

CECIL ROAD PRIMARY & NURSERY SCHOOL

POLICY FOR SECURITY PROCEDURES

2008/09

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At Cecil Road Primary & Nursery School it is important to create a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Children 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 Children and Staff

Controlled Access

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external gates apart from the main entrance to the school.

Visitors

The main entrance is clearly marked and large, clear signs ask visitors to report to the main office. Visitors have to sign in, stating the purpose of their visit. If they are not a regular visitor and are, therefore, unknown to the staff and children they are given a badge to wear.

They are then either escorted by the school administration staff to the member of staff requested – or asked to take a seat while the member of staff is contacted on the internal telephone system. The member of staff/Teaching Assistant then comes to collect the visitor.

All children and staff are alert to unrecognised adults in school. Children 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, 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.

Entering and Leaving School

All children enter and leave the school by the main gates. If a child arrives after 8.55 a.m. they report to the Reception.

All parents are asked to wait outside the school building at the beginning and end of the school day.

Supervision on School Premises

Members of staff will be on duty each morning from 8.40 a.m. so that parents can safely leave their child. Teachers collect their classes from the playground at 8.50 a.m. The Site Supervisor will make sure that the outside gates are securely closed at 8.55 a.m.

All children are supervised when in the playgrounds. This is by teachers and support staff at morning and afternoon breaks and by the mid-day supervisor and Well Being Team at lunch-time. At no time are the children left unsupervised outside.

Leaving School at the End of the Day

At the end of the school day all children leave by the appropriate door. All children 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.

Some children 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. Children who travel by taxi report to the office at the end of the day.

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. Parents know they need to report to the office if they need to collect their child.

Security of Personal Property

Children are asked not to bring anything of value to school. Individual staff are responsible for any items they bring to work. Each member of staff is provided with a locker and the staff room and office have security locks. Staff are expected to make sure the doors are closed securely if they are the last person to leave the room.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked.

Any cash left on the premises is kept in a secure cabinet but monies are banked regularly.

Security of Building

- An effective intruder alarm is in operation. This is always on when the school is not in use.
- CCTV has been installed and large warning signs have been placed on the outside of the school building.
- Security lighting has been installed.
- The Headteacher, the Deputy Headteacher and the Site Supervisor 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 and equipment switched off before leaving the premises.

Site Supervisor (Property Manager)

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

- All locks and catches are in working order
- The emergency lighting is working
- The fire alarm has no faults
- CCTV is working
- The security system is working properly

and before leaving the premises, to check:

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

Headteacher/Deputy Headteacher

It is the responsibility of the Headteacher/Deputy Headteacher to perform the above functions in the absence of the Site Supervisor (Property Manager).

In addition, the Headteacher is 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 an annual basis by the Building/Health and Safety Committee of the Governing Body. They will complete risk assessment based on LEA guidelines on school security.