

# GAYTON PRIMARY SCHOOL



# Security Policy

Approved by:	Governors
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Last Reviewed on:	May 2020
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Next review due by:	May 2022
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**GAYTON PRIMARY SCHOOL**  
**FRAMEWORK SECURITY POLICY FOR SCHOOLS**

**H003/98**

**1. STATEMENT**

This school will ensure, so far, as is reasonably practicable, that employees, pupils and other non-employers are protected from risks to their Health and Safety.

Measures will be adopted to protect persons in lone working; from intruders; visitors and general security arrangements.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day to day responsibility is the Headteacher.

**2. ORGANISATION**

The following personnel have responsibilities for ensuring the security of the school building:

<b>SECURITY ISSUES</b>	<b>NAME</b>	<b>SPECIFIC DUTIES</b>
Perimeter fencing, access routes	Alan Holloway	Site Manager – check safety and check for debris/damage WEEKLY CHECK
Securing school entrance/exits	Alan Holloway Jennie McAleny Alison Hulley Ruth Such	Site Manager – locking & unlocking
Control of visitors	Anita Gore Jennie McAleny Sarah Longworth Alan Holloway	Business manager. Headteacher Admin staff Site Manager.
Control of contractors	Anita Gore Alan Holloway Jennie McAleny	Admin Site Manager. Headteacher
Security of money etc	Anita Gore Sarah Longworth  Jennie McAleny	Collation, safe storage, finance admin (A Gore) Overseeing, ratifying
Emergency procedures (fire, first aid, accidents)	Jennie McAleny Alan Holloway	Fire alarm check weekly
Security risk Assessment	Alan Holloway Jennie McAleny	Asbestos, grounds & building check Report to Governors, prioritise works.

*NB This is not exhaustive*

The school will discuss security regularly at the following forums (*weekly staff meetings, Senior leadership meetings & Governors' meetings*).

### **3. ARRANGEMENTS**

The school has implemented the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

#### **3.1 INFORMATION AND COMMUNICATION**

All staff must be aware of the school security procedures. Good communication should be ensured with persons having a particular role, for security and knowing their duties. The Headteacher is responsible for school security. This is reviewed regularly and all staff are asked to report any malpractice promptly. The site manager and governors review security at least termly through H&S reviews at meetings.

Any changes in practice or alerts will be disseminated promptly to staff through briefing meetings or written notification.

#### **3.2 SUPERVISION**

Adequate supervision of pupils must be ensured whilst in school, particularly when visitors and contractors are on site. Prior to 8.40am, unless attending school-organised activities, children are still under parental supervision. From 8.40-8.50am, a member of staff supervises the children on the playground; in inclement weather, staff should be available to supervise children as they enter the classroom. At break time, there should always be adequate members of staff on supervision duty. Infant staff will ensure the children are safely dismissed at the end of the day when collected by a responsible adult. F2 parents are the only parents permitted to come onto the playground at the end of the day.

After School clubs are led by coaches or individuals with full DBS enhanced clearance. Coaching credentials are the responsibility of any employing organisation such as a coaching company. Any concerns over the standard of supervision or discipline/good conduct should be reported to the Headteacher or Deputy Headteacher.

During Open/Parents' Evenings, any children attending with parents are under their supervision. Any children who remain as part of a demonstration for these or any other school-organised events will be the direct responsibility of a supervising member of staff.

Any children on the premises under the care of after or before-school care clubs are under the responsibility of the members of staff employed by said organisation.

#### **3.3 VISITORS**

All visitors should be asked to report to the main reception. A logging-in book should be kept indicating time of arrival, departure, name of visitor/contractor, nature of visit, vehicle registration, area of school to be visited. All visitors should be asked to wear an identification badge.

#### **3.4 CONTROLLED ACCESS AND EGRESS**

Clear signage indicates the school entrance, which has intercom entry. All visitors should enter the premises via the school office and should identify themselves and the purpose of their visit

before entering the building. Visitors are asked to remain in waiting area whilst the purpose of visit is established or the person they are visiting is ready.

The school has Code button entry to all external doors, intercom-released gate to playground and a lockable gate preventing entry around the building perimeter.

Doors are secure whilst staff are on premises but can be opened in case of fire from inside.

### **3.5 PHYSICAL SECURITY MEASURES**

The school should identify vulnerable areas with the ultimate aim of obtaining fencing or other Security protection. Past occurrences such as vandalism, unauthorised access should be taken into account. Casual access, as far as possible within the limits of safety, be prevented by physical means.

### **3.6 CASH HANDLING**

Schools avoid keeping cash on the premises wherever possible and has adopted Parent Pay to ensure most payments are cashless. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

### **3.7 VALUABLE EQUIPMENT**

All items over £750 are recorded and notified to the Education Building Inspection and Support Services (insurance).

The school will make arrangements for all valuable equipment to be security marked.

All valuable equipment will be removed from sight at the end of the school day, wherever possible.

### **3.8 PERSONAL PROPERTY**

The school will dissuade staff and pupils of bringing valuable personal property into school.

Reminders are provided for staff and pupils to prevent them from bringing items of value onto school premises.

Staff may keep valuable items temporarily in the school office or safe (if appropriate).

### **3.9 LONE WORKERS**

Staff are discouraged from working alone. However, telephones are available in the office and Headteacher's room. Staff should work in the main building, preferably near the office, or be aware of their nearest exit in case of emergency. Staff are discouraged from allowing unknown adults entry during times of working alone.

## **4.0 RISK ASSESSMENT**

As required by the Management of Health and Safety at Work Regulations 1992 a suitable assessment of risk posed by security must be carried out.

A risk assessment has been carried out by the school and will be continually monitored.

## **5.0 RECOMMENDED READING**

Guide 4 'Improving Security in Schools' DFEE ISBN 0-11-270916-8 tel. order: 0171 8739090 free publication for schools.

Building Security by Management and Design Available from:  
North East Risk Management Group  
c/o West Denton High School  
West Denton Way  
Newcastle-upon-Tyne

Health & Safety/JR23/JM