St. Patricks R.C Primary, Dipton

Security Policy and Procedures

Revision History					
Name	**Ver**	**Reason for change**	**Status**	**Date**	**Review Date**
Mrs J Burgess Mrs C Charlton Resources Committee	1.3	Updates	Definitive	Feb 2019	Feb 2021
Mrs J Burgess	1.2	Updates	Definitive	22/9/17	Annual
Mr M Shiels	1.1	Following review with Head Teacher	Definitive	03/10/14	
Mr M Shiels	1.0	Accepted onto Master Policy List	Definitive	27/03/14	
Mr M Shiels	0.1	Initial draft for review, combining several previous documents into one	Draft	13/01/14	

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1   Purpose

This document is a statement of the aims, principles and security strategies in St. Patrick's R.C. Primary School, Dipton.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to St. Patrick's 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;
- Via the Head Teacher's reports to governors;
- By all governors observing its implementation whenever 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.

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	Resources	Agree policy Review every 12 months
Day to day implementation and management of policy.	Head Teacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Staff	Entrance gate to be locked during playtimes and lunchtimes and whenever children are using outdoor areas.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads and fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	See separate document: "Health and Safety Policy"
Control of contractors	Admin staff	See separate document: "Health and Safety Policy"
Security of money, etc.	Admin staff	See separate document: "Handling & Transportation of Cash Policy (Schools and Small Establishments)"
Security risk Assessment	Resources	Annual review of security, e.g., in conjunction with general health & safety inspection

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. A sign in system operates for all staff and visitors.

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. St Patrick's school has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

3.3 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:

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom.
- All staff have a personal key-card to provide access via front door
- During playtimes, lunchtimes and outdoor learning the gate outside the main entrance is locked. All members of staff have a key

3.4 Grounds

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

- Gate to playing fields is locked
- Playground entrance is locked during playtimes and lunchtime.

The school field is accessible by the public but the risk is controlled by supervision arrangements. For both PE and lunchtime play, children are always under staff supervision.

3.5 Early Years Outside Area

As pupils require access to the outside area at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence. Gates are locked and children are always under supervision.

3.6 Supervision of pupils

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

Locations where supervision is part of our safeguarding procedures:

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

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

- Start of school day – as all the gates are open to allow access this area is supervised from 8.45am to 9.00am. Parents have been informed of these arrangements and that supervision does not start till 8.45am.
- Playtimes and lunchtimes - Staff supervise the playground and the main entrance area

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

- Drop off procedures – Children are allowed into the school building from 8:45am. Register are taken at 8:55am.
- Collection procedures – Children in Foundation Stage KS1 leave school at 3.10pm and are handed over to parents/carers by members of staff.   At 3.15pm all remaining children are supervised by members of staff until collected by parents/carers at the main gate. Parents wishing to make other arrangements to meet older children, e.g., off site should agree this with the school in advance through completed form.

- After school clubs – children must be collected by parent/carer from the main entrance.

3.7 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:

- Breakfast Club – The breakfast club is run by school and all members of staff are familiar with security arrangements. Breakfast Club opens at 8.00 am and a member of staff welcomes children entering the building.
- Community use – No community groups access the building during school time, unless by arrangement with school as part of a supervised school activity.

3.8 Lone Workers

Our school has Lone Working Risk Assessments, using County Durham template, for staff where there is a security risk due to the need to work alone. This is reviewed yearly.

3.9 Physical security measures

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.
- Advice from Durham County Council

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 Cash Handling

School now operates ParentPay and cash on site is very limited. Cash handling will be conducted according to the published Durham County procedures for "Handling & Transportation of Cash Policy (Schools and Small Establishments)" – see separate document.

3.11 Valuable equipment

The school will keep an electronic stock record of all valuable equipment.

Portable equipment of high value will not be left unattended where there is public access. Wherever possible, valuable items will be locked away and will 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.

3.12 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property. School is looking into purchasing staff lockers.

Lost property should be handed in to the school office. Reasonable steps will be taken to re-unite the property with its owner, after which it may be disposed of.