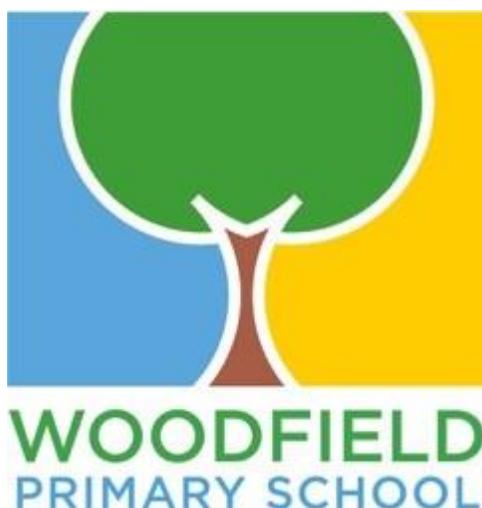


# Woodfield Primary School



## (21) Policy for Security Procedures

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## **POLICY FOR SECURITY PROCEDURES**

At Woodfield Primary School it is important to create a secure and safe environment for all pupils and adults in school. Parents need to be confident that procedures are in place to provide this environment. Pupils need to feel that they can feel safe. Staff should feel that the Governing Body has done everything they can to make the working environment a safe place to work.

### **Security of Pupils and Staff**

#### **Controlled Access**

To prevent unauthorised or unknown visitors entering school, security locks and/or security fobs are fitted to all external doors (excluding the fire doors which only open from the inside) and all gates giving access to the playgrounds are locked during the day, with access given for nursery parents at designated times.

#### **Visitors**

The main entrance is clearly marked and large, clear signs ask visitors to report to the main office. Visitors have to sign in, using the electronic system and are given a visitor's badge to wear.

They are then either escorted by a member of staff to where they need to be – or asked to take a seat while the member of staff is contacted that they require. The member of staff then comes to collect the visitor. At no time are visitors allowed to wander around school unaccompanied unless they have an authorised visitor's badge which means they are known to the school and have an Enhanced DBS in place.

All pupils and staff are alert to unrecognised adults in school. Pupils are asked to report strangers to the nearest member of staff. Staff ask any unknown person the purpose of their being on the premises if they are not displaying a visitor badge.

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 member of staff. The unauthorised person will be asked to leave and will be escorted from the premises as they are committing a trespass. If that person refuses, becomes aggressive or damages property no attempt is to be made by staff to remove the intruder from the premises but the police should be called immediately.

#### **CCTV**

The governors undertake to review annually security options including the appropriate use of CCTV. We currently only have CCTV in place in the main entrance.

#### **Staff**

There is a display of staff photographs and titles in reception. All staff have a DBS and when their position in school changes they may be requested to undergo another DBS check. No staff working in school (trainees / work experience) without a DBS check will ever be alone with a child or pupils in a room, they will be with a staff member. Staff have a name badge lanyard with their name and photo on it and their position along with a fob for all doors. Lost badges/fobs must be reported to the business manager immediately so they can be cancelled.

#### **Entering and Leaving school.**

All pupils enter and leave the school by the appropriate door. The front door is only to be used if a child arrives after 8.50am (9.05am for EYFS) when they report that they are late to the office. Times may vary due to Covid restrictions in order to maintain distance between bubbles.

Parents are welcome to enter via the main entrance if they need to call at the office or wish to see a teacher.

### **Supervision on School Grounds**

Members of staff are on duty each morning at each entry door from 8.45am so that parents can safely leave their child. The assigned staff member makes sure that the outside doors are securely closed at 8.50am (KS1 & KS2) 9.05am (EYFS).

During the school day all pupils are supervised when in the playgrounds. This is by teachers and support staff at morning and afternoon breaks and by the mid-day supervisors and inclusion staff at lunch-time. At no time are the pupils left unsupervised outside.

### **Leaving School at the End of the Day**

At the end of the school day all pupils leave by the appropriate door. All pupils know that, if the adult who should be collecting them has not arrived, they are to return straight into school and stay with their teacher. If after 10 minutes, no-one has arrived the teacher will take the child to the office and telephone to see what the delay might be. The child stays at the office until an adult arrives. No child is allowed to leave unless we are sure they are safe. If the child is not collected then the Uncollected Pupils Policy comes into force.

Some pupils go home by taxi. All taxi drivers have to report to the office and show their identification. They have to give the school the name of the child they are collecting. Pupils who travel by taxi report to the office at the end of the day.

There is also a secure safe word in place for all pupils – if for any reason a new adult arrives to collect children who is not on the approved list they must give the child's safe word to staff before they are released.

### **Current Covid Measures**

Due to Covid 19 measures, maintaining bubbles and providing for social distancing we are not permitting parents onto the playground. They queue in year groups at 1 of the 4 allocated gates. This will be reviewed in – line with Government guidance for schools.

### **Leaving School During the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her from the main office. Parents know they need to report to the office if they need to collect their child and show their medical appointment card if applicable.

### **Security of Personal Property**

Pupils are asked not to bring anything of value to school. Individual staff are responsible for any items they bring to work. Staff are expected to make sure the doors are closed securely if they are the last person to leave any room.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked with smart water and an asset tag and listed on the school asset register.

Any cash left on the premises is kept in a secure money tin and stored in the main school safe at all times but monies are banked regularly. The limit of £2000 is never exceed in the safe.

### **Security of Building**

- An effective intruder alarm is in operation. This is always on when the school is not in use. The alarm code is known by:-
  - i) Site Supervisor – Mark Hassall
  - ii) General Assistant – Fiona Macdonald
  - iii) Head Teacher – Kate Hope
  - iv) Assistant Head – Jayne Miller– Jayne Miller

- v) Deputy Head Teacher – Nicky Fallon
- CCTV is only installed in the main reception foyer and this is monitored by the Admin Team
- External security lighting has been installed
- The Head Teacher (Kate Hope), the Assistant Head (Jayne Miller), the Deputy Head Teacher (Nicky Fallon) and Site Supervisor (Mark Hassall) and General Assistant (Fiona MacDonald) are designated key holders and are responsible for the security of the building.
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed, all doors closed and equipment switched off before leaving the premises.
- High gates and fencing have been installed around the school's perimeter building.

### **Site Supervisor**

It is the responsibility of the Site Supervisor to check daily that:

- All locks and catches are in working order
  - The fire alarm has no faults
  - The security system is working properly
- and before leaving the premises, to check:

- All the windows are closed
- The doors are locked and secure
- The security alarm is set
- All gates are locked

### **Head Teacher/ Assistant Head (Resources) / General Assistant**

It is the responsibility of the Head Teacher/Business Manager/General Assistant to perform the above functions in the absence of the Site Supervisor.

In addition, all staff are responsible for the security of the premises during the school day.

### **Review of Policy and Procedures**

This policy and the procedures which are in place will be reviewed on a bi-annual basis by the Local Governing Body.

### **Please read alongside:-**

- Immediate Action Plan
- Emergency Planning
- Equality Policy
- Health & Safety Policy