

September 2015

Great Bardfield Primary School Security Policy

General Statement of Policy

This policy is part of, and should be read in conjunction with, the school Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below. The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every two years by the school governors.

2. Organisation

2.1 Governors

The school governors are responsible for:

- (a) ensuring that they are organised to exercise their responsibilities. This duty has been delegated to the Resources Committee;
- (b) arranging to consult and inform all staff about security;
- (c) resource allocation and approving training for security in consultation with the Headteacher;
- (d) arranging to monitor and review the policy, including the frequency and nature of reports from the Headteacher;
- (e) identifying their own training needs to enable them to understand their responsibility for managing security.

2.2 Headteacher

The Headteacher is responsible for:

- (a) ensuring that this policy works, is understood by all staff and is reviewed every two years;
- (b) ensuring that this policy is monitored as required by the Governing Body;
- (c) identifying training needs and arranging for training (see 3.3 below);
- (d) ensuring that regular routine security checks and annual/periodic survey/risk assessments take place;
- (e) raising awareness of pupils to security and personal safety issues (see 2.5 below);
- (f) developing and encouraging close links with others (see 2.4 below).

[2.3 Delegation of Responsibility

(a) *Senior Teacher/Health and Safety Officer*

The following are delegated by the Headteacher to : **Susan Aldred Deputy Headteacher**

In addition the responsible person(s) will:

- familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- ensure that advice, support and information is obtained from the Director of Education and in particular will seek advice from the Education Department's Health and Safety Unit;
- ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages;]

(b) *Individual Staff Members*

All staff members have a responsibility for ensuring

- the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
- that property is safeguarded;
- that they know when to contact the police;
- how to implement the school's emergency plan;
- their own actions do not expose themselves or colleagues to unacceptable risks

2.3 Involvement of Other Groups

The Headteacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

2.4 Pupils

The Headteacher is responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare and the safety of others in and out of school (eg swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug and health programme);
- the safe use of the accommodation (eg anti-bullying campaigns, school councils);
- the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

2.5 Information

The Headteacher will ensure that the following key documents are available to all staff;

- A copy of this policy
- Improving Security in Schools, Guide four in the Managing School Facilities services from the DfES 1996. ISBN 0-11-270916-8.
- The school policy on Health and Safety.
- A legal toolkit for schools DfES 2002 ISBN 1.84 185 7726
- Dealing with Troublemakers 1997 – DFEE and Home Office PP47D14/31050/1297/54
- Education Service Advisory Committee 'Violence to staff in the Education Sector HSC ISBN 0-11-88558-1.

3. Arrangements

3.1 Risk Assessment

The Headteacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) and the current one to be attached as part of this policy as Appendix 1. The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy as Appendix 2.

3.2 Incident Reporting

All security incidents should be reported to the Headteacher and recorded on the attached log (Appendix 3) which will be kept in the school office. A copy of this form should be sent to the Director of Education at his request and reported to the Governing Body. All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

In addition the Headteacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of Form PO20, Report of Violent, Aggressive or Threatening Behaviour.

3.3 Training

As part of his/her responsibility for training the Headteacher will ensure that opportunities will be provided for:

- (a) specific training on security issues within the school's overall development plan priorities; and
- (b) training of new staff including supply and temporary staff. This is a restatement of the commitment contained within the school's Health and Safety Policy.

3.4 Personal Security

The Headteacher and governors will review measures for combating violence to staff and pupils. They will include:

- (i) ensuring priority is given to personal security training;
- (ii) fully co-operate and notify all assaults to the police, including full cooperation with the police in the exercise of their legal powers;
- (iii) ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute;
- (iv) sending formal letters to people making threats or verbally abusing staff as appropriate;
- (v) fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the County Council Counselling Service;
- (vi) ensuring appropriate investigation of all incidents of violence that take place.

4. General

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

5. Local Security Practice

- 5.1 Registers to be marked at the beginning of the morning and afternoon session, as laid down by the LA and sent down to the office;
- 5.2 Visitors to school (including helpers in classrooms, temporary mealtime assistants, contractors) to enter via the main reception, to sign visitors book and wear visitors badges;
- 5.3 Any people on the premises not wearing badges to be challenged;
- 5.4 All external gates and doors to be secured outside of normal drop-off and pick-up times. It is important that we all maintain the levels of security at school: it is not one person's responsibility, but everyone's. With tragic happenings in mind, please be on the look-out for anything out of the ordinary.

6. Appendices

- Appendix 1 - Security Risk Assessment (see 3.1 above)
- Appendix 2 - Security Risk Action Plan (see 3.1 above)
- Appendix 3 - Security Incidents Log (see 3.2 above)

Policy Date: September 2015

Ratified by Governors: September 2015

To be reviewed: September 2017