visitors.
- All external doors and windows lock and the glazing is routinely checked.
- Outside school working hours the building is secured by an electronic security alarm.
- The school has outside security lights which are light sensitive and are maintained regularly
- The caretaker checks the site when locking up to ensure all visitors are off the premises
- The caretaker checks the integrity of the boundary fencing at least once a month.

Security of the Building

This is effected by:

- An effective intruder alarm and is set by the keyholder when leaving the school at the end of the day.
- Security lights are on when the premises is occupied after dark.
- It is the responsibility of the class teacher to ensure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- It is the responsibility of the keyholder who is last to leave the premises to ensure the building is secure. This means all windows and external doors are locked, the security system is set and all gates are locked.
- The building is insured via the County insurance.

Alarm Call Outs

If a keyholder is contacted outside hours for an alarm activation, they will contact another key holder / senior leader to attend the site with them or discuss suitable alternative arrangements (e.g. attending site with an adult family member)

People Management

The school acknowledges the expectation from all parents for the school to ensure the welfare of their children and comply with its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children. All staff and members of the governing body are expected to take this responsibility extremely seriously. The following rules apply to all individuals who come into contact with children within our school:

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1. All staff and governors and volunteers working regularly in school are fully vetted. This includes receiving and verifying two references, DBS clearance, Barring Checks, Right to Work checks and Criminal Conviction Disclosure.
2. All staff, governors and volunteers working regularly in school must have read and understood the latest version of the 'Keeping Children Safe in Education' document and attended a Safeguarding Briefing.
3. A Single Central Record will be maintained as required by legislation.
4. Security incidents which arise / are reported are logged in the incident Log Book and the Headteacher will take responsibility to address these incidents/concerns.
5. All staff and visitors should be wearing a lanyard. Children are instructed on what to do when they encounter an unidentified stranger without a lanyard or sticker (with school logo on).

Lone Working

Ideally, staff should not work alone at school as there are risks involved such as assault, accident or sudden illness. Staff should consider carefully if they really need to be on site outside school working hours as it is important to preserve a 'work-life balance'. Any member of staff needing to work outside of normal working hours must ensure they have read and follow the Lone Working Policy Procedures.

Pupil Supervision- Arrivals

Children should not arrive on site any earlier than 8.45am unless they are attending a supervised activity (like Breakfast Club), or have the express permission from a senior teacher to be in school before this time. The school gates are opened at 8.45am and closed at 8.55am when the gates are locked by the teacher on duty before leaving the playground. If children arrive after this time they should report to the School Office. Children should enter their classrooms from their cloakroom doors where they will be supervised by members of staff. Late arrivals will come through the school office and will be logged in. The Nursery children should not be left on site unsupervised at any time, they must be taken to the EYFS unit and handed over to staff at 9am.

Parents will be contacted where children are expected into school but no absence explanation has been given.

Pupil Supervision – Departures

The pedestrian gates are opened at 3.00pm or once any outside curriculum activity has drawn to a close and the children are inside. Parents are permitted to wait in the playground outside their child's classroom. Teachers will release the children only to those persons who are known to be authorised by parents to collect their children. Children in Year 5 and 6 who have consent to walk home alone must sign the register before leaving school. Where a child has not been collected or a child has returned to school as they are unsure of their collection arrangements, the Class Teacher will phone home. The child will remain in school until collection has been resolved. Parents should clarify unusual collection arrangements in writing. Where a child needs to leave school during the school day, they should be collected by a known adult via the school office and signed out.

Pupil Supervision – School Day

- During the school day all children are supervised by staff when in the playground/playing field.
- At playtime and lunchtime all areas of the school site should be monitored and staff should spread out and not stand talking together.

Trespass and Nuisance

In the first instance staff should alert the headteacher or teacher in charge should consider the risk and may approach (in a pair if possible) an unauthorised member of the public. If there is evidence of an individual or group creating a nuisance or disturbance, giving verbal abuse or acting violent and pupils are outside, it might be necessary for the evacuation procedure to be followed. Where this fails to resolve the situation, the police should be contacted.

Serious Incidents or Threats

The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.

In the event of a serious incident staff should:

- Stay calm
- Minimise the risk to themselves, children and others
- Seek help

- Inform the Headteacher to Initiate the Critical Incident Plan (See Critical Incident Plan)

Offensive Weapons

The headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school and to ban and confiscate it. Any appeal against the Headteacher's decision will be considered by the governing body.

Visitor Behaviour

We expect all visitors, including parents and carers and other staff, to treat our staff with courtesy and dignity at all times. Verbal abuse, swearing, threatening behaviour or physical assault will not be tolerated under any circumstances and will result in a ban from the premises and a police referral where appropriate.

Theft and Burglary

The school maintains an asset list and security marks items which are of high value or are portable and attractive. The school holds no large cash amounts on site. Pupils and staff are discouraged from bringing in items of value. For children this includes mobile phones. All uniform, including coats and shoes should be named. Lockers are available to staff. Any incident of theft will be investigated. The school holds and maintains insurance cover for theft.

Security of Equipment

All items of equipment in school are the property of the school and should be kept well maintained and secure at all times. Equipment should not be routinely taken off site without the express permission of the Headteacher. Where equipment is taken off site and the equipment is damaged, repairs will be effected by the school but the member of staff may be expected to meet the cost where the damage was down to negligence.

All equipment of a high value or which is 'portable and attractive' is logged on the asset register which is maintained by the School Secretary.

Computer Data Security

It is important that the data held in school is secure and free from accidental or malicious damage or loss. Please see the following policies:

- Data Protection Policy
- ICT Acceptable Use Policy
- Internet Use Policy
- Confidentiality Policy

Evacuation Procedure

Where there is a threat to life / risk of significant injury or harm within the school building, typically a fire, the following procedure should be followed:

EYFS UNIT

If you discover a fire, or other threat to the welfare of the school community, please raise the alarm by using your voice to say line up now, using the children's names if necessary.

When you hear the fire alarm:

- Children should line up at the classroom fire exit.
- Fire marshals to check cloakrooms and toilets and collect the grab bag with the mobile phone and daily register from the wall, while class teacher leads the class to the evacuation point.
- WALK to car park and head for the evacuation sign and have the children form a single line at a point which is furthest from the building. If the building is on fire staff school escort the children through the field gates onto the field and join the rest of the school.
- Office staff to account for visitors and bring out visitor and staff registers.

MAIN SCHOOL

If you discover a fire, or other threat to the welfare of the school community, please raise the alarm by breaking the seal on the red emergency 'break glass' boxes located around the school building.

When you hear the fire siren:

- Children should line up at the classroom fire exit.

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- Fire marshals to check cloakrooms and toilets while class teacher leads the class to the evacuation point.
- WALK to playground area, near the pool and head for the evacuation sign and have the children form a single line facing the pool at a point which is furthest from the building, if the fire is near the pool line up in the alternative place at the end of the field.
- Office staff to account for visitors and bring out registers.

The Headteacher will oversee the front of the school and check the zone affected on leaving the building. Please check with the Headteacher to establish if you have any additional responsibility during the evacuation of the building.

All members of staff should familiarise themselves with the location of fire exits & extinguishers in and around their main areas of work.

Invacuation Procedure

Where there is a threat to life / risk of significant injury or harm in the school grounds or nearby, typically a terrorist threat, the following procedure should be followed:

If a threat to life or a risk of significant injury or harm is established outside the school such as an environmental threat like gas or a swarm of bees or a terrorist/intruder threat staff should be informed to signal the lockdown alarm which is a continuous whistle sound. Fire Marshal from each class will lock two external doors (fire exit outside Year 3/4 and cloakroom door outside Year 1/2 and the decking exit in the EYFS Unit).

On hearing this sound, children should be escorted to safest place of refuge, for EYFS UNIT this is their toilets, Year 1 and 2 this is the group room and KS2 this is the heads office, for the Dining Hall it is their toilet and changing area and store room if necessary (These refuge places are not ideal and will only be used in a real emergency, where there is a threat to life, for drills and environmental issues the corridors outside these places is to be used). Staff should lock all doors to the classroom / school and windows, pull down blinds and, if the threat is immediate hide under tables. Teachers should ensure all children are present by carrying out a head count and check any visitors assigned to their class. The EYFS unit must telephone the main school and those in the group room will communicate via the window into the courtyard. If there is a threat to life, furniture should be moved to block doors and children and staff should stay away from windows and doors.

Mobile phones should not be used and lights should not be switched on in case there is an environmental threat such as gas. No contact with external personnel should be made without reference first to the Headteacher. Where possible staff will be kept informed via the safest way possible. An all clear sound (the Headteacher / other senior leader) shouts 'All Clear' throughout the school when it is safe to leave the place of refuge – or the emergency services break into the room.

This policy should be read in conjunction with the following policies and Risk Assessments:

- Critical Incident Plan
- Health and Safety Policy
- Fire Risk Assessment
- ICT Acceptable Use Policy
- Lone Working Policy
- Data Protection Policy
- Animals in School
- Car Park
- First Aid
- CCTV