



# Alexander Hosea Primary School

*'Roots to grow, wings to fly'*

## **Security Policy**

### **Rationale**

The security of children, staff and property is of utmost importance to the whole school community. All possible measures will be taken to ensure the safety of all its members.

### **Aims**

To take steps to ensure that Alexander Hosea Primary School provides a secure and safe working and learning environment for the whole school community.

To ensure that everyone in our community is aware of the need to keep school property and premises secure and are kept informed of precautions.

### **Roles and Responsibilities**

#### **General**

The school is considered to be in a low crime rate area.

The caretaker carries out regular security checks, however, it is the responsibility of everyone in the school to play their part in ensuring the safety and security measures outlined in this policy are implemented.

#### **Governors**

- The Finance and Staffing and Health, Safety, Welfare and Premises Committees deal with security matters in consultation with the Headteacher. It reviews and monitors the policy and responds to needs, ensuring a security risk assessment is in place and procedures are carried out as necessary. The caretaker also monitors security.
- Following Committee Meetings where security matters have been discussed, the Full Governing Body and staff will be informed of any suggestions made and decisions taken.
- The Committees are responsible for ensuring Risk Assessments are carried out and that, where possible, finances target high priority areas.
- The Full Governing Body is responsible for reporting security issues to parents where applicable.
- The Security Policy is to be read alongside the Health and Safety Policy, Emergency Procedures, Procedure for Missing Child, Safeguarding Policy and Security Risk Assessment. The Chair of the Health and Safety, Welfare and Premises Committee and School Business Manager has responsibility for Health and Safety Risk Assessments, in consultation with the Headteacher.
- All Governors must sign in and wear their Governor lanyard and badge when visiting the school during the school day.

#### **Headteacher**

The Headteacher is responsible for implementing the Security Policy and for ensuring:

- all staff appreciate the importance of security and understand the school's policy, risk assessment and their own responsibilities
- staff training needs are kept under review and relevant training is arranged annually
- parents are informed of the Security Policy and encouraged to support it
- regular reports are made to the Governing Body
- advice is sought from the Police / Crime Prevention Officer as and when necessary, and end of term security close-down procedures are implemented
- the Chair of Governors is always informed of any breaches in security

- all crimes are reported to the Police
- annual Risk Assessments are carried out
- regular routine security checks are carried out

## Staff

All staff are responsible for

- signing in on entering the school building and signing out when leaving the school. The signing in and out book is located in the main school office
- wearing a staff lanyard and badge
- safekeeping of their door entry card for access through the main entrance and should it occur, report its loss immediately to the Headteacher or School Business Manager
- opening the door to visitors at their discretion and ensuring the security procedures are followed, as below
- security gates remain locked during the school day. The caretaker is responsible for locking and unlocking these at the beginning and end of the school day. Key holders will unlock these if evacuation of the building is necessary
- challenging anyone on site without a badge
- ensuring security codes and passwords remain confidential (i.e. are not shared)
- reporting immediately any breaches in security and summoning assistance if required
- protecting pupils from hazards
- ensuring pupils know how to keep themselves safe in school and that they do not open the security door at reception
- guarding against assault
- reporting any potential / security issues to the Headteacher
- safeguarding property, including locking away any resources of value e.g. IT equipment
- contacting the Police if necessary
- implementing the school's emergency plan
- implementing the school's holiday close-down procedures as advised by the Local Authority's Crime Prevention Officer

## Parents and Visitors

All parents and visitors to the school must sign in, wear the appropriate badge, and return this and sign out upon leaving the school building. Any person not displaying an authorised badge will be challenged to ensure the safety of the staff and children.

The Friends of Alexander Hosea School have a lanyard and 'Friends' badge which they must wear whilst on the school site during the school day.

When large numbers of parents / grandparents visit the school for specific events, they sign in and wear a sticky badge and sign out before leaving the premises.

The school's security procedures are not intended for wider publication.

## Conclusion

The Governing Body will regularly review the policy and its implementation as part of the school's rolling programme of policy review and will respond to changes in risk where appropriate. Specific procedures relating to security will also be evaluated annually.

## Equalities Impact Assessment (EIA)

This policy has been screened to ensure that we give 'due consideration' to equality of opportunity and has been agreed and formally approved by the appropriate reviewing and ratification Committee.

<b>Author</b>	Valerie Quest	<b>Date written</b>	Jan 2014
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