



Bealings School

Security Policy

Reviewed: Spring 2022
Approved: 23/03/2023
Next Review date: Spring 2024

Bealings School

Security Policy and Procedures

1. Policy Statement

We aim to develop and encourage a positive and welcoming culture within the school, as well as providing a safe and secure working, teaching and learning environment for all staff, pupils, Governors, contractors and visitors. The school understands the responsibility to address all security and personal safety-related issues and recognises the importance of establishing and maintaining risk management and security strategies.

This policy is to be used alongside the School's current Health and Safety Policy. As outlined in the School's Health and Safety Policy, roles and responsibilities will be nominated to the person through job role, position and/or title. It will be reviewed on an annual basis along with the Health and Safety Policy, or sooner if change or alterations occur.

This policy will be listed on the School website and all new staff will be expected to read the policy as part of the induction process.

2. Responsibilities/Organisation

The security within the working environment is the responsibility of everyone on site.

The Headteacher will set up arrangements in school that comply with the Security Policy agreed by Governors. This policy will be reviewed by the Headteacher throughout the year and any changes will be implemented with the approval of the School's Governing body. Any changes or issues that need to be highlighted to staff will be notified through weekly staff meetings or emails, when they occur.

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of the 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	Governing Body	<ul style="list-style-type: none">- Agree policy- Review every 12 months
Day to day implementation and management of policy	Headteacher	<ul style="list-style-type: none">- Inform staff- Monitor performance- Review arrangements
Securing school entrances/exits as detailed in this policy	Headteacher and keyholders	<ul style="list-style-type: none">- Unlock padlock to car park on Monday morning- Open school entrances at

		8.30am - Lock all school entrances when leaving school site - Padlock gate to car park on Friday afternoons
Control of visitors, volunteers and contractors	Admin staff (School Office)	- Ensure sign in register completed and contractor sign in sheet if applicable - Issue badges
Security of money	Admin staff (School Office)	- Ensure all money is regularly banked - Any money left on school site should be locked in the school safe
School holiday contacts	Headteacher/Admin staff (School Office)	- Point of contact should an emergency arise during School holiday

3. Arrangements and Communication

The Headteacher will liaise with the School's Property Manager to ensure that any perimeter or maintenance issues are addressed. Current controls that are in place such as gates and pedestrian entrances should be locked whenever possible, both during and outside of school hours.

Exterior lighting should be present at main access points including the main gate, reception and back gate. All staff should ensure that doors and windows to their areas are secured at the end of the working day.

Any arrangements for the use of the School property/grounds out of school hours such as after school clubs will be authorised by the Headteacher. All staff need to be made aware of any out of hours activities so the school site can be secured.

Information and instruction will be given to both staff and pupils regarding the importance of personal safety whilst on site.

i) Keyholders

Keys for the school will be given out under the agreement of the Headteacher, limiting master keys to a restricted number where possible. Key security will be monitored on site by the School Office using a key inventory. All staff, who have been allocated keys, will appear on the list, which should be updated if staff leave, or further keys are issued. All spare keys should be securely locked away in key safe located in School office.

4. Arrangements for Visitors, Volunteers and Contractors

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

i) Visitors

All Visitors should report to the School Office on arrival. All visitors are issued with a visitor badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff. Staff should be aware of procedures and actively question all persons on site if they are not wearing a badge and are unknown. Any person on site without a badge will be asked to accompany a member of staff to the office or asked to leave the site. Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police. Visitors will not remove any items of school property without the express permission of the school staff.

ii) Volunteers

Where volunteers are entering the school they should be expected to sign in at the School Office. Volunteers will have the appropriate DBS check and will on occasion have unsupervised access to children.

iii) Contractors

All contractors are expected to sign in at the School Office using the school sign in system and also complete a contractor's sign in sheet in the School's premises log book, stored in the School Office. Contractors will only park where authorised to do so. Contractors will only carry out work agreed at the start of their contract and at the times agreed by the Headteacher and School Office. Contractors will be supervised at all times, this does not mean watched continuously but in a way that is proportionate to their location and proximity to the children.

5. Arrangements for Pupils

Children will be encouraged to exercise personal responsibility for the security of themselves and others. Year 6 children, with the permission of their parents/carers, are allowed to cross the road themselves.

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.

All pupils entering the school later than the dedicated time of arrival must report to the main reception, registering in through the school system and process.

Any child leaving the site before the dedicated time should only be allowed to do so with prior arrangement through appropriate member of staff. No child should be allowed to leave the school unless accompanied by an adult with parental responsibility or confirmed permission. Any child who is removed from the school site during normal school hours MUST be signed out.

The Headteacher will make the appropriate arrangements for the supervision of the pupils during break and lunch times. Arrangements for each day will be displayed in the staff room and School Office. Any difficulties or issues must be notified to the Headteacher who may need to review processes.

6. Locking arrangements

One of the Keyholders will unlock the school on arrival in the morning and will lock up the school at the end of the school day. The back gate is padlocked; this will be unlocked in the morning to allow parents to enter the school grounds and will be locked at 9.15am once all children have arrived at school. The back gate will be opened again at 2.40pm and closed once all children have left the school grounds. The car park gate will be locked over the weekend using a combination padlock.

7. CCTV

The school does not currently use closed circuit television (CCTV) but does use signage to act as a deterrent.

8. Cash handling

The school should avoid keeping cash on the premises wherever possible. Any money that is kept at school should be locked in the safe. The Admin staff should bank money on a regular basis to avoid a build-up on cash in the safe.

9. Valuable equipment

All items above the value of £25 will be recorded in the School inventory.

10. 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.

We will keep any lost property of value locked in the School Office. Any lost item of clothing will be kept in a separate location for children to access.

11. Holiday Security arrangements

Extra vigilance is required before any school holiday to ensure the school premises is secured and inaccessible to intruders and to prevent any potential losses or damage. Boundary and perimeter checks should be performed, all external lights should be operating correctly with any necessary bulbs replaced, and all doors and windows should be secured. All valuable items should not be

visible from outside and if possible should be locked away securely. Ensure that any designated key holders are contactable during the holiday periods should any emergency arise.

12. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

The policy will be reviewed annually by the Headteacher Duncan Bathgate.