

Bournmoor Primary School

School Security Policy and Procedures

Date for Review:	October 2027
Headteacher:	Mrs L A Snowdon
Chair of Governors:	Mrs L Carr

1. **Policy statement**
    - The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Bournmoor 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:

<u>Governors</u>

- 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.

<u>Headteacher</u>

- 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.

<u>Staff</u>

- 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	Finance and Buildings committee	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	Caretaker	Lock gates 9.15am and 3.30pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, fences)	Caretaker	Part of normal duties to check physical integrity of security devices
Control of visitors	Admin staff	Issue badges ensuring they sign into visitors' book
Control of contractors	Admin officer or Caretaker	Ensure they sign in and issue badges
Security of money etc	Admin staff	Keep in locked filing cabinet and bank regularly
Security risk	Head Teacher	Assessment Review annually and inform governors of findings to use as part of policy review

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:

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 on the employees training profiles. Records of which are kept in the school's Risk Register. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's 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.

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. Bournmoor 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 –

- The main building has a porch access entrance to visitors and parents via reception desk. Only authorised visitors allowed access via ringing bell on wall outside.
- All doors except main entrance cannot be opened from the outside.

Grounds

The following parts of the school have been secured by means of physical restrictions, such as fencing.

- Rear playground mixture of hawthorn hedge and 6ft fence
- Main field has 6ft fence preventing visitors accessing the area
- The 6ft fence prevents children accessing the car park

The access arrangements for the grounds are –

- School field – access to school field for PE – always under control of staff and within school fence. Staff would professionally challenge any person not wearing a school visitor badge.

Lunchtime -

- children use school field that has a metal fence preventing access from the authorised entrance. Pupils are always under control of staff and staff would professionally challenge any person not wearing a school visitor badge.

Playground –

- is secured by hawthorn hedge and 6ft fence on 3 sides. This area is only used under staff supervision at break and lunch and staff will challenge visitors.

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 which is 6ft 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.

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. 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 area or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- 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.

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 –
- Playground - is secured by hawthorn hedge and 6ft fence. This area is only used under staff supervision at break and lunch and staff will challenge visitors.

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 the playground is supervised 8.50am to 9.00am. Parents have been informed of these arrangements and that supervision does not start till 8.50am.
- Lunchtime –supervisory assistants ensure younger pupils move around school within an access-controlled area safely.

Our security arrangements also include the handover arrangements for the start and end of the school day:
Drop off procedures –
· Children enter the school gates between 8.50am and 9am
· A member of staff supervises
· Parents / carers of EYFS and KS1 children stay with their children until 9am
· Teachers collect children from the yard.

Wet / Inclement Weather –
· Children will be admitted in to the porches at 8.50 am
· A member of staff will supervise each porch
· Children will be required to sit down in the porch until 9 am

Collection procedures –
- Parents are allowed access to the yard from 3.05 pm
- Staff hand over Nursery, EYFS pupils and Year 1 and Year 2 from the KS1 gate
- All EYFS/KS1 children are handed over to a parent / carer
- Parents must inform the school of all adults who have permission to collect EYFS/KS1
- KS2 children are dismissed from their classrooms at 3.15 and are again released to a parent/carer who is on the data collection sheet.
- Only pupils in Year 6 (with signed authorisation from home) are allowed to walk home.
- Lists detailing who pupils can go home with are reviewed each year and maintained with up to date contacts when parents make any changes. All changes are made in writing.
- If pupils expect to be collected and there is no one there, they must remain with the member of staff/come back and tell a member of staff who will phone their parents.
- In an emergency, children will be taken to reception (or wait outside with a member of staff) and staff will contact parents / emergency contacts.
- Children going home for dinner are collected at Office and return in time for pm registration.
- Parents/carers sign children out/in.

After school clubs
- Children must be collected by an **adult** from the **main office**
- Member of staff will see children off premises.

Parents not arriving for child.
- List of phone numbers available in office. Member of staff will contact parent / carer.
- Child will be taken to the office.

Co-operation with third parties, extended services and community groups
Our school security arrangements have taken in to 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.

Kitchen - Access via separate entrance including for Chartwell's staff. Unlocked by caretaker at 8am closed at approximately 2pm. Access into locked school by unit manager when kitchen not in use via electronic roller shutter and the caretaker will lock and unlock on request.

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.
- 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.

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

Physical security measures
The governing body has considered the need to use physical measures such as fencing 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 in to 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.

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

- Main gate – Unlocked by the caretaker at 7.00am and locked again at end of school day. They remain locked all night and at weekend.
- Side pedestrian gate –unlocked by the caretaker 8.45am
- Rear pedestrian gate – Only unlocked by the caretaker 8:50am to 9:10am and 3:05pm to 3:30pm.
- They remain locked all night and at weekend.
- Main Building – All entrances closed at 9.00am and only opened at break and lunchtimes to allow access and egress to playgrounds.
- Infant Porch door remains closed after children have exited and is opened when children return with teacher.
- Junior Porch door, which is usable from yard, remains open throughout playtime to enable free access to toilets and water fountain.
- Infant and Junior porch doors – closed by staff at 9:00am

Cash Handling

- Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked.
- We are a 'cashless school' and parents use the Parent Pay system to pay on-line. Office staff are available to support parents to access this system.
- Staff to avoid handling cash in visible areas, any money requiring banking is done using our cash handling contractors, LOOMIS.

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 in to account the location and security arrangements for high value equipment, for example ICT equipment.

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.

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. These containers will be locked in the school's medicine cabinet in staff room or kept in the fridge. The key is available from Mrs Snowdon or Mr Seaton if required. Arrangements for the administration of medicines are detailed in the medication in school policy.

Risk Assessment
A security risk assessment will be completed annually by the Head Teacher. 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.

Monitoring and Review
The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance and buildings committee. Governors will monitor performance via the Head Teacher's termly report to governors and when visiting school.

This policy will be reviewed annually.