Waverley Primary

School Security Policy

Waverley Primary School was built in 1990, bounded by public pavements housing and fields with fencing along the boundary of our school site. Our aim is to provide a safe and secure environment for our pupils, staff and visitors. People come first and the safety of children and staff are of paramount importance. Our Security Statement 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 Local Authority

The main role of the LA is to provide advice for security and access 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 Statement and monitoring its implementation.

The Governing Body monitors the security of the site on a termly basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Finance and Staffing Sub-Committee for discussion.

Role of the Headteacher

The Headteacher is responsible for implementing the Security Statement 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 is given as necessary;
- parents are informed about security, consulted and encouraged to help;
- children are instructed by all staff to NEVER open the door to visitors;
- the school uses the agreed risk assessments of the LA and has yearly meetings with LA Health & Safety Officer;
- there are weekly risk assessments conducted by the Headteacher and Site Manager;
- EYFS carry out daily risk assessments
- additional routine security checks are carried out on an on-going basis by the Site Manager;
- yearly reports are made 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 with swipe entry fobs.
- Staff meet with parents in the school yard at the start or end of the day or for more formal meetings, outside normal parents meetings, in their classroom.
- All staff, including lunchtime staff, must challenge visitors who are not wearing a visitors badge and direct them to the School Office.
- During fire evacuations visitors signed in the visitor’s book will be checked and accounted for by the admin staff.

Visitors

- All visitors, including contractors, must first report to the School Office, sign in the visitors’ book and wear a visitor’s badge.
- On leaving, all visitors, including contractors, must sign out in the visitors’ book.
- Parents wishing to meet with a member of staff must make an appointment and follow the same procedure as above.
- All other services (LA teams, school health etc) based in the School must sign in by the School Office.
- Parents will be reminded of our security strategies on a regular basis through the School Newsletters.

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 people trying to gain entry to the School, enter via the main gate and report to the School Office.

Hardware

- Swipe fobs locks operate on the main entrances to school.
- All external doors will be kept closed. (Doors can be opened internally but not externally).
Outside School

- Children must play in designated areas.
- All staff will challenge visitors on the school grounds during playtimes.
- When children go swimming or go on trips and visits the relevant risk assessment procedures must be followed.
- Dogs, other than guide dogs, are prohibited from the school premises, including the yard.
- Vehicles are not permitted on school premises when children are arriving or leaving the school grounds.

- **Security of Equipment**

Security strategies

Inside School Building

- All expensive, portable equipment will be marked as belonging to the School.
- The caretaker will ensure that the intruder alarm system is in operation when the school is closed.
- Children should not carry mobile phones or other electronic equipment. If they need to be brought into school then they are to be securely stored during the day and returned to the child at the end of the school day.

**Monitoring of Strategies**

These strategies will be monitored

- informally through verbal reports from staff, parents and visitors;
- formally through weekly meetings with the site manager, and Whole Governing Body meetings.

All staff take shared responsibility in ensuring the security strategies are implemented.

Date: 6th Jan 2011

Review: 12/10/2016