

Bordon Junior School Security Policy

Name of School	Bordon Junior School
Date of Policy Review	March 2018
Name of Headteacher	C James
Signature of Headteacher	

Introduction

Policy Statement

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Bordon Junior School (BJS). The premise 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 members of the BJS community.

Responsibility for security at BJS is held by Mr C James who is the responsible manager.

All staff have a statutory obligation to co-operate with the requirements of this policy.

Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- Ensuring that the latest recommendations of the DfE, Government guidelines and the advice of Hampshire County Council, are adhered to
- Identifying and minimising the risk as far as reasonable practicable and sensible
- Controlling access to and movement within the premise and its grounds by people and vehicles
- Responding effectively and in good time to identified security issues

Scope

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons
- Identified threats to the safety and well-being of the premise community from those with criminal intent
- Emergency procedures
- Visitors, contractors, helpers or other persons involved with children

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- Computer data security
- Cash handling

Roles and Responsibilities

Responsible Manager

Governors will:

- Ensure that the premise has a security policy and that this has been implemented.
- Will monitor the performance of the site security measures. This will be achieved by.
 - Monitoring performance on visits via the Headteacher
 - By all Governors observing its implementation when they visit the school

The Headteacher will:

- Implement the security policy approved by the Governors
- Ensure that staff 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, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements

All staff will:

- Comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the site.
- Report any shortcomings to the senior leadership team.

Governors will periodically review the premises security policy.

Governors will delegate the day to day implementation of the policy to the Headteacher.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves, and to co-operate with the arrangements made for the security of the school

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the staff or Governors

Arrangements

CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as fences, has been decided by a robust security risk assessment of the site, taking into account the risk presented by visitors. The security measures

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put into place at BJS take into account the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

BUILDINGS AND GROUNDS

BJS will take all reasonable efforts to control access to the building and grounds; to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the buildings are:-

- The main building has only single access for adults via the reception area. Only authorised visitors are allowed access
- Unauthorised visitors will be challenged by staff
- BJS has close links with local police and the community police officer.
- BJS operates an efficient attendance/registration system which allows us to monitor absenteeism, including first day response
- BJS operates a signing in/signing out system for all parents, visitors and pupils who are late/leaving early
- Caretaking/Admin staff closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site and must be escorted if driving on site, excluding the car park, at times when pupils are in school.

The following areas are accessible by the public but the risk is controlled with our site supervision arrangements and how BJS deals with visitors.

- The front Playground – the main access routes to BJS reception, Bordon Infant School and the Chase Children's Centre is adjacent to the playground. This area is only used at break and lunch and during outdoor lessons, and staff would challenge any person not wearing a photo ID or visitor badge
- The back Playground – During break and lunchtime, children use both playgrounds under staff supervision, and the route between the two could be accessed by a person walking past the authorised entrance. Staff would professionally challenge any person not wearing a photo ID or visitor badge
- The School Field – After school clubs using the school field could be accessed by a person walking past the authorised entrance as well as parents collecting their children. Staff would professionally challenge any person interfering with the session

CONTROL OF VISITORS

The control of visitors is a fundamental part of our site security policy for the safeguarding of both people and property.

- All visitors must 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 and any other person who is not BJS staff
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to "sign out"
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the Headteacher.
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of BJS property without the express permission of site staff
- For their own safety authorised visitors will be given appropriate information on BJS health & safety procedures

SUPERVISION OF PUPILS

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

Locations where supervision is part of our safeguarding procedures –

- Playground and fields – Children are always supervised when on the playgrounds and school field

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

- Start of the school day – as the grounds have open access, duty staff are deployed in designated areas from 8:40 am
- Lunchtime – all parts of the site without access control are supervised by duty teams

CO-OPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS

Our site security arrangements have taken into account the third parties who use the building or grounds. In most circumstances the arrangements for the site will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use/extended school activities – Although not extensively used, community groups may use facilities. When inside the building access to the rest of that site/building is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments and hire agreement. Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with CRB clearance will be allowed on site for extended site activities.

SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel will not always have been CRB checked, therefore they should not have unsupervised access to children. They will be controlled as follows –

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by site staff
- Contractors will comply with the contractors risk assessment

LONE WORKERS

BJS has a lone working risk assessment in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

PHYSICAL SECURITY MEASURES

The Governors will consider the need to use physical measures such as fencing and electronic access controls and CCTV 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 taking 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.

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Where justified by consideration of the risk, the Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governors will ensure that other controls are implemented to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained according to the manufactures specifications.

SECURITY OF THE BUILDING

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by The Alarming Company
- Security lights are on whilst the premises is occupied after dark
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises

UNLOCKING AND LOCKING ARRANGEMENTS

The site will be unlocked daily at 7:30 by the key holder during term time. At weekends the responsibility to unlock the site will be with the key holder. All classroom external doors will be locked once all children have left by the class teacher. The daily locking/checking of all doors and windows in the building with the exception of the entrance doors will be performed by Site manager at 5:30. The key holder will be responsible for any doors and windows opened after this and for locking the entrance door and setting the alarms. Lone working procedures must be adhered to.

The normal hours for public access to the buildings will be 8:15 to 4:45.

EMERGENCY CALL OUTS

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

CASH HANDLING

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas. Any money requiring banking should be carried out at irregular times, particularly where substantial sums are involved.

VALUABLE EQUIPMENT

All items above the value of £200 will be recorded in the stock book/asset register.

Items of value, including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. There is a laptop for public use in the reception area which is put away at night. Wherever possible valuable items 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.

VEHICLE MOVEMENT

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The car park is allocated for staff from both schools and the Children's Centre but the remainder is available to visitors, taxis and contractors. Parents are asked to park outside the site.

Vehicles are not allowed to enter or leave the main car park when pupils are arriving at the beginning and end of the school day.

Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site and must be escorted if driving on site, excluding the car park, at times when pupils are in school.

PERSONAL PROPERTY

Personal property will remain the responsibility of its owner. This includes both staff and pupil's personal property. Both are discouraged from bringing any valuable personal property to BJS. Lost property should be handed to the office where it will be kept for a school term before disposal.

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding BJS

They should be told:

- The BJS procedure on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in BJS

RISK ASSESSMENT

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM

For advice and guidance when writing your local security policy or using this template please contact the Children's Services Health & Safety Team through their website at:

<http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm>

This policy is reviewed annually by governors in line with the policy review schedule.