

# ALL SAINTS' CHURCH OF ENGLAND PRIMARY SCHOOL

## Site Security Policy

*"LOVING TO LEARN; LEARNING TO LOVE"*

"A new command I give you, Love one another.  
As I have loved you, so you must love one another."

John 13:34

**At All Saints' Church of England Primary School, we strive to create and maintain a secure, safe and welcoming environment for all children, adults and visitors.**

**1. Our aims are:**

- To help make children and all those who work in the school feel safe and secure.
- To focus strongly on personal awareness and responsibility.
- To meet the latest recommendations of the DfE & local authority guidelines.
- To identify and minimise risk as far as is practical and sensible.
- To control access to and movement within the school and its grounds by people and vehicles.
- To respond effectively and in good time to identified security issues.
- To review our policy regularly.

**2. This policy covers the following areas:**

- Site access, general building security, movement around and outside of the school.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons.
- Identify threats to the safety and well-being of the school community from those with criminal intent including drug dealers.
- Visitors, contractors, volunteers or other persons involved with the children.

**3. Roles and Responsibilities - Staff should:**

- Support the Headteacher in implementing this policy.
- Report any shortcomings to the senior leadership team.

**4. Headteacher - The Headteacher shall:**

- Implement the security policy and any action plan approved by the governing board.
- 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 workers, etc.).
- Provide appropriate information to pupils, parents and visitors.
- Monitor and review security measures.
- Review the policy and update the governing board as needed.

**5. Governing Board - The governing board shall:**

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

**6. Pupils, Parents, Visitors and Volunteers - Pupils, parents, visitors and volunteers will be:**

- Expected to respect the measures taken by the school to improve and ensure security.
- Be encouraged to report incidents and issues to the main office.

- Will be informed of any security incident that may affect them.

All Saints' Church of England Primary School is on a single site, however has a separate building for it's **SEN provision, called Explorers**. Access to the site by pupils with their parents is through a narrow passageway accessed from Dogsthorpe Road. This passageway opens into the main waiting area for pupils and then the playground.

The staff car park is accessed from Dogsthorpe Road. There are 3 disabled bays which are used by blue badge and authorised parental parking only. Pupil Transport taxis are also allowed access to the car park.

During the day this car park access is the only one available to ALL visitors including deliveries. The kitchen has a separate locked access gate for their deliveries which they monitor. All others must use the intercom, announce their presence to the office staff who will open the gate remotely if appropriate.

CCTV is in operation in and only authorised access is allowed. We maintain a secure site.

The main Reception Office is at the front of the school. The office staff will:

- Ask all visitors to sign in on the Inventory Screen and issue the printed visitors label.
- Visitors' will be asked to take two leaflets, one on Safeguarding and the other is general information about school's emergency procedures, accidents, smoking, property and mobile devices.
- All windows in school are activated from the school server. Opening at 07:15 and closing at 17:00.
- All doors are manual except the door between Reception and the main school building which on a fire alarm is released from its locked status. There is a high switch to manually open this door. The door can be released by office staff for known verified visitors. There is an electronically operated door between the EYFS and KS1 and internal doors to EYFS have high handles to limit entry and exit.
- Outside of school hours' fire and security is monitored by an external monitoring station and contractor as first key holder.

### **Site Manager**

- Is responsible for checking daily the school building and grounds are safe and secure and in working order.
- The Site Manager will report to the Business Manager any issues relating to estate management.
- Is the school Fire Warden

### **Fire and Security**

- Electronic fire and security alarms are in operation and are linked to control centers.
- Security lights are activated if the premises are occupied after dark.
- Swift Fire and Security are employed as key holders and will attend the building out of hours in the event of an emergency.
- If Swift require a member of staff, they have the key holder contacts list.
- Class teachers secure their classrooms by ensuring that their equipment is switched off and tidy when they leave.
- The last key holder to leave the premises is responsible for securing the building and grounds if they leave after the Site Officer.
- In the event of there being an issue during school hours, please default to the school evacuation plan and instructions for faults.

- **The Explorers** unit has an alarm that is linked to school, if it is activated schools is also activated and vice versa. If school alarm is turned off so is **The Explorers**, however **The Explorers** cannot turn off or reset the school fire alarms.

## **People Management**

The school acknowledges the concerns of all parents for the welfare of their children and 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. The governing board and all staff take this aspect of management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

- All staff and governors are fully vetted before joining the school team or governing board. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
- A single central register of all staff, governors and regular volunteers/contractors is maintained.
- All regular visitors are provided with a leaflet that includes safeguarding, fire evacuation and reference to other relevant forms and guidance.
- All visitors are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

## **Leaving the school – during the school day**

- No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office.
- The departure and return of the pupil is logged by office staff and copies of appointment cards and letters are requested.

## **Leaving the school – at the end of the day**

The Site Manager will open the pedestrian gate at 3:15pm Monday to Thursday and 2:15 on Friday. Children stay with their teachers and are only allowed to leave when appropriate.

Children are:

- Not allowed to walk home by themselves unless individual arrangements have been made and are known to school.
- Collected by a known adult. If by 3:45 p.m., the adult who should be collecting a child has not arrived, the child is escorted to the school office, where a member of the office staff will telephone to see what the delay might be. The child remains in the reception area until an adult arrives to collect them. Parents must inform the school by telephoning the school office or by informing the teacher in the morning in person if they wish their child to be collected by another person.

## **Staff Car Park**

- In the morning the main gates to the car park will be padlocked from 08:40am till 09:15am.
- In the afternoon the main gates to the car park will be padlocked from 15:10pm till 15:40pm.
- Staff, taxis, contractors and SEND families have the code to enter the car park safely.
- Either side of these times the gate will remain open.

## **Trespass and Nuisance**

In the first instance, members of the senior leadership team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary for the Lockdown procedure to be followed. Recourse to the law will be considered where necessary. This extends to unlawful presence on site, individuals creating a nuisance or disturbance and verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the Police.

## **Serious Incidents, Threats or Violence**

In the event of any serious incident staff should:

- Stay calm.
- Minimise the risk to themselves, children and others.
- Seek help as soon as possible.

The general policy is:

- The welfare, security and protection of children, staff and visitors will take precedence over any other action required to contain the situation.
- The Headteacher or other senior member of staff must be informed. A decision will then be made on the way forward.
- After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing board. If required, an emergency meeting will be held by the governing board to review, make recommendations and take appropriate action. Statutory bodies such as the Police, local authority, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents.

## **Offensive Weapons**

The Headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought into school, and to ban it. Any appeal against the Headteacher's decision will be considered by the governing board. Any weapons confiscated will be handed to the Police.

## **Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies or personal items. The school takes an active stance on this with items of high value being "asset marked". Only a very small amounts of cash are banked as most income is paid directly into the school bank account. Insurance limits are not exceeded. Any valuables left on school premises are stored securely. The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should not be brought into school by pupils, but if prior agreement is given, the phones will be handed in each morning to the school office and will be stored safely for collection at the end of the day. The school will not take responsibility for loss or damage to phones.

**Curriculum Activities** Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

- Encouraged to be security conscious e.g. never open external doors to adults.

- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Children will be listened to and their fears and concerns respected.

**Security of Equipment** All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school uses asset tags to identify valuable pieces of equipment. Teachers are permitted to take their class laptops out of the building but they are required to sign a form accepting responsibility for it. If a member of staff wishes to borrow other pieces of equipment full details must be recorded on the correct form. If an item is damaged whilst it is in the possession of a member of staff, repairs will be undertaken by school; however, staff will be recharged for the cost of repair if the damage is due to negligence. All equipment of significant value is recorded on an inventory database and submitted to the local authority for insurance purposes each year.

**Computer Data Security** It is important that computer data used in administration is secured, as far as is practical and reasonable from accidental or malicious damage or loss. To this end: • Computers used in the school will be equipped with up-to-date anti-virus software. • Frequent backups will be taken of important data, to minimise the time needed to return to normal. This is encrypted and stored in Cloud storages which conform to EU legislation. • The new GDPR law is in operation and will be enforced. • The school makes every child aware and regularly reminds them about our 'Rules for Responsible Internet Use'.

**Emergency Lockdown Procedure** There may be times when the above procedure needs to be activated. The following incidents are examples of situations that would trigger the procedure:

- A reported incident, disturbance in the local community
- An intruder on site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc.)
- A major fire in the vicinity
- The close proximity of a dangerous dog
- Helicopter landing on the school field
- Power cut

Any member of staff made aware of any possible threat should alert the Headteacher or Deputy Headteacher via the school office. A risk assessment will then be made of the potential threat.

The lockdown process begins with ringing the school hand bell inside the building. On hearing the announcement any persons located on the school playground will enter the building and make their way to their classroom implementing the above procedure once there.

Advice on whether to return to the building or to assemble elsewhere will be provided by office staff depending on the type of threat. This arrangement also applies to children and staff located inside the building. Class registers will be taken and all staff and visitors will be accounted for by office staff.

The relevant emergency services will be called by the office staff by dialling 999.

The local authority will also be notified.

At no time should the children be allowed to leave the building without an adult being present.

Parents will be contacted in a sensible and supportive manner by the text messaging service. Children will only be released from school if their parents, or a nominated representative, are there to collect them.

The school will update the local authority on developments.

Following an incident staff and children, via their parents, will be advised of the support offered by the local authority if they are affected in any way by the event.

### **In the event of a power cut**

- Staff and pupils will assemble in their classrooms and those outside will be asked to enter the building.
- All staff and pupils will be accounted for.
- If the power is likely to be off for a long period of time, parents will be notified of how to collect their children by text by logging onto the messaging service using school provided available mobile phones. Children and staff will make their way to the nearest school with power ready for collection. This decision will be made following the risk assessment undertaken by senior staff.

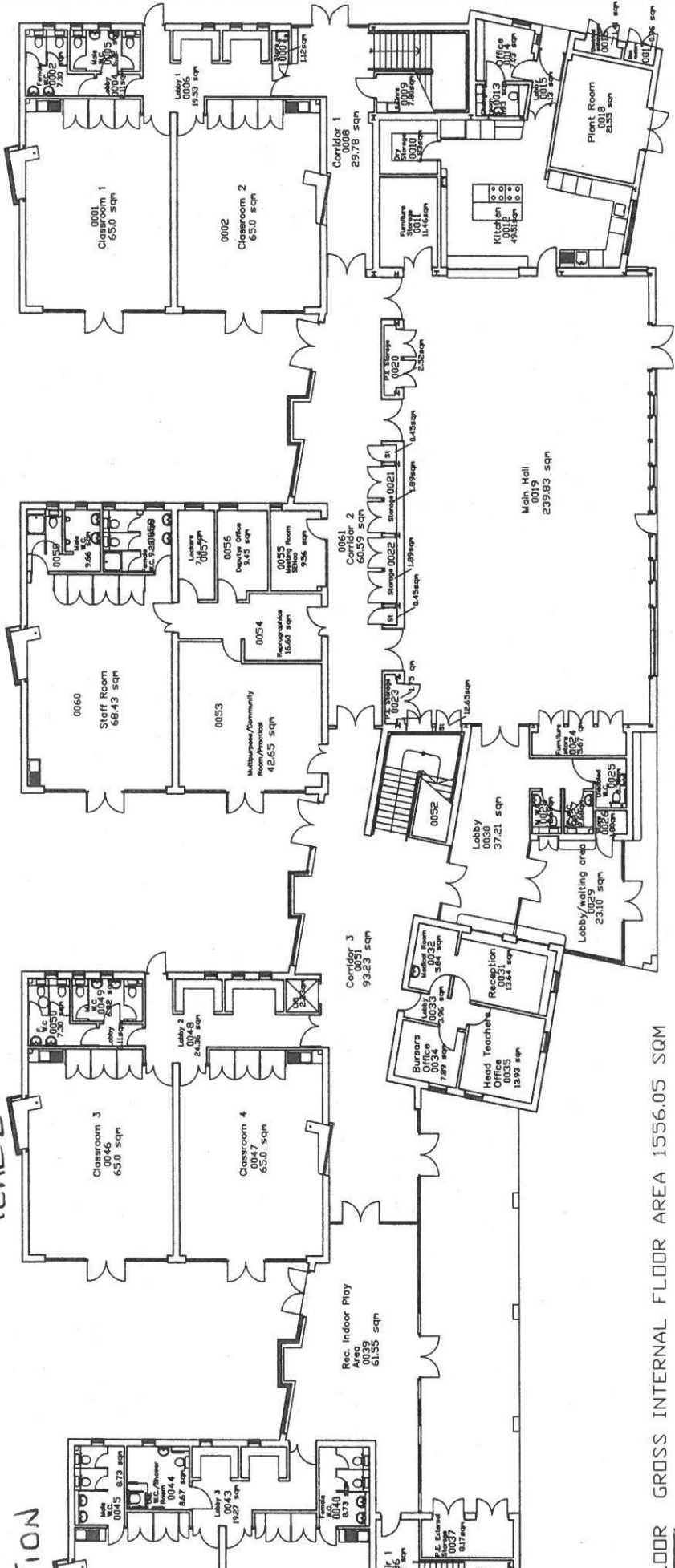
Other relevant documents/consideration are:

- Personal Emergency evacuation plan (PEEP) for pupils and staff with physical impairment.
- Individuals Risk Assessment
- Health and Safety Policy
- Emergency Management Plan
- Latest COVID information
- Instruction in the event of an emergency.
- Site Incident Form

Incident that has occurred (Please tick yes or no to all relevant statements)	Yes ✓	No ✓
Has there been an alarm activation?		
Has a theft been committed?		
Is there graffiti or any signs of vandalism?		
Have the police been contacted?		
Has any member of staff or public been injured?		
Has an accident form been completed?		
Is site still secure and safe?		
Have any 3 <sup>rd</sup> part security contactors attended site?		
Has the Head and governors been informed?		
Is there a financial implication?		
<b><u>Security incident description:</u></b>		

YEAR 1

YEAR 2



DOOR GROSS INTERNAL FLOOR AREA 1556.05 SQM

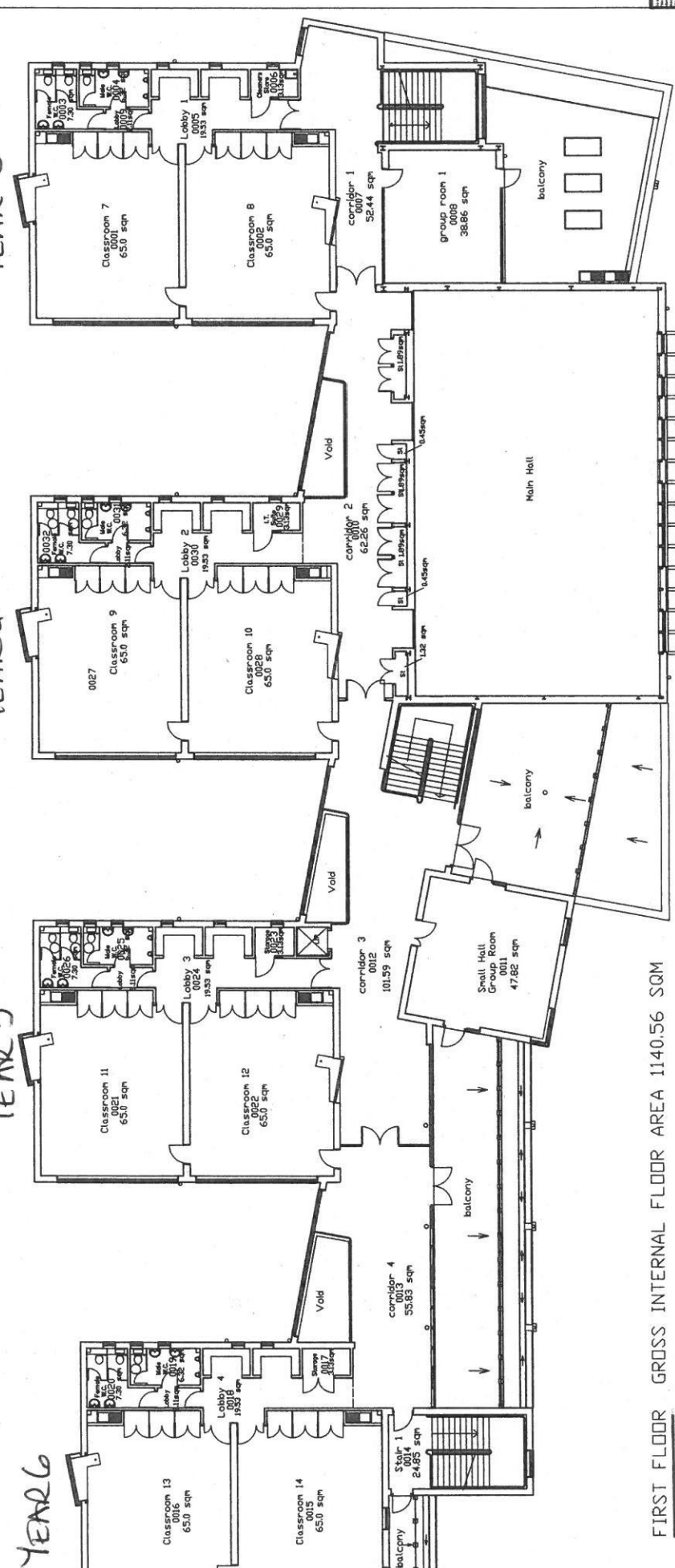
Project Name	Asset Management Plan
Client	All Saints C of E School
Address	Dogthorpe Road Peterborough
Drawn By	Asset Management Plan
Ground Floor Layout	
Scale	1:100
Date	28.02.13

YEAR 3

YEAR 4

YEAR 5

YEAR 6



FIRST FLOOR GROSS INTERNAL FLOOR AREA 1140.56 SQM

Project: All Saints C of E School (Parish of St. Andrew Parish, Peterborough)		Date: 28.02.13
Client: All Saints C of E School (Parish of St. Andrew Parish, Peterborough)		Drawn by: R.W.
Title: Asset Management Plan First Floor Layout		Scale: 1:100
Design: Peterborough Diocese Diocesan Property Management Services 10, The Square, Peterborough PE1 1UA Tel: 01753 474444 Fax: 01753 474444 Email: diocesan.property@diocese-peterborough.org.uk		Date: 28.02.13



