

# ALDINGBOURNE PRIMARY SCHOOL SECURITY POLICY

## Document Change History.

Version no	Date	Change made by	Brief details of change
1.0	22.10.2008		<i>New policy created</i>
1.1	11.10.17	Bursar	Security Officer name change
1.2	09.10.19	Bursar	Premises Officer name change
1.3	27.11.19	Bursar	Document Change History added –footer added
1.4	19.10.2023	Bursar	Chair of Governors name amended
1.5			
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1.11			
1.12			

## Document Review History.

Review Date	Reviewed by	Comments
12.10.16	<i>Premises Committee</i>	<i>No changes to document</i>
11.10.17	Premises Committee	Security Officer name change
10.10.18	Premises Committee	No changes to document
09.10.19	Premises Committee	Premises Officer Name change
07.10.20	Premises Committee	No changes to document
13.10.21	Premises committee	The words “and locked” removed from point 1 on page 4. Footer updated. C of G name amended
12.10.22	Premises Committee	Reviewed and approved with no changes
18.10.23	Premises and Finance Committee	Reviewed and approved with C of G name amended

## **AIMS AND PURPOSE OF A SECURITY POLICY**

- ❖ To ensure the safety of every pupil, member of the school staff and visitors.
- ❖ To protect the school buildings and contents.
- ❖ To reduce the risk of violence
- ❖ To improve security on the school site.
- ❖ To inform the reader about working practices, training and reporting and recording systems relating to security at Aldingbourne School.
- ❖ To define peoples roles and responsibilities in relation to school security.

## **KEY SECURITY PERSONNEL**

Chair of Governors:	Mrs Jill Wilson
Headteacher:	Miss Liz Webster
Security Officer:	Miss Liz Webster
Premises Officer:	Mr Phil Preece
Main Office:	Mrs Suzie Higgs

## **Duties of Governing Body**

The governing Body will:

- ❖ Agree and review annually the security plan for the school
- ❖ Ensure there are clear links where appropriate between security issues and the school SDP
- ❖ Ensure any advice and guidance is disseminated to all staff
- ❖ Be responsible for the overall implementation of the security policy
- ❖ Consider and act upon the recommendations of the Headteacher and the Security Officer by including security issues on the agenda at premises committee meetings.

- ❖ Include general information about school security in the annual report to parents.

## **Duties of Headteacher**

- ❖ Day to day management of all security matters in the school.
- ❖ Appoint a member of staff to act as security officer.
- ❖ Ensure that all LEA security issues are dealt with effectively and in the best interest of the school.
- ❖ Liaise regularly with the Governing Body about any security issues.
- ❖ Ensure parents are well informed about security arrangements and the reasons for such.
- ❖ Ensure all risk assessments are carried out and reviewed as necessary.
- ❖ To identify training needs within the school and ensure that the appropriate action is carried out.

## **Duties of Security Officer**

- ❖ Assist the Headteacher with the day to day implementation of the security policy
- ❖ Review termly the security arrangements within the school
- ❖ Ensure that the security incident log is termly monitored and any incidents are recorded and acted upon immediately.
- ❖ Co-ordinate the risk assessment process with all members of staff
- ❖ Ensure all staff is informed about the school security and emergency arrangements.
- ❖ To ensure that an annual security risk assessment is carried out.
- ❖ To update and maintain the school security folder(this will be kept in the main office)

## **Duties of the Premises Officer**

- ❖ To ensure that all doors and windows are shut and secure at the end of the working day unless otherwise arranged.

- ❖ To ensure that the intruder alarm is set at the end of the working day unless staff are working late.
- ❖ To ensure that main access points vehicular and pedestrian points are opened by 7.30am and shut by 6.00pm unless staff are working late.
- ❖ To ensure that no items of equipment are left outside at night
- ❖ To ensure that defects in external lighting and security cameras are reported to the Headteacher and dealt with immediately.
- ❖ Security cameras are checked daily and tapes changed monthly. Lighting is annually checked by contractors and half termly checked by the Premises Officer
- ❖ To regularly attend premises committee meetings
- ❖ To meet regularly with the Headteacher and security officer to discuss any security issues.

## **Duties of all Staff**

- ❖ All staff will follow guidance contained in the security policy
- ❖ All staff should report any concerns with regard to security to the security officer
- ❖ All staff should make parent helpers aware of security arrangements in the school and check they are wearing a visitors badge
- ❖ All staff should question any visitors to the site who are not wearing a visitors badge in a polite manner
- ❖ All staff should ensure that when approaching an unauthorised visitor two members of staff should be involved. If staff have serious doubts concerning a visitor they must inform the Headteacher immediately.
- ❖

## **SCHOOL SECURITY ARRANGEMENTS**

### **Visitors to Aldingbourne School**

- ❖ Access into the school building via the main entrance will be controlled and supervised by the main reception staff
- ❖ A record of all visitors to the school (with the exception of the beginning and end of the school day) will be kept in the main reception

- ❖ All visitors should wear an official visitors ID badge

## **Lone Working**

- ❖ All staff working alone late or at weekends must make themselves aware of the essential contact numbers.
- ❖ Inform family / friend of intentions to work late and expected time of completion. If possible inform family/friend when you leave.
- ❖ Staff must always lock external doors to buildings to prevent unauthorised access to the building
- ❖ Confirm with the premises officer requirements for securing the building and setting the school alarm
- ❖ Personal Alarms are available for staff who are working alone in school.

## **Interview Procedures**

- ❖ Consideration must be given to the risk posed during interviews with parents /guardians. Any interviews where there is potential for conflict (physical or verbal) must be carried out in the Headteachers office and two members of staff should be present. A personal panic alarm will be kept in the Headteachers office and should be used when necessary.
- ❖ Under no circumstances should the Headteacher or any member of staff see more than one child's parents at a time.

## **Incident / Reporting / Recording**

- ❖ A security incident log is held in the main reception. Any security incident must be recorded in the log and reported to the Headteacher/ Security Officer/ Premises officer.

## **Risk Assessment**

- ❖ Risk assessments will be undertaken at least once a year to identify any hazards and the appropriate measures will be taken
- ❖ The Security Officer will be responsible for co-ordinating the necessary risk assessment

- ❖ A risk management security analysis will be undertaken on an annual basis and the appropriate action will be taken.

## **Information for pupils and parents**

- ❖ Good security will involve the commitment and cooperation of all persons who use the school site. Pupils and parents should feel part of this process
- ❖ Pupils should be informed regularly on the arrangements as they affect them by their class teacher.
- ❖ New parent helpers should be given a parent helper leaflet which informs them of security procedures

## **Cash Handling**

- ❖ The school bursar is responsible for cash handling
- ❖ Small amounts of money should be sent to the main reception where it will be held in a secure lockable drawer
- ❖ All other sums of cash will be locked in the school safe until banking
- ❖ Large amounts of cash should not be allowed to accumulate in the safe or remain on the premises over holiday periods
- ❖ Be sensible and safe when banking money

## **EMERGENCY PROCEDURES**

- ❖ Pupils are not to confront / challenge strangers in school but report the situation to a member of staff immediately
- ❖ The level of staff response to an incident will depend upon the seriousness of the situation and risks involved
- ❖ Staff should not challenge any person unless safe to do so
- ❖ Staff who have serious doubts concerning a visitor / intruder or believe a violent act / damage may be committed should not challenge the person but inform the Headteacher and security officer immediately.
- ❖ If approached by a person who appears violent staff should move away to safety
- ❖ Staff should not attempt to detain or remove an intruder from the premises using force

- ❖ If it is considered an intruder is about to enter the premises and commit a violent act the Lockdown Policy will come into effect. The POLICE should be called immediately. Any blinds or curtains should be drawn if considered necessary.
- ❖ The school will develop and maintain good links with the local police and crime prevention officer and seek advice as considered necessary.

## **SECURITY CONTACTS**

An up to date list of contact numbers for every member of staff will be distributed to all staff.

A copy will also be kept in the main reception

## **MONITORING AND REVIEWING OF POLICY**

The Premises Committee will review the arrangements in this policy annually or whenever significant changes occur.

Last Review October 2023 Next review October 2024