

St Joseph's Catholic Primary School

Security Policy



Written September 2015



SECURITY POLICY

STATEMENT

This school will ensure, so far, as is reasonably practicable, that employees, pupils and other non-employers are protected from risks to their Health and Safety.

Measures will be adopted to protect persons in lone working; from intruders; visitors and general security arrangements.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day to day responsibility is the Headteacher.

ORGANISATION

The following personnel have responsibilities for ensuring the security of the school building:

Security Issues	Specific Duties
Perimeter fencing, access routes	<ul style="list-style-type: none">• To lock and unlock perimeter gates before and after school sessions
Securing school entrance/exits	<ul style="list-style-type: none">• Ensure all visitors are legitimately on school premises• Monitor assess and egress by visitors
Control of visitors	<ul style="list-style-type: none">• One entrance C.C.T. electrical lock controlled• All visitors to report to office - clearly signposted
Control of contractors	<ul style="list-style-type: none">• To liaise with contractors on site• Ensure health and safety issues are dealt with
Security of money etc	<ul style="list-style-type: none">• To bank monies at appropriate time• Ensure financial procedures are adhered to
Emergency procedures (fire, first aid, accidents)	<ul style="list-style-type: none">• To ensure compliance to fire regulations• Ensure regular fire practices are carried out
Security risk Assessment	<ul style="list-style-type: none">• Weekly fire alarm testing• Yearly health and safety "walk" to identify issues• Review out of school visits on risk Assessments

The school discusses security regularly at several forums:

Staff meetings -weekly

Senior Staff meetings -weekly

Monday briefing meetings -weekly

Governors' meetings -termly



ARRANGEMENTS

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

INFORMATION AND COMMUNICATION

All staff are briefed on security arrangements and any alterations at the first Staff Development Day in the academic year.

Amendments arising are given to staff via weekly staff meetings.

General security arrangements are printed in the school's staff handbook.

Other important security arrangements are posted on the staff noticeboard.

Parents are regularly informed of security through school newsletters.

SUPERVISION

In normal circumstances, all children are directly supervised.

No children are permitted on the second floor at any time unsupervised.

No children are permitted on the first floor at lunchtimes unless directly supervised.

A school register of attendees is kept of all children at after-school clubs.

The school is purposely staffed with midday-supervisors in excess of the recommendations in the Rosetti agreement 1968.

All permanent staff must be cleared through the Disclosure and Barring Service.

Long term temporary staff must be risk assessed by the Headteacher in the first instance followed by DBS clearance.

Short term temporary staff must be risk assessed and must work under the direct supervision of permanent staff.

VISITORS

All visitors must enter through the school's main entrance and report to the school office to state their business.

Visitors wishing to move beyond the school office must sign in and out using the visitors' book.

Nursery/Reception parents are required to inform the class teacher of the name and relationship of any adult authorised to collect children.

No visitors, unless authorised may remove school property.



CONTROLLED ACCESS AND EGRESS

During the school day all external doors are locked and access/egress is via the main door only.

This entrance is electronically locked and can only be opened with a fob or internally.

A camera and intercom system covers this area.

Children are instructed not to operate the main door for visitors.

The Nursery gate is opened at the beginning and end of session and locked directly afterward.

No external door is key locked during the school day.

PHYSICAL SECURITY MEASURES

The school has a locran security fence covering the perimeter.

Additional fencing encloses the kitchen and boiler house area.

Perimeter trespass signs are in place.

Staff will challenge unidentified persons on the premises.

Staff and Visitors are to wear identification at all times

CASH HANDLING

All cash is kept in the two school safes.

Cash is collected twice weekly by Metro security.

Banked money is taken by two staff at irregular intervals.

Staff are advised to hand in all collected monies to the school office.

VALUABLE EQUIPMENT

All valuable stock, especially ICT is visibly marked with Wirral L.E.A. inscription.

All valuable stock is marked with SMARTWATER, which permanently marks the goods with a chemical code unique to St Joseph's School.

All stock over £750 in value has been registered with the Education Building Inspectorate.

A full inventory of I.C.T. hardware is kept on file.

Staff are instructed to ensure all valuable items are stored away at night.

PERSONAL PROPERTY

Wirral Education Authority disclaimers are positioned at each school entrance.

Staff are clearly informed that they are responsible for personal property brought onto school premises. It must not be left unattended.

Lockers are provided for use by staff members and they are strongly advised to make use of these.

The school prospectus sets out advice to parents not to allow children to bring any valuable items into school, e.g. jewellery, mobiles, cash, other than that which is essential.



LONE WORKERS

In the event of lone working in part of the school, the caretaker keeps the school mobile on his person.

RISK ASSESSMENT

A risk assessment of security is carried out by the Headteacher and caretaker termly. Recommendations are taken to the Buildings Committee on the Governing Body for action. This policy will be reviewed and updated, annually, by the Headteacher.