

CONISBROUGH IVANHOE PRIMARY ACADEMY



SECURITY POLICY
2019

POLICY STATEMENT

- Governors recognise and accept their corporate responsibility to provide a secure environment for children, employees and stakeholders.
- Where appropriate, 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 sufficient resources, information and training to implement the security procedures
- The Governing body will, where appropriate, be informed of breaches and failures of this policy to enable them to take any corrective action as is necessary to ensure the safety of children, staff and stakeholders.

ORGANISATION

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

Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved by
 - The Health and Safety Governor monitoring performance on his/her inspections.
 - Via the Headteacher's Report to Governors.
 - By all governors observing its implementation when they visit school
- Governors will, periodically, review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher.

Headteacher

The Headteacher will

- Set up arrangements in school which comply with the security policy agreed by governors.
- Ensure all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent re-occurrence.
- Ensure that all visitors, contractors, agency staff and stakeholders adhere to the security policy.

Staff

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

Those listed below have been given specific responsibilities for school security.

SECURITY ISSUE	TITLE	SPECIFIC DUTIES
Agreeing and reviewing the school security policy.	Policy Committee/Business Manager	Agree policy. Review as and when changes are required.
Day to day implementation and management of the policy.	Headteacher/School Business Manager	Inform staff. Monitor performance. Review arrangements.
Securing school entrances/exits as detailed in this policy	Site Supervisor	Open and close gates. Times will vary according to the needs of school. Security: ensure that the building is safe to open to all stakeholders and safe to close.
Checking the condition and maintaining the safe operation of physical and electrical security devices, ensuring maintenance and servicing.	School Business Manager in conjunction with the Site Supervisor.	Part of normal duties to ensure security of all stakeholders.
Control of visitors	School Business Manager and Admin Team	Issue badges, check Disclosure and Barring Service documents and photo identity documents.
Control of contractors	School Business Manager in conjunction with the Site Supervisor.	
Security of cash/cheques	School Business Manager	
Security Risk Assessment	Headteacher/School Business Manager	Review, as appropriate, and inform Governors of findings to use as part of policy review

PUPILS

- Pupils 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.

ARRANGEMENTS

- All staff must be aware of Ivanhoe's security procedures, especially staff who have been given a specific role.
- All staff induction will include the security policy and will be recorded on the employees training record.
- Controlled access and egress during the school day is a combination of measure to ensure that unauthorised visitors do not present unacceptable risk to pupil, staff or other stakeholders.
- All exterior gates (except the pedestrian gate near to the Nursery and leading onto the ginnel) are locked during normal lesson times.
- Vehicle access is controlled by an electronic barrier. Staff are issued with access fobs. Visitors identify themselves via an intercom to gain access.
- Signage directs visitors to the main Reception (Admin) Office.

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- Internal key pads prevent visitors access to areas within the school. Key pad codes are to be known only to selected stakeholders.
- Unauthorised staff will be challenged by staff.
- All visitors are checked and issued with either a badge or lanyard identifying their role ie Visitor, Contractor, Student, Governor, etc.
- All regular visitors and Supply staff must produce an enhanced DBS as well as photo identity evidence.
- Nursery, Key Stage 1 and 2 are surrounded by fencing. Site Supervisor regularly checks fencing for defects.
- Staff will challenge anyone found either in the buildings or within the grounds without a badge/lanyard.
- Staff/Admin Staff/Senior Leadership Team communication is via mobile phone. Security ID cards operate on the Nursery door.

CONTROL OF VISITORS

- Visitors working with children for more than one visit per month are required to undergo DBS checking.
- Visitors without DBS are to be accompanied by a member of staff at all times.
- All visitors (ie helpers, contractors, local authority staff, psychologists, etc) are issued with a badge to be worn at all times.
- All visitors must report to Reception (signage on site advises this).
- Any person on site without a badge will be asked to accompany a member of staff to Reception or asked to leave the site. Any refusals will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors should not remove any items of school property without the express permission of an appropriate member of school staff.

SUPERVISION OF PUPILS

Ivanhoe's overall safeguarding strategy requires, at all times, that the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures:

- Playing in areas
- During the school day playground gates are locked

SUPERVISION OF CONTRACTORS

Contractors and maintenance workers will not always have DBS checked as they should not have unsupervised access to children. They will

- be given and wear school badges
- be supervised by school staff (not necessarily watched continuously but in a way proportional to their location and proximity to unsupervised children).

LONE WORKERS

Ivanhoe has lone working risk assessments where there is a security risk due tot he need to work alone.

MISCELLANEOUS MATTERS

Cash Handling

Whenever possible, Ivanhoe

- operates a cashless system
- safes are used and kept locked at all times
- cash handling is not carried out in visible places

Medication

- Only prescribed medication, in the containers provided and labelled by pharmacies is allowed to be administered to pupils in school in accordance with government guidelines.
- Medication is either kept in a locked refrigerator or medicine cabinet.

Security of Equipment

Security strategies

Inside School Building

- All expensive, portable equipment to be marked as belonging to Ivanhoe;
- All valuable and recognisable equipment to be photographed;
- The intruder alarm system to be in operation when the school is closed.
- Staff to be responsible for returning equipment to the secure area;
- Staff to "sign out" equipment which is taken home, ie lap-tap computers

Outside School Building

- Cameras placed around the external walls of the school to monitor intrusions

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening

All CD's, cameras and personal belongings to be stored in storage containers and locked in cupboards;
All television to be stored in room that are locked;
Staff to meet with parents in the Classrooms, whenever possible

Fundraising Events

All rooms apart from those required to be closed off.
All equipment and personal belongings to be stored in out of sight.

Monitoring of strategies

- Informally through verbal reports from staff and visitors;
- Formally through staff meetings, emails, pigeon holes, emails, *Governors'* meetings etc

All staff to take shared responsibility to ensure the security strategies is implemented.