

Security Policy

Approve November 2024

Welton St. Mary's Church of England Primary Academy



Our Vision

As an inclusive Christian community we value each person, seeking to release everyone's full potential as promised by Jesus Christ. We seek to provide a safe, inspiring and creative learning environment providing opportunities for all to flourish. Through challenge, support and care, we strive for excellence in all that we do; always building on the foundations of shared values with consistently high expectations rooted in God's love. Together we are encouraged to be agents of positive change in this world.

'May the God of hope fill you with all joy and peace as you trust in him, so that you may overflow with hope by the power of the Holy Spirit.' Romans 15:13

Wisdom Hope Community Dignity

WELTON ST. Mary's Church of England Primary Academy
Security plan

SECTION A: Co-ordinator

The school Health and Safety Co-ordinator (SHSC) The Headteacher and Health and Safety Champion, Finance & Operations Manager, co-ordinate security matters within the school reporting to the Governing Body.

SECTION B: shared responsibility

Everyone is expected to be actively involved in maintaining, monitoring and improving levels of security and personal safety in our school, in line with the school's expectations re: team work and mutual support. Specific members of staff are responsible for the discharge of certain responsibilities, either undertaking them themselves or by ensuring that members of their team carry out those responsibilities in a satisfactory manner; these specific tasks are set out in Section D of this document

Duties of Governing Body:

The Governing Body will:

- Delegate the formulation and development of a security plan for the school to the Finance & Operations Manager
- Take account of security when considering the school development plan
- Ensure any advice and guidance from the LEA/DFE/HSE is disseminated to those who need to know it and acted upon
- Be responsible for the overall implication of the security policy
- Consider and act upon the recommendations of the Headteacher
- Monitor security arrangements
- Prioritise actions where resources are required and ensure appropriate actions are taken
- Review this policy at least once bi-annually or upon significant change of circumstances

Duties of Headteacher working with Finance & Operations Manager

- Day to day management and implication of all security matters in the school
- Liaise with the LA and other relevant departments on security issues
- Inform the Governors of any significant event with respect to security
- Identification of training needs within the school
- Preparation of information to be sent to parents describing security arrangements and the reasons for such
- Ensure risk assessments are undertaken and reviewed as necessary
- Ensure all staff receive induction training with respect to the School's security and emergency arrangements
- Work in close liaison and co-operation with all staff to ensure security remains high profile within the establishment

Duties of site manager

Responsibility for ensuring:

- All doors and windows are shut and secure at the end of the working day
- The buildings intruder alarm system is set at the end of the working day
- Main Access points (Vehicular and pedestrian) are opened and closed at the agreed times

All Staff

- Employees will follow guidance contained in the security policy
- All members of staff will read the basic guidance contained within the security policy and make themselves aware of specific arrangements affecting them contained in the Appendices Section
- Employees will conduct themselves in any undertaking they are involved in a manner conducive of the overall safety of persons and security of the school
- Staff should report any concerns with regards to security to an appropriate member of staff
- Staff should challenge all unauthorised visitors to the school site or those not wearing an official visitors badge in a polite manner. Staff however should be aware of the potential risk of making such a challenge and where appropriate two members of staff should be involved
- Staff who have serious doubts concerning a visitor/intruder or believe a violent act may be committed should not challenge this person but inform the Headteacher or Admin Office immediately

REMEMBER: DO NOT CHALLENGE UNLESS SAFE TO DO SO

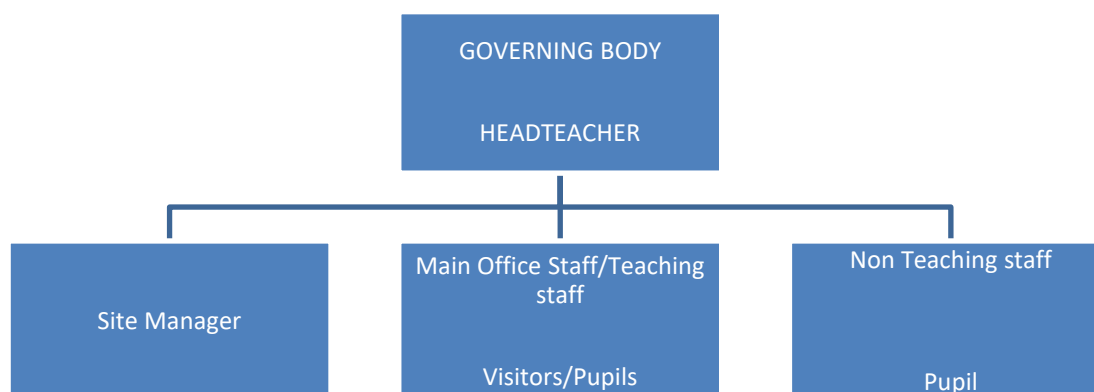
SECTION C: Arrangements

1.0 Risk Assessment and Awareness raising

Risk assessments relating to security have been carried out as part of the initial status review prior to the preparation of this strategy document.

Risk assessments will be reviewed as and when necessary – i.e. if there is an incident related to the area in question, if the LA advises of incidents in other schools, if the law requires it and, in the event, annually.

2.0 Security organisation



Key personnel:

Chair of Governor: Andy Johnson
Headteacher: Nicola Gough
Site Manager: Rob Garfoot (CSG)

2.1 Boundaries

Boundary fencing will be maintained in a secure state. To make this possible Mr Garfoot will carry out a weekly inspection of the boundary and report any defects to Mrs Gough, Headteacher. He will also log any issues on the relevant tabs within the weekly / monthly Excell checks folder (held within the schools G Drive - Site manager folder) Local action will be taken to make secure wherever possible

2.2 Exterior maintenance

In order to reduce the risk of vandalism the exterior of the premises will be maintained in the best possible condition. To make this possible the site manager will carry out a weekly inspection of the exterior of the premises and report any defects to the Headteacher. Where there are faults which are security risks or safety hazards, local action will be taken to address the problem wherever possible. Wheelie bins will be secured at night. Defects in external lighting will be reported to the Headteacher and appropriate action taken.

2.3 Clearing of Site

At the end of each day, the site will be checked by the Site Manager to ensure that all pupils/staff have left the premises.

2.4 Ex-pupils visiting

Ex-pupils are advised that they are very welcome to come back to visit their old school but this can only be done after prior agreed arrangements.

SECTION 3: Authorised Visitors to site

3.0 Access:

Visitor access will be restricted to one site entrance. The site is clearly signed so that visitors have no doubt about where they should or should not be.

4.0 Vehicles

Cars and delivery vehicles must use the buzzer on the front barrier to speak to a member of the admin team, provide a reason for their visit and wait for the barrier to be lifted, they must then use the clearly signed access route. Pedestrians are to use the clearly signed pedestrian routes. At all other times the site is "pedestrian only". This should be clearly stated on signs and all suppliers are informed of this on orders for supplies.

5.0 Visitor Logging

All visitors are required to sign the visitors register on arrival and are provided with an identity badge. All visitors are required to wear identification badges whilst on the premises.

The following procedure is to be followed by staff when encountering a visitor without a badge.

The level of staff response to an incident will depend upon the seriousness of the situation and risks involved

- Staff should only challenge an individual if they feel it is safe to do so
- Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Headteacher, Senior Member of staff or the admin team who will contact the police if required on 999. They should observe from a safe distance/concealed position noting details of the intruder
- If approached by a person about to be violent, staff should move away and retreat to a safe distance
- Staff should not attempt to detain or remove an intruder from the premises using force. If it is considered an Intruder is about to enter the premises and commit a violent act, access points should be secured to prevent unauthorised entry (Fire escape routes must still be maintained). The police should be called immediately
- The emergency services should be called on 999 if assistance is required
- The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary
- In the event of a bomb threat/hoax information with respect to the caller and bomb threat should be collated

Pupils encountering a visitor without a badge must report to a member of staff immediately. Pupils are not to confront/ challenge strangers on site.

6.0 Seeing Parents

With the exception of seeing parents directly after school, all such meetings must be notified to the Headteacher. It can then be decided whether another member of staff should be present, or nearby. In addition, a decision can be made about the location (Headteachers office, Classroom, Meeting room, or room off the staffroom) and an appropriate time. Arrangements should always be made so as to reduce the likelihood of any incident occurring; in the event of an incident occurring staff need to be clear about what steps to take to maintain an acceptable level of personal safety.

7.0 Foreseeable Hazards

As part of the initial risk assessment the following areas were identified as those which presented a foreseeable hazard to unauthorised visitors. In each case the steps taken to protect them are indicated, none to report.

8.0 Trespassers

If a trespasser refuses to leave school premises, or enters after being requested to leave, their behaviour may give rise to a criminal offence under Section 547 of the Education Act 1996.

9.0 Dogs

Dogs are not allowed on school premises except for 'guide dogs' or 'hearing dogs' or where the school is used by the Police dog handlers for training purposes: this should be clearly stated in the school's prospectus and there should be a clear sign to this effect posted at every visitors entrance.

10.0 Equipment

10.1 Real costs of vulnerable equipment:

Necessary security arrangements for new equipment will need to be funded from the funding allocation made for that equipment (i.e additional funding is not available for the security of specific items, such costs must be planned for at feasibility budget stage)

10.2 Security alarm maintenance

Fitted security alarms are maintained in accordance with the manufacturer's instructions. They are tested weekly at the same time as the fire alarm system. The alarm codes are only given to members of the Senior Leadership Team, Finance & Operations Manager and Site Manager. The school's disciplinary procedures will be invoked if staff share access codes to unauthorised persons.

10.3 Safe storage of equipment

A. Personal Belongings

All staff and pupils are regularly reminded of the advisability of not bringing valuable items onto the school site. They, their parents, are advised to ensure that such items are properly insured. When items are brought to school with the prior knowledge and agreement of Headteacher, they are to be stored in the school office.

B. Storing Pupil Records

Paper records are stored in the filing cabinets provided in the specified locations. Any pupil records taken home to be worked on or taken to meetings must be kept under the supervision of the relevant member of staff whilst in transit. (e.g. Not left unattended in a car).

C. Equipment Security

All staff must only use an encrypted laptop provided by the academy and an encrypted memory stick provided by the academy. No other equipment should be used and any used prior to September 2013 should be wiped of any sensitive data relating to staff or pupils at Welton St. Mary's Primary Academy. In the event of any equipment provided by the academy being lost or stolen this must be reported immediately to the Headteacher.

D. Storing cash

Only an absolute minimum is kept on the premises – this is to be locked in the specified location.

11.0 The school in relation to its environment

12.0 Location

As part of the initial risk assessment, the following features associated with the location of the school were identified as presenting possible security/personal safety hazards to the school. In each case the steps taken to address them as indicated:

None at present

13.0 Off-site activities

Security and personal safety elements are a necessary part of risk assessment conducted as part of the planning of these activities

14.0 Training

14.1 Initial training

All staff and governors are provided with security and personal safety awareness raising training.

14.2 Ongoing

New staff and governors appointed after that date will be given training as part of the relevant induction programme.

14.3 Techniques

Training in techniques in dealing with difficult people is provided for teaching and support staff. Dealing with difficult pupils and the use of breakaway techniques are part of the school's behaviour policy arrangements.

15.0 Pupils

15.1 Risk assessment for pupils

Elementary risk assessment work is included in relevant curriculum activities and pupils are encouraged to develop this in the context of their own personal risk assessments

15.2 Induction

Teaching staff clearly explain personal safety and security procedures to pupils as part of the basic "induction programme" along with fire/evacuation procedures, first aid arrangements etc.

15.3 Supervision

An appropriate level of supervision is maintained at all times, procedures for this are to be found in the staff handbook

16.0 Lone Working

Refer to the lone working policy.

17.0 Data Protection

All Data must be backed up according to the procedures set out in the School Handbook to which staff should have ready access to.

SECTION 4: Organisation

The following members of staff carry out specific functions either themselves or by overseeing their staff.

Administration

Arrangements for: Visitors and contractors signing in and out
Backing up of computer records
Storage of personal files (Staff and pupils)
Storage of cash and Financial records

Site Manager

Arrangements for: Locking and unlocking premises
Cleanliness of site
Litter removal
Graffiti removal
Safe storage of waste
Safe storage and use of chemicals
Storage of tools
Storage of hazardous substances

Headteacher

Arrangements for: Storage of pupil work required for assessment
Storage of records

SECTION 5: Monitoring

1.0 :Procedures to support security and personal safety

The School Health and Safety Co-ordinator will monitor compliance with the procedures set out in section C and D

2.0 :Outcomes

All incidents are to be recorded and reported using the internal log

The School Health and Safety Co-ordinator will investigate as necessary (where appropriate involving the relevant TU Safety Representative) and ensure that, where required, the necessary form is returned to the HSE as per standard procedures.

At the end of each term, a summary of incidents will be prepared and provided in the next Head Teacher's Report to the Governing Body.

SECTION 6: Report and Review

At the end of each financial year, an annual report and review will be prepared for the Governing Body. This report and review will be accompanied by a draft annual security / personal safety plan for the ensuing year. The draft plan will be considered by the Governing Body and a final version agreed.

SECTION 7: Annual Security Plan

An annual security plan will be developed for each year and will form part of the School Development Plan. It will set out in detail items for ensuing financial year with indications of other items listed on the basis risk assessed priority.