



**St Peter & St Paul**  
CofE Primary School

# Site Security Policy

## 2019 - 2021

(This policy has been drafted having regard for the school's Christian ethos.)

	Date	Signed
Agreed by Staff:	October 2019	Mr Steve Ginn Head Teacher
Agreed by Governors:	October 2019	Mrs N Ford Chair of Governors
Lead:	Finance & Resources Committee	
Review date:	October 2021	

### Our School Mission Statement

We see it as our mission to grow the whole child - intellectually, emotionally, physically, socially and spiritually. To provide them, within a Christian environment, with every learning opportunity possible and to empower them to be the leaders of tomorrow.

# SITE SECURITY POLICY

## **Rationale**

The Head Teacher and Governing Body recognises the need to provide a safe and secure environment for our pupils, staff and visitors.

## **Aim**

Our Site Security Policy aims to ensure that we have effective procedures in place to enable us to achieve this safe and secure environment.

## **Roles and responsibilities**

### *Management Responsibility*

School site security is the shared responsibility of the Head Teacher and the Board of Governors (the Governors).

### *Role of the Governors*

The Governors are responsible for formulating the Site Security Policy and monitoring its implementation.

The Finance & Resources Committee monitor the policy on a term by term basis. Any key issues that arise are taken to the full Governors for discussion.

### *Role of the Head Teacher*

The Head Teacher will be responsible for implementing the Site Security Policy agreed by the Governors.

The Head Teacher will ensure:

- The staff appreciate the importance of site security and understand the school's policy and their responsibilities.
- Staff training needs are kept under review and training provided as necessary.
- Parents are informed of the site security policy and encouraged to help.
- Formal risk assessments are conducted by an outside body and updated on a regular basis. The last risk assessment was carried out in October 2018 and will be updated October 2020.
- There are annual risk assessments conducted by the Head Teacher, Chair of Finance & Resources, and the Caretaker.
- In addition routine security checks are carried out on an on-going basis by the Caretaker.
- Timely reports are made to the Finance & Resources Sub-Committee of the Governors.
- The Head Teacher's newsletter to parents will include a statement on school security.
- All crimes are reported to the Police.

## **Security of Pupils, Staff and Visitors**

### Staff:

- Staff based in school are the only staff to know the combination of the external door lock.
- Staff to contact the office or senior staff in an emergency.
- All staff must challenge visitors who are not wearing a visitor's badge.

### Visitors:

- All visitors, including contractors, to come to the main school entrance, report to School Secretary, sign in the visitors' book and wear a visitor's badge.
- All parents to make an appointment to meet with a member of staff and follow the same procedure as above.
- All other services based in the School must sign in at the office.
- All staff must ensure that the people trying to gain entry to the School should enter via the main entrance. They should not gain entry through the staff entrance or kitchen.

### Hardware:

- A push button combination lock and security pass lock operate on the main entrances to school.
- All external doors including Reception, Nursery Block, Guildhall ground floor and stairs, and blue fire exit doors adjacent to lower toilets 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 - caretaker's room, school kitchen and rooms containing cleaning equipment.
- All upstairs windows to be secured. They do not open fully.

### Outside School:

- School doors and gate 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.
- All staff to challenge visitors on the school grounds during playtimes.

## **Security of Equipment:**

### Inside School Building

- All expensive, portable equipment to be marked as belonging to the School.
- All valuable and recognisable equipment to be photographed.
- The 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.
- All personal belongings to be stored securely.

Outside School Building

- Security fencing to the sides and back of the school to prevent intrusion.

Whole School Events

To ensure the security of staff, visitors, pupils and equipment:

- For outside events - sports day, football matches, fairs, etc. access to the school building will be secured. Permission will be sought for access to toilet facilities.
- For internal events, movement of visitors will be restricted to the areas being used.

**Monitoring**

- Informally through verbal reports from staff and visitors.
- Formally through regular Finance & Resources Committee and full Governors meetings.
- All staff to take shared responsibility to ensure the security strategies are implemented.

**Period of Review:**

The Site Security Policy will be reviewed every two years.

**Signed on behalf of the Governing Body:**

\_\_\_\_\_ **Chair of Governors**

**Signed on behalf of the School:**

\_\_\_\_\_ **Head Teacher**

**Date:** \_\_\_\_\_

## Document History

<b>Version</b>	<b>Date</b>	<b>Comments</b>
Issue 1	October 2019	Policy drafted and approved.