

# Bournes Green Infant School

## School Security Policy

Written and approved by the Governing Body Spring 2016  
This policy will be reviewed in accordance with our Review  
Timetable

Signed .....

Dated .....

Chair of Governors

# Bournes Green Infant School

## School Security Policy

### Our Vision

At Bournes Green Infant School the governors, staff, children, parents and carers work together in an atmosphere of mutual respect and trust in a community that is strengthened and enriched by a diversity of background, culture and religion. Our priority is to foster the self-confidence, self-esteem and independence of all in a climate of growth and opportunity that will enable us to achieve the highest standards. We actively promote a healthy environment in which children enjoy learning and develop the skills needed to become responsible members of society. We aim to bring learning to life.

'Strength Through Wisdom' was the original mission statement for our school. Today we nurture our children to be confident and articulate with an enjoyment of learning in the belief that this will enable them to gain strength from their developing wisdom.

### ROLES AND RESPONSIBILITIES

School security is shared between the LEA, Governing Body, Headteacher and all staff.

#### Role of the LEA

The main role of the LEA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the school.

#### Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At Bournes Green Infant School the Behaviour and Safety Committee of the Governing Body monitor the policy. Any key issues that arise are taken to the Full Governing Body and resource implications to the Leadership and Management Committee for discussion.

## **Role of the Headteacher and all Staff**

The Headteacher and all staff will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities
- staff training needs are kept under review and delivered as necessary
- formal risk assessments are conducted and updated as necessary
- in addition routine security checks are carried out daily by the caretaking service, and any security issues reported immediately to the bursar
- all security breaches are reported to the Behaviour and Safety Committee
- all crimes are reported to the Police

## **Introduction**

We provide a safe and secure environment for our children, staff and visitors. Our School Security Policy ensures that we have in place effective procedures to enable us to achieve this.

## **Visitors**

Visitors, volunteers and students will only be allowed entry through the main entrance, after identity is checked, they have signed in and received a visitor's badge at the office window. The entrance to the school, past the office is secure and can only be opened by pressing the release button in the office. Children are not allowed to press the blue button to release the door, without permission.

## **Children**

Security of our children is very important to us. We have put in place several measures to ensure their safety:

- Children must only play in areas designated by staff as safe, where they can be seen by school staff
- Children are reminded not to talk to people through the fence
- All staff are to challenge visitors on the school grounds during playtimes
- Children will only be allowed home with parent/carers or nominated persons. Parental permission is sought for children to go home with other children and their parents.
- If children cannot see their parents/carers at the end of the day, they are expected to go to the teacher on duty by the front gate

- Children are not allowed to exit the school via the car park, unless express permission is given by the Headteacher
- From the spring term, children in Year 2 are encouraged to walk to the front gate to meet their parents/carers. If they cannot see whoever is collecting them they must stay with the member of staff on duty at the gate
- Any children staying for after school clubs will be registered, by the activity leader and any absent children checked with Mrs Wilson
- Some children will be picked up by Cheeky Monkeys After School Club staff. They have their own register
- Children will never be allowed to leave school alone during school hours. If children are to be collected during school hours, they will be signed out by the parent/carer or their representative. Children will also be signed back into school if and when they return

### **Inside Security**

- The infra-red intruder alarm system to be in operation when the school is closed
- Push button/combo pads operate on the main entrances to school
- Staff will operate this system to allow, children/adults other than staff, entry to or exit from the school
- Staff are to make every effort to prevent the combination of any door lock becoming public knowledge
- Outside doors will only be opened by adults within the unit, unless permission is given by staff, for a child to open it
- Staff will open windows as necessary
- All doors and windows must be closed if the room is not occupied
- All expensive, equipment to be marked with the school postcode, in permanent ink
- Staff to be responsible for returning valuable equipment to a secure area
- Providing staff have adequate home insurance:
  - they are allowed to take home their school lap-top computer
  - they may 'sign out' and take home, other equipment
- Staff to contact the school office or senior staff in an emergency
- All staff must challenge visitors who are not wearing a visitors badge
- Staff to have meetings with parents in an 'open' space. If the need for privacy arises, staff must, either ask for another member of staff to be present, or ensure that another member of staff is aware that the meeting is going on
- If a parent/carer is having a heated conversation with a member of staff, senior management will to be informed immediately.
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### **Outside Security**

- Security fencing is around the school to prevent intrusion
- All classroom doors are secure and school can only be accessed from the outside by members of staff
- Internal school gates to be kept closed and padlocked during school hours
- Before school parents are asked to wait outside the main school gate until 8.40am when staff go on duty in the main playground and at the front gate
- After school, parents are asked to wait outside the main school gate until 3.00pm

All staff know the combination of the padlocks on the internal school gates.

### **Equipment Security**

All equipment is security coded with our postcode. New equipment is coded and entered on to our equipment register.

### **Duties of Caretaking Security Service**

The premises are secured every evening by our caretaking security service personnel. All windows and doors are checked and the alarm is engaged. They also open the school every morning. Additional checks carried out by this service include regular fire alarm testing,

### **Alarm Security Service**

The school premises are protected by an intruder alarm. We employ an Intruder Alarm Management company who maintain the alarm. They record all security breaches.

### **Outside Contractors**

A list of all outside companies contracted into school carry out work is kept.

### **Fundraising Events**

A full risk assessment will be carried out prior to the event taking place. Further precautions to take include:

- All rooms apart from those required will be locked, unless these rooms are a designated fire exit
- Staff are asked to lock away all items of value
- A secure area is offered for the storage of all personal belongings
- Money is collected from stalls regularly and locked away

### **Cash handling procedures**

Any cash received via the classroom, should be in a sealed envelope. This is to be sent straight to the office with the registers. In the case of charity events, any monies collected will be sent to the office as soon as it has been collected.

We now have a till in the office and all transactions are recorded complete with identifiable codes. Receipts are given out for cash amounts.

### **Monitoring of strategies**

- Informally through verbal reports from staff and visitors
- Formally through safeguarding
- Behaviour and Safety Committee

All staff to take shared responsibility to ensure the security strategies are implemented.

### **Review**

This policy was approved by the *Governing Body* in Spring 2016

It will be reviewed in accordance with our *Policy and Key Documentation Review Timetable*