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 its breakfast and after school club called The Hive. 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 pupil and then the playground.

The staff car park is accessed from Dogsthorpe Road and staff have allocated car park numbered spaces. 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 the sign in on the Inventry 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 Officer

- Is responsible for checking daily the school building and grounds are safe and secure and in working order.
- The Site 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 centres.
- 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 Hive 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 Hives, however The Hive 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 Officer will open the pedestrian gate at 3:15pm Monday to Thursday and 1.15 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.

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 be 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 proved 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.
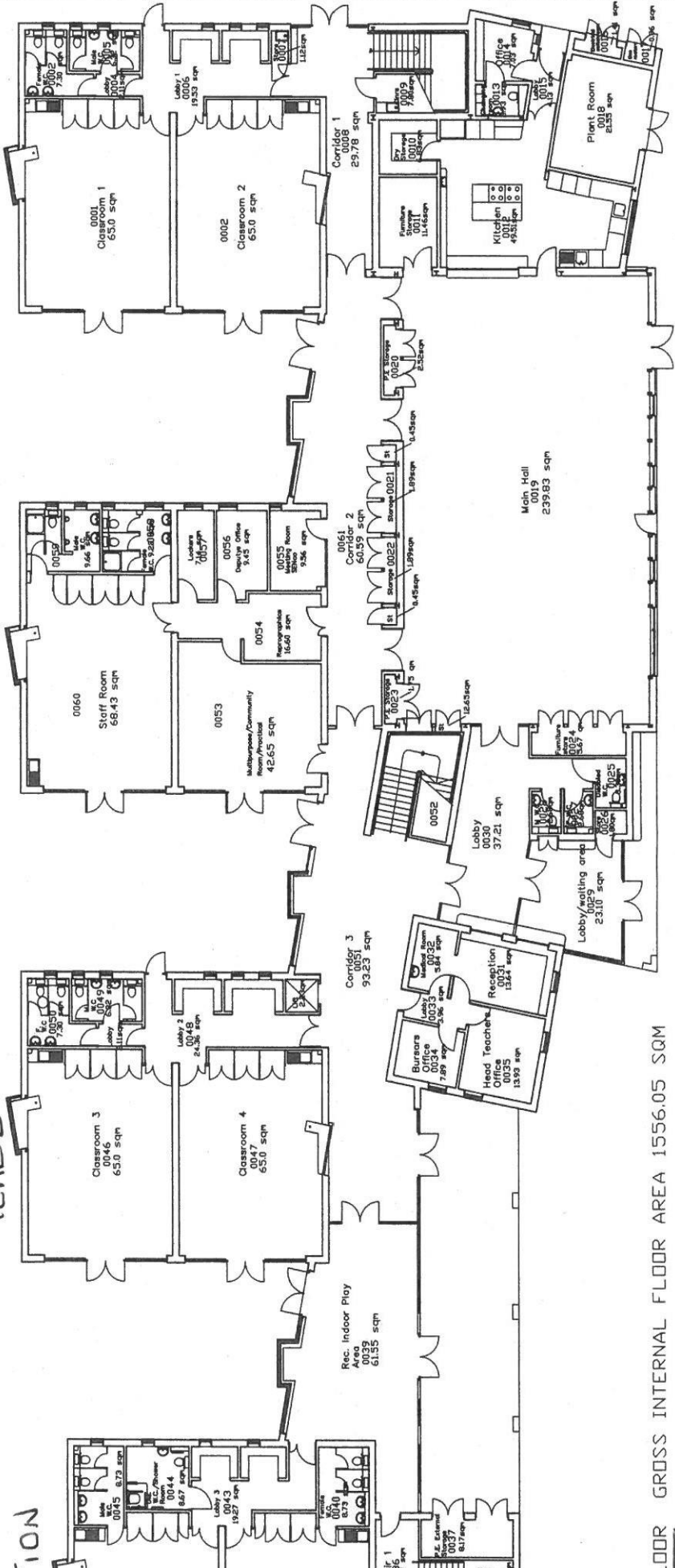
Other relevant documents/consideration are:
- Personal Emergency evacuation plan (PEEP) for pupils and staff with physical impairment.
- Individuals Risk Assessment
- Health and Safety Policy
- Emergency Management Plan
- Latest COVID information
- Instruction in the event of an emergency.
- Site Incident 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 3rd part security contactors attended site?		
Has the Head and governors been informed?		
Is there a financial implication?		
Security incident description:		

YEAR 1.

Classroom 1
0001
65.0 sqm

Classroom 2
0002
65.0 sqm

Lobby 1
0006
19.53 sqm

Corridor 1
0008
29.78 sqm

Office
0014

Plant Room
0018
21.55 sqm

Furniture Storage
0011
11.46 sqm

Kitchen
0012
49.31 sqm

Dry Storage
0010
8.64 sqm

P.E. Storage
0020
2.52 sqm

Main Hall
0019
239.83 sqm

Corridor 2
0061
60.59 sqm

Storage 0021
1.99 sqm

Storage 0022
1.99 sqm

St
0.45 sqm

Staff Room
0060
68.43 sqm

0053
Multipurpose/Community Room/Practical
42.65 sqm

Lockers
0059
7.01 sqm

Deputy Office
0056
9.45 sqm

Meeting Room
0055
9.56 sqm

0054
Reprographics
16.60 sqm

P.E. Storage
0023

P.E. Storage
0024

Furniture store
0027

Lobby
0030
37.21 sqm

0052

Lobby/waiting area
0029
23.10 sqm

Corridor 3
0051
93.23 sqm

Medical Room
0032
5.84 sqm

Reception
0031
13.64 sqm

Bursars Office
0034
7.89 sqm

Lobby
0033
3.96 sqm

Head Teachers Office
0035
13.93 sqm

YEAR 2

Classroom 3
0046
65.0 sqm

Classroom 4
0047
65.0 sqm

Lobby 2
0048
24.26 sqm

Rec. Indoor Play Area
0039
61.55 sqm

Lobby 3
0043
19.27 sqm

W.C./Shower Room
0044

P.E. External Storage
0037
8.17 sqm

GROSS INTERNAL FLOOR AREA 1556.05 SQM

YEAR 3

Classroom 7
0001
65.0 sqm

Classroom 8
0002
65.0 sqm

Lobby 1
0005
19.53

corridor 1
0007
52.44 sqm

group room 1
0008
38.86 sqm

balcony

YEAR 4

Classroom 9
0027
65.0 sqm

Classroom 10
0028
65.0 sqm

Lobby 2
0030
19.53 sqm

corridor 2
0009
62.26 sqm

Vold

Main Hall

balcony

YEAR 5

Classroom 11
0021
65.0 sqm

Classroom 12
0022
65.0 sqm

Lobby 3
0024
19.53 sqm

corridor 3
0012
101.59 sqm

Small Hall
Group Room
0011
47.82 sqm

Vold

balcony

corridor 4
0013
55.83 sqm

Vold

YEAR 6

Classroom 13
0016
65.0 sqm

Classroom 14
0015
65.0 sqm

Lobby 4
0018
19.53 sqm

Stair 1
0014
24.85 sqm

balcony

FIRST FLOOR GROSS INTERNAL FLOOR AREA 1140.56 SQM