SITE SECURITY POLICY

Governors Approved: Dec 22

Review date: October 2025

Causeway Green Primary School

School Site Security Policy

1 Aims

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

2 Roles and responsibilities

2.1 Management Responsibility

School security is shared between the Local Authority, Governing Body and Headteacher.

2.2 Role of the LA

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

2.3 Role of the Governing Body

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

At Causeway Green Primary t Health and Safety Committee of the Governing Body monitor the policy on a regular basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Health and Safety Sub-Committee for discussion.

2.4 Role of the Headteacher

The Headteacher 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 training as necessary;
- parents are informed of the security policy and encouraged to help;
- formal risk assessments are conducted by outside bodies as appropriate and updated on an annual basis.
- in addition routine security checks are carried out on an on-going basis by the Site Manager, Headteacher and Chair of Governors;
- all crimes are reported to the Police.

2 GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

2.1 Staff

- Staff based in school are the only staff to know the combination of the door key pads;

- staff to contact the School Office or senior staff in an emergency, via telephones located around school;

- staff to have meetings with parents in the SLT room or in the offices located near to the admin office;

- all staff must challenge visitors who are not wearing a visitors badge using CHAT (Challenge, ask, Take);

Hardware

- push button combination locks operate on the main entrances to school (gates and doors);

- all external doors to be kept closed unless under constant supervision (Doors can be opened internally but not externally);

- all rooms containing equipment that may pose a risk to be kept locked – Site Manager's room, I.T. server room, Resource cupboards, school kitchen and rooms containing cleaning equipment;

- all windows to be secured.

2.2 Visitors into school

- **Visitor calendar for pre-planned visits**

A calendar of visitors stating who will arrive, where from, when they are due to arrive and the reason for the visit is held on the school's google calendar. All staff members must add names, times and dates of visitors into the calendar in as soon as they know they are expecting a visitor. The Admin team will look at the calendar on a daily basis to keep informed of who is visiting school and who they are expecting to see.

All visitors must sign in, be issued with a visitors pass and be asked to wait in reception until a member of staff collects them. They will be asked to read a brief safeguarding document.

- **Local Authority and Linked to School Agency Staff**

These people will have current DBS's issued and usually have an ID pass. The Admin team will check their ID pass to make sure they are who they claim to be. If they have not been met by the staff member that they have come to meet a member of the Admin team will walk with them to the person that they are in school to meet. Regular Agency staff with have a longstanding relationship with school as they work regularly in school (e.g. The Learning Support Service, Behaviour Support Service) will no longer need escorting around school once they have visited school for a period of time that has enabled an effective working relationship to be established.

- **Parents/Parent Volunteers/Governors**

Governors and regular parent volunteers will have apply for DBS clearance. The Admin team will check the visitor is in the calendar and if they have had the validity of their DBS checked. If valid, they will be escorted to the relevant staff member.

Parents visiting staff members will need to be accompanied by a staff member at all times.

Please ask parents dropping off children during the school day (i.e. not the usual times) to leave their children in reception with a staff member. Please do not let them wander around school.

All staff must challenge parents who are unescorted using CHAT (Challenge, ask, Take).

During parent engagement activities there may be a number of parents moving around the school building. It is each teacher's responsibly to ensure that they supervise the children in their care during this time and not allow them to move around school unsupervised.

- **Supply Teachers**

These need to have valid DBS's issued by their employer prior to their arrival. The supply company must send photographic evidence and DBS information to school via email prior to the supply teachers arrival. The Admin team will not allow them into the building unless this proof has been seen.

Upon arrival the Admin team will ask the supply teacher for their ID to check the person is who they say they are (ID, driving license or passport – something with a picture on).

Check the visitor is on the supply booking form and if they have had the validity of their DBS checked. If not, this person cannot have access into school. If valid, escort them to the relevant class.

- **Independent School Clubs**

These visitors need to have valid DBSs.

The Admin team will ask the visitor for their ID to check the person is who they say they are (ID pass, driving license or passport – something with a picture on).

Check the visitor is in the SIMs diary and if they have had the validity of their DBD checked.

If not, this person cannot have access into school.

If valid, escort them to the relevant area.

Regular club staff do not need to repeat the DBS/ID check when they are known to school and the checks have already been made. They will continue to wear a school visitor badge upon each visit to school.

- **Contractors**

Whenever possible all contractors will only work in school when the children are not in the building (before and after school or during school holidays).

During occasions when this is not possible the Admin team will ask the visitor for their ID to check the person is who they say they are (ID pass, driving license or passport – something with a picture on).

Check the visitor is in the calendar and if they have had the validity of their DBS checked. Some contractors who are not regular visitors to school may not have DBS clearance however all contractors will only be allowed into school escorted by school staff whilst children are in the building.

When contracted work during school hours is unavoidable DBS clearance is expected and work must be isolated from children's work areas.

- **Unexpected visitors**

No one can be in school on their own without a validated DBS check. Sometimes contractors visit unexpectedly for example, to carry out annual maintenance checks and book clubs. These visitors must be accompanied by staff member if they need to enter or carry out work in school.

The options are to ask them to wait for an office staff member to return, accompany the visitor around school or find another staff member willing to accompany them i.e. Site Manager.

2.3 Outside School

- school gates to be kept locked out of school hours;

- school gates to be kept closed and locked during school hours;

- all staff to challenge visitors on the school grounds during playtimes;

2.4 Security of Equipment

Security strategies

Inside School Building

- cash must be taken by an adult and locked in the safe in the main office immediately. No cash is to be kept in classrooms;

- all expensive, portable equipment to be marked as belonging to the School;

- the infra-red intruder alarm system to be in operation when the school is closed;

- staff to be responsible for returning equipment to the secure area;

- staff to "sign out" equipment which is taken home, e.g. lap-top computer, iPad

Outside School Building

- security fencing to the front and side of the school to prevent intrusion.

3 Security of Staff, Visitors, Pupils and Equipment during whole-school events.

3.1 Parents' evening

- all cameras, iPads and personal belongings to be locked away;

- all rooms apart from classrooms, kitchen and staffroom to be locked;

- staff to meet with parents in their classrooms only (unless arranged in the meeting room).

3.2 Fundraising Events

- all rooms apart from those required to be locked;

- all iPads, cameras and personal belongings to be locked in the secure ICT suite;

3.3 Parental engagement events

- all rooms apart from those required to be locked;

- all iPads, cameras and personal belongings to be locked in the ICT suite;

- Any equipment being used during parental events are the responsibility of the class teacher and should be managed securely.

- Class teachers are responsible for the children in their care during parental engagement events.

4 Monitoring of strategies

- informally through verbal reports from staff and visitors;

- formally through regular meetings, termly "Premises, Health and Security" Sub-Committees and Full Governing Body meetings.

- Critical Incidents Team will review any serious breaches or near misses of this policy.

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