



SAINT NICHOLAS SCHOOL

SCHOOL SECURITY POLICY

Note: This policy applies to all sections of the School including EYFS

Reviewed June 2021

Review Date June 2023

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 Governing Body, Headmaster and Estates Manager.

2.2 Role of the Governing Body

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

At Saint Nicholas School the Governing Body monitor the policy on a regular basis. .

2.3 Role of the Head

The Headmaster will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headmaster will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- parents are informed of the security policy and encouraged to help by observing the policy requirements at all times;
- all crimes are reported to the Police by the Estates Manager or Bursar.

Role of the Estates Manager

The Estates manager will

- ensure staff training needs are kept under review and training as necessary;
- ensure formal risk assessments are conducted by outside bodies as appropriate and updated on an annual basis.
- maintain the security systems and equipment.
- carry out regular routine security checks.
- maintain a record of all security checks.
- record security lapses, bring these promptly to the attention of the Headmaster, and review security procedures as and when required.
- raise awareness of security issues.

3. GUIDELINES FOR SCHOOL SECURITY

3.1 Staff

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

- Code is changed annually in September
- Temporary code is applied for contractors, hirers etc and removed after their use. The main access code should not therefore be divulged to anyone except staff and pupils.
- staff to contact the School Office or senior staff in an emergency, via telephones located around school;
- staff to have meetings with parents in offices located near to the admin office;
- All staff must wear a Identification Badge, unless uniform polo shirt is being worn
- all staff must challenge visitors who are not wearing a visitors badge;

Hardware

- push button combination locks operate on the main entrances to school;
- all external doors to be kept closed. (Doors can be opened internally but not externally);
- all rooms containing equipment that may pose a risk to be kept locked – Site room, I.T. server room, Resource cupboards, school kitchen and rooms containing cleaning equipment;
- all windows to be secured. They do not open fully.

3.2 Visitors into school

Any planned visitors must be reported to C Wheatley in the office for system updates.

All visitors sign in using our online system and DBS checks are made by the office. A photo id is issued on sign in and these can be used to sign out.

All visitors must sign in, be issued with a visitors pass (stickers held in reception) and be asked to wait in reception until a member of staff collects them. Staff must remain with the visitor at all times if they do not have a valid DBS. They must enter via the office and not other school door.

3.3 Parents/Parent Volunteers/Governors

Governors and regular parent volunteers will have a DBS. Check the visitor is in the diary and if they have had the validity of their DBS checked. (Very important). If valid, escort them to the relevant staff member.

Parents visiting staff members who do not have a DBS check 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. Do not let them wander around school unescorted.

3.4 Supply Teachers

These need to have valid DBSs issued by their employer prior to their arrival.

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

Check the visitor into the system and check if they have had the validity of their DBS checked. (Very important) If not, this person cannot have access into school. Inform one of the office staff or the Headmaster or member of the Leadership team who will need to contact the supply agency.

They must be escorted to the relevant class.

3.5 Independent School Clubs

These visitors need to have valid DBSs.

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

All club teachers must sign in at main office. Check their DBS details are up to date.

If not, this person cannot have access into school. Inform one of the office staff or the Headmaster or member of the Leadership team who will need to contact the company.

They must be escorted to the relevant area.

3.6 Contractors

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

Check the visitor into the system and check their DBS details are up to date.

If not, this person cannot have access into school unless accompanied at all times by a member of the maintenance team. Inform one of the office staff or the Headmaster or member of the Leadership team who will need to contact the contractor.

If valid, escort the visitor to their relevant place of work, please inform the nearest staff member that they are working there.

3.7 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.

3.8 Outside School

- school gates to be kept locked out of school hours;
- all staff to challenge visitors on the school grounds during playtimes;

3.9 Security of Equipment

Security strategies

Inside School Building

- 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, tape recorder.
- Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated.
- Wherever possible valuable items will also not be left where visible from outside.
- The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Outside School Building

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

4. SECURITY DURING SCHOOL EVENTS.

4.1 Parents’ evening

- all CD’s, cameras 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.

4.2 Fundraising Events

- all rooms apart from those required to be locked;
- all CD's, cameras and personal belongings to be locked away;
- for outside events – football matches, Summer Fayre, internal doors by toilets to be locked so people have access to toilet facilities without having access to school building.

5. MONITORING AND REVIEW

The Headmaster will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body. Governors will monitor performance via the Headmaster's Report to Governors and when visiting school. This policy will be reviewed annually by the Estates Manager.

6. RISK ASSESSMENT

A security risk assessment will be completed annually by the Headmaster/ Estates Manager; the findings will be used in the review of this security policy.