# FURZE PLATT JUNIOR SCHOOL SECURITY POLICY

## School security POLICY

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SCHOOL SECURITY POLICY AND PROCEDURES

1. Introduction
This policy intends to promote an approach to school security which is neither complacent nor over-reactive. The school recognises and respects its obligations to ensure the safety and security of all pupils, staff and visitors to the school.

There are two main considerations to be addressed by the school’s security policy:

- The safety of people (children and adults)
- The security of the building and its contents.

Security involves everyone concerned with the school. It is acknowledged that contravention of this policy by members of school staff could constitute a disciplinary offence.

2. Roles and responsibilities

2.1 Governing body
2.11 Delegate implementation of this policy to the headteacher.
2.12 Regularly review this policy
2.13 Consider school security regularly through the Resources Committee.
2.14 Determine action plans as necessary and allocate expenditure as required.
2.15 Monitor effectiveness of the school policy.

2.2. Headteacher
2.21 Responsible for full implementation of this policy.
2.22 Ensure that staff understand this policy and their own responsibilities.
2.23 Identify and review staff training needs.
2.24 Inform parents of the policy and encourage their support.
2.25 Report to the Governing Body as required.
2.26 Responding to security incidents as and when they occur.
2.27 Liaise with police and other appropriate agencies to ensure that school security is as effective as possible.

2.3 School Business Manager
2.31 Completion of inventories.
2.32 Completion of insurance claims and incident forms.
2.33 Management of cash handling.
2.34 Control of visitors to the school.
2.4 Site Manager
2.41 Daily security checks of the school site and buildings.
2.42 Scheduled security surveys and risk assessments.
2.43 Responding to security incidents as and when they occur.
2.44 Reporting all crime and losses to police.
2.45 Providing insurance claim information to the School Business Manager.
2.46 Securing the school site at the end of the school day.
2.47 Managing contractors on site.

2.5 School staff
2.51 Protecting pupils from hazards, assault and other dangers.
2.52 Safeguarding property.
2.53 Be security conscious at all times and comply with the requirements of this policy.
2.54 Help the pupils to be security conscious.
2.55 At the allocated times supervise pupils on the school playground, field and other external areas.
2.56 Report security weaknesses/near misses/damage to the headteacher.
2.57 Challenge visitors who are not wearing a visitor badge.
2.58 Securing their own teaching area when vacating by closing windows and doors and switching off lights and electrical appliances.

2.6 Pupils
2.61 To be fully aware of the school’s security procedures and how they can help implement them.
2.62 Report all strangers and intruders immediately to the nearest member of staff.
2.63 Report any security weaknesses/near misses/damage to a member of staff.
3. Security procedures

3.1 Visitors
3.11 Visitors can only access the school via the front entrance which is clearly signposted from the school drive and car park.
3.12 Visitors have to wait in the reception area and read the school safeguarding notices.
3.13 Visitors are required to sign in and are issued with a visitor badge which must be worn at all times whilst in the school.
3.14 Visitors are accompanied/monitored whilst in the school.
3.15 Visitors must exit the school via the reception area where they will sign out and hand in their visitor badge.

3.2 Parents
3.21 Parents have access to the school playground between 8.35 and 8.50 to drop off children and between 3.12 and 3.30 to pick up children.
3.22 At all other times parents must follow the same rules as for visitors.
3.23 Parents that wish to collect children during the school day have to report to the reception area via the front entrance.
3.24 If children are not collected at 3.15 they are brought to the reception area where they will wait whilst staff contact parents.

3.3 Staff
3.31 Staff will always enter and exit the school building via the front entrance.
3.32 Staff will always wear a staff identity badge whilst on the school premises.
3.33 When supervising pupils outside staff will carry a walkie-talkie to remain in contact with each other and the school office.

3.4 Unauthorised visitors
3.41 Any visitors that have gained access without signing in should be treated as an intruder.
3.42 Pupils should not approach an intruder but they must immediately inform a member of staff of the intruder’s presence.
3.44 Members of staff approaching anyone believed to be on site without legitimate reason should:
   - Approach whenever possible with a colleague.
   - Be polite and assertive but avoid aggressive gestures/language.
   - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
   - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual and pass to the headteacher.
   - Notify the Head Teacher immediately who will take appropriate action.
3.5 Aggressive Behaviour by Adults
3.51 Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:
- Immediately alert a member of staff.
- The additional member of staff should remain with the victim.
- The Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The Head Teacher will investigate the incident and decide what further action is required. This could include prohibiting the assailant from the school site without invitation for a fixed period.

3.6 Contractors
3.61 All contractors are expected to commit to the school’s security requirements and agree to, before their work commences, the following:
- Signing in and out rules.
- Segregation of work areas.
- Erection and maintenance of fencing.
- Control of waste material and its removal from site at the end of each working day and/or on completion of work.
- Management of tools, equipment, access equipment, chemicals etc. that could be accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended.
- Vehicle access/parking arrangements.

3.7 Premises
3.71 Access to the school buildings is controlled by the following:
- There is just one point of entry (Front Entrance) during the school day.
- Fire doors are for emergency use only and are kept closed during the school day. They must never be propped open in hot weather.
- Signage makes it clear that during the school day all visitors and parents must report to reception via the front entrance.
- The playground is fenced and gates locked between the hours of 9.00 am and 3.12 pm.
- Keys are only issued to the Site Controller, the Headteacher, the School Business Manager and the Deputy headteacher.