



Bedwas Junior School Security Policy

(This policy should be read in conjunction with the Health and Safety policy and relevant safeguarding policies)

Introduction

This document identifies the key elements of Bedwas Junior School's management of security and the ways in which we seek to improve security for all stakeholders. It is essential that any risks to security are identified via ongoing risk assessments and through an effective security management system. Although key members of staff have identified responsibilities and tasks, it is the duty of all stakeholders to demonstrate a commitment to this policy.

Objectives

- Promote a collaborative and coordinated response to risk management;
- Implement ongoing improvements in the effectiveness of security measures;
- Ensure staff are consulted and informed about security and receive appropriate training;
- Inform parents and pupils of the security policy and involve where possible.

Responsibilities/Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

1. Local Authority (LA):

The LA will provide strategic direction and leadership through training, advice, inspection visits and monitoring.

2. Governors

The Governors will ensure that the school's security policy has been implemented. This will be achieved in the following ways:

- Health & safety governor walk-rounds with the school clerk;
- Head Teacher reports to Governors;
- Observing its effectiveness when visiting the school;
- Periodically reviewing the school's security policy;
- Delegating the day-to-day implementation of the policy to the Headteacher and School Leadership team.

3. Head Teacher

The Head Teacher will:

- Set up arrangements in school that comply with the security policy agreed by Governors.
- Ensure that all staff within the school 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, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

4. Staff

All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

All staff will be issued with ID badges and will display these whilst on the premises.

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 delegated to Premises committee	Agree policy Review every two years
Day to day implementation and management of policy.	Head Teacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	School Caretaker	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	School Caretaker	Part of normal duties to regularly check security devices etc.
Visitors to school	Admin staff School Caretaker	Issue passes. Communicating school policy to contractors/other visitors.
Security of money etc	Admin staff	
Security Risk Assessment	Head Teacher/School Clerk	Review annually and inform Governors of findings to use

		as part of policy review.
Record security lapses	All staff	Bring these to the attention of the Head Teacher Record as part of the 'Health and Safety log'

5. Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- 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'.
- Pupils should not approach any stranger in school and also report any suspicious behaviour immediately to the nearest member of staff.

Arrangements:

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

Induction training on the first INSET Day of each school year will include a summary of the school's security policy as outlined in the School A-Z handbook.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.

Parents will be informed about the schools' security arrangements and any part they are expected to play; e.g. example when visiting school or at the start or end of the day.

1. Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Bedwas Junior School has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

2. Buildings and Grounds

The school will take all reasonable efforts to restrict 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 building are:

- During the school day, the main building has only one single access entrance via reception desk. Only authorised visitors are allowed access via intercom on the wall outside the door;
- Signage directs all visitors to this entrance;
- Designated entrances, restricted for staff use have had security access control systems installed; e.g. padlocks on the playground entrance;
- The school operates a signing in /signing out system for all parents and visitors and/or pupils who are leaving early;
- Pupils are not allowed to leave site during the school day unless accompanied by a responsible adult;
- The school caretaker is responsible for monitoring the movement of vehicles whilst present on the school premises;
- The school caretaker and school clerk are jointly responsible for contractors on site;
- Contractors comply fully with school procedures at all times. All contractors are asked for ID badges and provided with safeguarding procedures on entry;
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the school.

3. Visitors

The management of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors 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 that is not school staff. LA staff will wear a LA badge that will be visible at all times;
- Visitors on site will be accompanied by a member of staff to their destination and will be made aware of the expectation to return to reception in order to "sign out" of school. Visitors are those people that are issued with a pass from reception. This procedure does not apply for LA staff or supply staff;
- 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 Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety, any authorised visitors will be given appropriate information on the school's health & safety and safeguarding procedures.

4. Supervision of pupils

The school's overall safeguarding strategy requires that the security of pupils is achieved by competent supervision by authorised school staff.

Routines for supervision include:

- Start of the school day - a member of staff will be on duty from 8:20am each morning;
- Break time - the playground is supervised by two members of staff;
- Lunchtime - the playground is supervised by three meal time supervisors. Further arrangements are put in place during 'wet play'. The school clerk and wellbeing assistant are also available during this time;
- End of the school day - teachers accompany children to the school entrances. Teachers ensure that vulnerable pupils are passed on to a responsible adult.

5. Cooperation with third parties, extended services and community groups

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

- After school Club and extended school activities - 'Playworks' and 'Creazione' both have their own arrangements for safeguarding with regards to their own activities (for example CRB checks and securing its own equipment).
- Community use/extended school activities - Although not extensively used, community groups may use facilities during or at the end of the school day. When inside the building access to the rest of the school is restricted.
- Access to school facilities will only be allowed if there is full compliance with the security risk assessment. Visitors in unauthorised locations will be challenged by staff.

6. Supervision of Contractors

Contractors and maintenance personnel will not always have been CRB checked and therefore they should not have unsupervised access to children. The following controls will be in place:

- All will be given school badges and be expected to wear them; LA staff to wear their own badges, visible at all times.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be monitored/supervised by the school caretaker. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

7. Lone Workers

Our school has 'Lone Working' Risk Assessment for staff which is recommended by the LA. Staff at high risk will receive appropriate training.

8. Physical security measures

The Governing Body will consider the need to use physical measures such as fencing, electronic access controls and alarms 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.

The risk assessment will take 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;
- The cost of physical security improvements and the availability of funding.

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

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

9. Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances:

- 7:30am - School gates opened by School Caretaker. (at least one other person on the premises at the time);
- 8:45am - School gates locked by School Caretaker. Visitors/late pupils only able to access the school through the main reception;
- 2:50pm - School gates opened by School Caretaker for the end of the day;
- 5:00pm - side gate locked by School Caretaker;
- 6:00pm - all remaining gates locked by School Caretaker. School alarms set.

10. Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

11. Valuable equipment

All items above the value of £1000 will be recorded in the school inventory. However, other items can be recorded at the discretion of the Headteacher.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. Wherever possible, valuable items will also 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.

12. 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. Pupils are only allowed to bring mobile phones into school in exceptional circumstances and must be accompanied by a letter from an appropriate adult. All mobile phones belonging to pupils must be kept in the school office.

13. Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including guarding against assault and theft of personal belongings and safeguarding school property. As part of induction, they should be told the school's policy on reporting assaults, disturbances, theft, damage and burglary.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

14. Crime prevention - police/school liaison

The school's police liaison officer regularly visits individual classes with a structured programme of issues which are discussed with the children.

15. Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinets, or when appropriate, in the care of the school clerk. Arrangements for the administration of medicines are detailed in the 'Managing Medicines' policy.

16. Risk Assessment

A security risk assessment will be completed annually by the Inclusion Team. The findings will be used in the review of this security policy.

Trespass

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

Intimidation/Aggressive Behaviour towards Others

1. Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved. The School may decide that incidents in or around school, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police. The School is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds. The Governing Body will be informed which may result in a permanent ban from the premises.

2. An Incident That Involves Physical Force.

In the event of any person assaulting another person, (staff, pupil, governor, other adults or children involved in school activities)

The School may restrain the assailant with reasonable force to protect the victim. In all cases, the school will refer to the police any assaults on the premises which appear to involve bodily harm. Where possible those involved should make an immediate note of witnesses in a position to provide evidence of the assault. The school will be ready and willing to provide a substantive account of what led up to the incident.

In addition, the school will also advise all stakeholders to contact the police should they be the victim of a physical assault away from the school premises. This will be considered a matter for the individual.

3. Offensive Weapons

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the School premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.

When a student declines to co-operate, the parents/carers must be summoned after the matter has been referred to the Headteacher, followed if necessary, by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

4. Reporting and Recording Incidents

The School will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A:

- Trespass;
- Aggressive behaviour by persons other than pupils around the school building;
- Any other incidents giving cause for concern;

- Matters related to pupils which do not fall within the 'Behaviour' and 'Anti Bullying' policies.

The School Clerk will retain the completed forms in an Incident Register.

Monitoring and Review

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

Governors will monitor performance via the Head Teacher's Report to Governors and when visiting school.

This policy will be reviewed every two years by the Head Teacher.

Policy reviewed by the Inclusion Team
January 2014

Reviewed March 2016
To be reviewed March 2018

Signed by Chair of Governors _____

Nicholas Jones

5. Relationship between member of staff/pupil and trespasser/assailant

6. Details of incident

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

b) Location of Incident (attach sketch if appropriate)

c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

7. Any further information/sketches, etc. (as attachments)

Signed: Dated:

