

Wilton & Barford Primary School

School Security Policy

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.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the LA, Governing Body and Headteacher.

Role of the LEA

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.

Role of the Governing Body

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

At Wilton & Barford Primary School the "Finance and Premises Sub-Committee" of the Governing Body monitor the policy on a termly basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Finance Sub-Committee for discussion.

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;
- there are termly risk assessments conducted by the Headteacher and SBM;
- in addition routine security checks are carried out on an on-going basis by the HT and SBM;
- termly reports are made to the Finance and Premises Sub-Committee of the Governing Body and, where necessary, the LA;
- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- Staff based in school are the only staff to know the combination of the door lock;
- staff to contact the School Office or senior staff in an emergency
- all staff must challenge visitors who are not wearing a visitors badge:
- all staff wear school identity badge

Visitors

- all visitors, including contractors, to come to main office entrance, report to School office, sign in the visitors book and wear a visitors badge;
- all parents to make an appointment to meet with a member of staff. To follow the same procedure as above;
- contractors reporting to Nursery entrance must report to School Office, sign in and wear a visitor's badge;
- parents to be reminded of our security strategies on a regular basis through Newsletters written by the Headteacher;

All visitors on courses must:

- sign in at the School Office and wear a visitor's badge;
- follow the School's specified route to and from the training room, ensuring they exit via the School Office;
- all staff must ensure that the people trying to gain entry to the School should enter via the **School Office**. They should not gain entry through the car park door;

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

Outside School

- school gates to be kept locked out of school hours;
- school gates to be kept closed and bolted during school hours;
- children must not play in areas marked as out of bounds - by the school gates and by the school sheds;
- all staff to challenge visitors on the school grounds during playtimes;
- for school netball and football matches, the internal door must be locked so that access can be gained to the girls' toilets without need to enter the main building.

Security of Equipment

Security strategies

Inside School Building

- all expensive, portable equipment to be marked as belonging to the School;
- all valuable and recognisable equipment to be photographed;
- 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;

Outside School Building

- scaleable walls and drain pipes to be coated with anti-climb paint and inspected termly;
- security fencing to the front and side of the school to prevent intrusion.

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

Parents' evening

- all rooms apart from classrooms to be locked;
- staff to meet with parents in the Hall.

Fundraising Events

- all rooms apart from those required to be locked;
- 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.

Monitoring of strategies

- informally through verbal reports from staff and visitors;
- formally through weekly Premises meetings, termly "Finance and Premises Sub-Committee" and Full Governing Body meetings.

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

REVIEW

This policy will be reviewed annually and amended as necessary.

Date of this policy:

CHILD PROTECTION STATEMENT

At Wilton and Barford Primary School, we believe that every child has the right to be safe and therefore to be cared for in a way that ensures her/his safety and meets her/his individual needs. We recognise that all children need protection at all times from anything or anyone that may cause them harm and work together following the Child Protection Policy to ensure this. We respect all members of the school's community and treat information with confidentiality.