



## School Security Policy

Date	Review Date	Endorsed by	Approved by	Link Governor
Dec 2016	Dec 2017	Resources Committee	Governing Body	Steven Lock

We at The Devonshire Hill Nursery and Primary School have a duty under the Education Act 2002 and the Children Act 2004 to safeguard and promote the welfare of children and to safeguard and promote the welfare of school personnel and people who use the school under the Health and Safety at Work Act 1974.

Therefore, we believe it is essential to have in place exceptional school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure learning environment for their children. Our principal aim is to ensure the personal safety of the whole school community and will have in place effective school security procedures. Periodically we will gauge the views of children, school personnel, parents, visitors and governors by asking them to complete a school security questionnaire.

However, it is not our intention to turn the school into a fortress but to create a balance between a warm and welcoming learning environment combined with sound security systems and procedures. We want pupils to feel safe in a school that provides a safe and secure environment.

We wish to comply with all relevant legislation such as the Occupiers Liability Act 1957 where we have a duty to ensure contractors, and even trespassers to the school site, do not suffer injury while on the school premises by having in place effective safety procedures.

We wish to work closely with the House Captains and House Representatives to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### Aims

- To protect pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft;
- To provide a secure environment for pupils, school personnel and visitors to the school;
- To create a feeling of security awareness throughout the school community;
- To ensure parents feel confident that everything is being done to create a safe and secure learning environment for their children;
- To work with other schools to share good practice in order to improve this policy.

### Responsibility for the Policy and Procedure

The Governing Body has:

- Appointed a Site Manager to put into practice school security measures;
- Delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- Established a Resources Committee composed of governors, the Headteacher and the Site Manager to look at all aspects of school security;

- Delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- A duty to comply with all relevant legislation;
- Responsibility for ensuring that the school complies with all equalities legislation;
- Nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- Responsibility for ensuring funding is in place to support this policy;
- Responsibility for ensuring this policy and all policies are maintained and updated regularly;
- Responsibility for ensuring all policies are made available to parents;
- The responsibility of involving the School Council in the development, approval, implementation and review of this policy;
- Nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- Responsibility for the effective implementation, monitoring and evaluation of this policy

The Headteacher will:

- Ensure all school personnel, pupils and parents are aware of and comply with this policy;
- Work closely with the link governor and the Site Manager;
- Provide leadership and vision in respect of equality;
- Provide guidance, support and training to all staff;
- Ensure that security measures are in place and are effective;
- Ensure that all school personnel are aware of procedures;
- Appoint new staff that are checked by the Criminal Records Bureau;
- Monitor the effectiveness of this policy;
- Annually report to the Governing Body on the success and development of this policy

The Site Manager will:

- Lead the development of this policy throughout the school;
- Undertake an annual security audit;
- Work closely with the Headteacher and the link governor;
- Provide guidance and support to all staff;
- Provide training for all staff on induction and when the need arises;
- Keep up to date with new developments and resources;
- Undertake risk assessments when required;
- Review and monitor;
- Annually report to the Governing Body on the success and development of this policy

The Link Governor will:

- Work closely with the Headteacher and the Site Manager;
- Ensure this policy and other linked policies are up to date;
- Ensure that everyone connected with the school is aware of this policy;
- Report to the Governing Body every term;
- Annually report to the Governing Body on the success and development of this policy

The Security Committee will:

- Monitor security procedures;
- Undertake/coordinate security risk assessments;
- Undertake an annual security audit;
- Consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement;
- Inform parents of new and improved security measures

All school personnel will:

- Be aware of and abide by this policy;
- Undertake appropriate training in security procedures;
- Inform and remind pupils of security procedures such as the reporting of unidentified visitors who are on the school site;
- Implement the school's equalities policy and schemes;
- Report and deal with all incidents of discrimination;
- Attend appropriate training sessions on equality;
- Report any concerns they have on any aspect of the school community

Pupils will:

- Be aware of and comply with this policy;
- Abide by all security measures that are in place;
- Listen carefully to all instructions given by the teacher;
- Ask for further help if they do not understand;
- Treat others, their work and equipment with respect;
- Support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- Liaise with House Captains and House Representatives.

The House Captains and House Representatives will be involved in:

- Determining this policy with the Governing Body;
- Discussing improvements to this policy during the school year;
- Organise surveys to gauge the thoughts of all pupils;
- Reviewing the effectiveness of this policy with the Governing Body

### **School Security Audit**

An audit of the school's security arrangements must be undertaken annually by the Site Manager and the Headteacher with the completed document being presented to the Security Committee for discussion and consideration.

### **Risk Assessments**

The security risk assessment should cover the following and should be reviewed annually:

- Pupil and school personnel inside and outside the school building;
- Playground safety;
- Entrances and exits;
- Evacuation procedures;
- Alarm systems;
- Fire safety;
- Flooding;
- Dealing with intruders;
- Violence;
- Abduction of a pupil;
- Traffic management;
- Suspected bomb threat;
- Theft;
- IT and Internet security.

### **Security Procedures**

All security procedures must be reviewed annually by the Security Committee.

Each day school personnel must be aware of the following:

- Entrances and exits are secure;
- Windows are secure;
- Challenging unauthorized people on the school site;
- Combustible material must be collected;
- Alarms are switched on;
- Outside lighting is switched on;
- Security of valuables and personal possessions;
- Visitors and contractors;
- Wearing identification badges;
- IT security and confidential information;
- Dealing with suspicious parcels or objects.

### **Security Measures**

The following security measures are in place:

- Access control system;
- Audio entry;
- Security lighting;
- Burglar alarm;
- Fire alarm;
- CCTV;
- Perimeter fencing;
- Controlled entrance gates;
- Window security;
- Roof security;
- Internal public address system;
- IT security.

### **Training**

Training should take place periodically and on induction for school personnel on all of the above.

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

### **Reporting**

School security must be a standing item at every Governing Body meeting with reports being received and considered from the Security Committee.

All breaches of school security must be reported, recorded, investigated with an improvement being made to the school security procedure that was breached.

### **Role of Parents/Carers**

Parents/carers will:

- Be aware of and comply with this policy;
- Be asked to take part periodic surveys conducted by the school;

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- The school website;
- The Staff Handbook;
- School events;
- Reports such annual report to parents and Headteacher reports to the Governing Body;
- Information displays in the main school entrance

### **Equality Impact Assessment**

Under the Equality Act 2010, we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation).

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**This policy was reviewed and endorsed by the Full Governing Body of The Devonshire Hill Nursery and Primary School on Tuesday 20<sup>th</sup> December 2016.**