



Excellence for All

PREMISES AND SECURITY POLICY

Rationale

The main duty placed on the school is the need to provide a safe and secure environment for its students, staff and visitors and to have in place effective procedures to enable the school to achieve this. The school recognises that an effective security provision depends upon all members of staff being aware of security risks and safeguards throughout the school. This policy covers both the internal and external school premises and needs to be read alongside the Safeguarding Policy (there may be similar issues detailed regarding visitor access and the security of adults and children). The building and its contents require additional security measures.

Aims

- The school undertakes to provide adequate information, instruction, training and supervision to enable students, staff and visitors to work in a safe and secure environment.
- The Headteacher, with the assistance of the Senior Leadership Team and all other staff, will endeavour to implement this policy. The policy will include appropriate arrangements for consultation with staff (including provision of information received from the LA and other sources) and will encourage them to identify issues and suggest measures for improving performance.
- The school understands the need to seek expert advice, where necessary, in order to determine and reduce risks.

Guidelines

This policy identifies the responsibilities of the various groups of persons affected and the recommended procedures for areas of specific need or risk.

Responsibilities

The Headteacher

The Headteacher has overall responsibility for security and will be responsible for implementing this policy.

The Headteacher or her delegated/nominated representative will be responsible for ensuring that:-

- All staff appreciate the importance of security and understand the school's policy and their responsibilities.
- Staff training needs are kept under review and training is carried out as needed.
- Staff know they are to release children **only** to the care of individuals named by the parent.

- Children do not leave the premises unsupervised.
- Parents are informed of security issues and encouraged to adhere to any school security procedures.
- Formal risk assessments are conducted on an annual basis and as and when circumstances change, to ensure that security arrangements remain valid.
- Routine security checks are carried out on an on-going basis.
- The school reserves the right to call the police

All Staff

- All staff at the school are to take a shared responsibility to ensure the security strategies are implemented.
- All staff must challenge visitors who are not wearing visitor badges.

Visitors

- All visitors to the school must have appointments with specific members of staff, or they will not be allowed to enter the buildings.
- All visitors, including contractors, will be asked to sign the visitors' book indicating their arrival time or complete the electronic visitor system, and wear the visitor badge that is issued to them.
- The host will be responsible for the visitor's understanding of the school's health and safety and fire arrangements.
- When the visitor signs the visitor book, they are signing to state that they have understood and will adhere to the health and safety information provided during their visit.
- The visitor will wait in the seating area in the main lobby until they are collected by the member of staff they are meeting. When they have been collected by the member of staff, that member of staff is responsible for them during their time in the school and must ensure that their visitors sign out (including their departure time) and hand back their visitor badge when their business is concluded.
- Coaches/students of visiting teams, or parents visiting children by arrangement with the school, will still be required to sign in, but may have a sticker instead of a formal badge.
- It is particularly important, not only for security purposes, but also for fire safety purposes, that the School knows who is on site at any particular time.
- All visiting staff from other locations, SEN Therapists, etc., will follow the visitors' security procedure as stated above.

This procedure does not apply to visitors attending whole school events, where large volumes of people are on site and where parents/carers are with their children.

Security

Measures:

- All staff must challenge visitors who are not wearing visitor badges, whether they are in the building or in the school grounds.
- The doors from the reception into the heart of the school have security access systems requiring a staff badge with the correct permissions loaded. The central entrance door, used by secondary students and staff and the visiting hydrotherapy pool users, is open to all, however, the next two doors are protected by access controls requiring a badge to gain entry.
- Staff should discuss how teachers might respond should a classroom intrusion take place despite the best efforts of management to exclude all unwarranted trespass. It is possible that irate parents or members of the public may evade all internal security surveillance and may proceed directly to rooms, either to confront or perpetrate an assault on a member of staff or a child.

- If members of staff are faced with intrusion and threatened assault, the following guidelines may be informative as a basic strategy for reducing conflict, while at the same time recognising that no two situations are the same:
 - ❖ Consider the welfare of the children at all times and take whatever action you deem necessary to protect their welfare in any classroom incident.
 - ❖ If challenged by an intruder, try to inform a colleague in a nearby classroom of your situation, with a view to providing physical/verbal support, or calling appropriate assistance. Stay calm, try to keep the students calm and seek to diffuse the situation if you are able.
 - ❖ If you judge the situation to be serious, then considering removing children from your classroom to a more secure area within the school and then call for help.
 - ❖ If at any time you feel threatened, inform the Headteacher of your concerns.
 - ❖ Never dismiss out of hand a casual conversation or rumour, which may compromise your safety and that of your colleagues.
 - ❖ Be alert to the changes in the wider community impacting on security and to any recent events in local schools.

If parents wish their child to be collected by another adult, they must provide written confirmation of this to the Headteacher so that the relevant staff can be informed.

Security of Equipment and Personal Property:

Inside the school buildings:

- All expensive, portable equipment is to be marked as belonging to the school.
- This is the responsibility of designated members of staff at the school.
- All valuable and recognisable equipment should be photographed.
- The buildings are covered by intruder alarms. The intruder alarm systems are to be in operation when the school is closed.
- Members of staff are responsible for returning equipment to their designated secure location.
- Members of staff are not allowed to take school equipment home without the prior written permission of the Headteacher. If such permission has been granted for a specific duration/project, they are to ensure that they sign-out the equipment and leave a record with the appropriate line manager.

Personal Property:

- All students are discouraged from bringing unnecessary valuable equipment into the school.
- Any mislaid property found, will be kept in the school until claimed. Items not claimed will be disposed of after a period of three months.
- All claimed property must be signed for. The school will not be held responsible for the loss, theft or damage to property belonging to students, staff or visitors.

Monitoring of Security Strategies

- Informally through verbal reports from staff and visitors.
- The Operations Manager will review the internal security measures with the staff regularly and report any deficiencies to the Headteacher/ SLT.

Review of Procedure

This procedure shall be subject to review every three years and may be changed from time to time.

The Governing Board approved this policy on date: 14th March 2019



Signed:

Chair of Governors



Signed:

Headteacher

Security Checklist

Issue	Yes/No	Control measure/Comment	Date checked
Is the site overseen by neighbours?	Yes	Some natural screening by trees. Neighbours having some view may act as a deterrent for intruders	
Are the outbuildings secure?	Yes	Padlocks/ combination locks	
Is refuse secured away from the building?	Yes	Refuse bins in locked bin yards	
Are climbing aids such as ladders, goal posts, benches and tables secured?	Partly	Ladders are locked. Benches and tables are not secured	
Are there areas of the site that encourage unwanted trespassers and visitors?	Yes	The lay- by outside the lower gate. Unable to secure this area	
Is rubbish and other debris cleared regularly?	Yes	Site staff duty	
Do you know who holds keys to the premises?	Yes	Arena security Operations Manager Assistant Facilities Manager Caretaker Headteacher Stagecoach Splash School Water babies Rob Wallace hire Lifestyle Fitness hire Seriously Fun Swimming School Tim Madden – Berkshire health care Trust	
Are lettings events detailed anywhere for access during an emergency?	Yes	Timings and location on the lettings calendar Contact details need to be in the emergency file	
Are any changes to passwords, lock	Yes	Via the Operations Manager and the list is held in reception	

numbers, contact numbers communicated to key holders?			
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