



Sunnybrow Primary School Security Policy and Procedures

1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Sunnybrow Primary School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
 - By the health & safety governor monitoring performance on their special interest visits
 - Via the head teachers reports to governors
 - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

2.2 Head Teacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

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2.3 Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

| Security issue | Name | Specific Duties |
|---|-----------------------|--|
| Agreeing and reviewing the school security policy | Personnel committee | <ul style="list-style-type: none"> • Agree policy • Review every 12 months |
| Day to day implementation and management of policy. | Head Teacher | <ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements |
| Securing school entrance/exits as detailed in this policy | Caretaker | Lock gates 8.45am -3:00pm and 3.20am – 8:15am |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences). | Caretaker | Part of normal duties to check physical integrity of security devices. |
| Control of visitors | Admin staff | Issue badges |
| Control of contractors | School admin. manager | Check I.D. badges |
| Security of money etc | Admin staff | Store in safe in a locked cupboard |
| Security risk Assessment | Head Teacher | Review annually and inform govs of findings to use as part of policy review |

2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded in the H & S file.

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These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Sunnybrow Primary school has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

EXAMPLES -

- The main building has only single access entrance via reception desk. Only authorised visitors are allowed access after being met by the school secretary or other member of staff.
- All doors cannot be opened from the outside.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

EXAMPLES

- Playground area
- EYFS outdoor area

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

EXAMPLES

The access arrangements for the grounds are –

- School field – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Lunchtime – children use the school field at the discretion of the headteacher. This could be accessed by a person walking up to the school house. Always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.

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3.3 Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

EXAMPLE

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Any visitor, parent/ carer or volunteer in school without having had a DBS check will be accompanied by an authorised member of staff or volunteer who has had a DBS check at all times whilst on the premises.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

3.5 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

EXAMPLE

- Playground – Children are always supervised in this area and visitors challenged.

Times of the day when supervision is part of our safeguarding procedures –

EXAMPLE

- Start of school day – School gates are open between 8.00am to 8.30 for Breakfast club. Children are brought to Breakfast club by a parent and a member of staff supervisors.
- Gates re-open at 8.45am-8.50am to allow parents to drop-off children. Gates are supervised by at least 1 member of staff. Parents are aware that gates close at 8.50am.
- Lunchtime – all parts of the school site without access control are supervised.

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Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – children are dropped off in school at 8:00 at the earliest, in time for Breakfast Club. They are brought to the playground entrance where they have access to the yard and then the hall, where Breakfast Club is held, only. They are then supervised in either the hall area or playground by staff members until it is time to go into school for 8.45am. Any child arriving after 8:50am has to use the front entrance and is given access into the school building by the school secretary.
- Collection procedures – EYFS & KS1 children exit the building via the Nursery entrance and handed over to a parent or known adult one at a time. No EYFS or KS1 child is permitted to leave the premises unless they are collected by a known adult. KS2 children leave by the KS2 cloakroom exit. They are escorted down to the main collection point by a member of staff and handed over to an adult. If permission is given, children from Year 3 can walk home by themselves.
- Non-collection - In the event that a child is not collected by an authorised adult at the end of a session, Sunnybrow Primary School puts into practice agreed procedures. These ensure the child is cared for safely by an experienced and qualified practitioner who is known to the child. (See attached policy for non-collection of children).

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

EXAMPLE

NA

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them if they do not have their own from the organisation/company.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.8 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

3.9 Physical security measures

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The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

EXAMPLES

The side gates to access the yard are padlocked between 9:00 am and 3:10 pm. They are unlocked between 8:00 and 9:00 and again 3:00 – 3:30 to allow dropping off and picking up of children. All other gates to the yard (car park and field access) are locked unless access is required.

3.11 CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. There are 7 CCTV cameras around the exterior of the building and they cover most doors.

3.12 Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.13 Valuable equipment

All items above the value of £100 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

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3.14 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. They must have a prescription label visible. These containers will be locked in the schools medicine cabinet in the staff room or in the fridge if this is a requirement of the medication. The key is available from office staff.

Arrangements for the administration of medicines are detailed in the medication in school policy.

4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Personnel committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by the Headteacher.

| | |
|-----------------------|-----------------------|
| Signed - Governor | Signed - Headteacher |
| Date - | Date - |
| Review completed by - | Review Completed by - |
| Date - | Date - |