



# Policy for Site Security

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| Approved by | Development Cttee |
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Signed..... Role.....  
Ownership: Development committee

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| <b>Name of School</b>                               | Stockbridge Primary & Pre-School |
| <b>Date of Policy Issue</b>                         | November 2016                    |
| <b>Name of Responsible Manager/Headteacher</b>      | Emma Jefferies                   |
| <b>Signature of Responsible Manager/Headteacher</b> |                                  |

## Introduction

### Policy Statement

The governors and Head teacher recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Stockbridge Primary & Pre-School.

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 Stockbridge Primary & Pre-School community.

Responsibility for security at Stockbridge Primary & Pre-School is held by Emma Jefferies, Head teacher, who is the designated 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
- That the latest recommendations of the DfES, Government guidelines and the advice of Hampshire County Council, *Children's Services* department 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
- Visitors, contractors, helpers or other persons involved with children
- 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 nominated visits via the responsible manager.
  - By all Governors observing its implementation when they visit the school

The responsible manager 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) and undertake the relative risk assessment to ensure risks are minimised
- Monitor and review the implementation of the policy and security arrangements

All staff will:

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

Governors will review the premises security policy biannually with the main responsibility falling to the Development Committee.

Governors will delegate the day to day implementation of the policy to the responsible manager.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and, and to co-operate with the arrangements made for the security of the school
- Be taught how to keep themselves and others safe through in class teaching, assemblies and visitors who bring a certain level of health and safety awareness eg, PCSOs.

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 responsible manager in the first instance. If they feel that their complaints or concerns are not being addressed, they should then approach any of the 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, barriers and gates, has been decided by a robust security risk assessment of the site/premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at Stockbridge Primary & Pre-School have taken into account the need to balance retaining a welcoming environment whilst ensuring the safety of all our pupils and staff.

### BUILDINGS AND GROUNDS

Stockbridge Primary & Pre-School 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 building/s are:-

#### School

- The main building itself has a single access entrance for visitors via the reception area. Only authorised visitors are allowed access. Through signage around the site, visitors during the day use the Old London Road entrance with steps leading down to the main reception door. At pick up and drop off times, they may also walk around the back of the site, past the pre-school door, onto the playground and up to the main entrance.
- Access systems which require coded card access or keypad code are on all gates with the exception of the field gate which is padlocked throughout the day and night. The gate at the rear of the school onto the Early Years outdoor area is not padlocked but protected by keypad gates or padlocked gates at either entrance.
- The car park, Old London Road gate, main door and playground access gate all have cameras throughout the day
- Pedestrian access at drop off and pick up times is also along the pre-school path to the back of the school. The key pad gate is on timed release between 8.30 – 9.05am and 3.00 – 3.30pm. No child is in this area without the direct supervision of their responsible parent/guardian. The key pad gate has a closure gap of 3 seconds, having been reduced from 8secs which was felt to be too long.
- Designated entrances restricted for staff use (car park) are clearly signed and the gates to the car park remains shut from 9.35am – 3.30pm. Visitors are requested to park elsewhere and there is no pedestrian access available through the car park. Pedestrian gates are signed.
- Unauthorised visitors will be challenged by staff
- Stockbridge Primary & Pre-School has close links with local police and the community police officer. Police/PCSOs will patrol the site on request. Our local PCSO is PCSO Cathy Bonter.
- Stockbridge Primary & Pre-School operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy – first day response is made by the admin officer or admin assistant to all families after the registers have closed at 9.30am if there has been no notification from the family.
- Stockbridge Primary & Pre-School operates a signing in/signing out system for all staff, parents and visitors as well as pupils who are late/leaving early
- The Caretaker attends the site from 7.30am each morning to ensure everything is in good working order and safe for children to be on site.

- Contractors comply fully with site procedures at all times. For contractors who are going to be on site for a prolonged period of time, a risk assessment and briefing is undertaken by the site manager and shared with the lead contractor before any works begin.
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site

### **Watermeadows**

- This site has an access point from the main road, through a latched gate directly to the Children's Centre automatic door. During the school day, the gate is unlocked but requires the key to operate its opening and closing from inside the building. The fire exit for the classroom is through the door in the classroom itself onto the Early Years outdoor area.
- There is a key pad gate through to the car park. The push button release is above child height and no family uses this entrance or exit. Car park gates are also shut throughout the school day.

### **Pre-School**

- Access to the pre-school is from the main Winchester Road, through a latched gate, a keypad protected gate and then into the pre-school which have a keypad protected door.
- The release timings on the gate are between 8.30 – 9.05am and 3.00 – 3.30pm. No child should be in this area without the direct supervision of their responsible parent/guardian.
- There is an internal door which is operated only by staff.
- The door onto the playground is primarily for a fire exit and can only be opened from inside.

The access arrangements for the grounds are-

- School field – access to school field for PE – always under control of staff. Staff are to challenge any person not wearing a photo ID or visitor badge
- Lunchtime – children use school field that could be accessed by a person walking past the busy layby gate (padlocked throughout the day), always under control of staff. Staff are to professionally challenge any person not wearing a photo ID or visitor badge
- Playground – the main access route to the reception is adjacent to the playground. This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing a photo ID or visitor badge. Children are not allowed to play in the area around the steps or by the office doors as they are out of sight by the supervising adult.
- The gate and push button release on the steps is out of bounds to children during the school day – this message is reinforced to children throughout the school year.
- No playing around the steps or in front of the school office is allowed during, before or after the school day. This is to ensure all children are within the line of sight of an adult.

## **CONTROL OF VISITORS**

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

Our policy is that –

- All visitors must report to the reception desk on arrival.
- Staff are encouraged to use the classrooms or library which have windows on both sides when conducting interviews with visitors. The ticket office door should remain ajar if this room has to be used for meetings with no viable alternative available.
- 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 Stockbridge Primary & Pre-School 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 Responsible Manager.
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of Stockbridge Primary & Pre-School property without the express permission of site staff
- For their own safety authorised visitors will be given appropriate information on the Stockbridge Primary & Pre-School health & safety procedures such as parking, fire safety and first aid.

## **SUPERVISION OF PUPILS**

Stockbridge Primary & Pre-School's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised site staff.

### **Locations where supervision is part of our safeguarding procedures –**

- Playground - Children are always supervised when on the playground before school, during playtime and during lunchtime by school staff.
- Field – when children are working or playing on the field, there must always be an adult on duty and within sight. The ratio of children to adults should not exceed 30:1. Walkie talkies must be used if on the field with 1 used by the teacher on duty and one used by another member of staff near to the telephone, preferably in the school office. If children are playing on the amphitheatre and the playground there must be at least 2 adults on duty to ensure a safe line of sight.
- At the end of the day, children are handed directly by the class teacher or support assistant to their parent/carer or person authorised to collect them. They then remain in their care – any staff on the playground at the end of the day will reinforce school rules and safeguarding practices eg. keeping children off the trim trail or be vigilant at gates etc.

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

- Start of the school day – at this point the site is largely open access as gates are on timed release and may be open as people come through them. Duty staff are deployed in designated areas from 8.35am until 8.50am.
- Playtime – 2 members of staff are on duty each playtime and supervise the children's safety and security. If the trim trail/adventure playground is 'open', this is directly supervised by one of the staff members.
- Lunchtime – the above applies. 1 member of staff is in the hall throughout lunchtime. 1 member of staff is on the playground and 1 member of staff floats between these 2 positions in the corridor to ensure children's safety in the toilets and ensure handwashing is done appropriately.
- A duty member of staff escorts children across the field path to the bus layby at the end of each day.

## **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. Where the site is leased, separate requirements apply and can be found in more detail in the Lettings policy. Each group on site must be appropriately risk assessed and this must be signed off by the Responsible Manager and approved Risk Assessor (Mrs Jefferies).

The PIN to all gates on the site changes at least annually or more often if it is found that a majority of people using the site have access. Any new codes will be communicated to the relevant stakeholders when changed with the requirement that they keep this confidential.

**Community use/extended school activities** – Although not extensively used, community groups may use facilities at various times of the day. When inside the building access to the rest of that site 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 (see Lettings Policy). Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with DBS clearance will be allowed on site for extended site activities.

## **SUPERVISION OF CONTRACTORS**

Contractors and maintenance personnel will not always have been DBS 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**

Stockbridge Primary & Pre-School 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 and responsible manager will review the provision of physical security measures on a regular basis in the form of an annual security risk assessment or one more frequently should the site needs and usage change.

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.

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 by Stockbridge Primary & Pre-School to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained according to the manufacturer's 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 Premier Fire Systems 02380 682034.
- The Site Manager is effectively 'on call' during the evenings, weekends and during the school holidays should any immediate need arise. Two other members of staff (Mrs Jefferies & Miss Tregunna) are the named people on the contacts list with the alarm company and will be contacted if there is either no Site Manager available or they cannot be contacted.



- Security lights are on around Watermeadow's whilst the premises is occupied after dark. A separate list with the names of the key holders who are responsible for the security of the building/s is retained in the Office filing cabinet and in the Emergency pack held by Shelley Dias at the White Hart public house.
- 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. The Site Manager will check these on a morning and the cleaner will perform a check before leaving.

## **UNLOCKING AND LOCKING ARRANGEMENTS**

The site will be unlocked daily at 7.30am this will be the responsibility of the caretaker during term time. At weekends the responsibility to unlock the site will be with the agreed key holder involved in the usage on that day. The daily locking of the building entry doors will be performed by either the Site Manager, Emma Jefferies or Karen Tregunna as nominated key holders. One main keyholder (Site Manager) holds keys for Water meadows and Pre-school and staff from both centres hold keys for their appropriate units. Polly Hutchinson is also key holder for the Pre-School and can therefore unlock and lock. The normal hours for public access to the buildings will be 7.45am – 6pm, weekdays only.

## **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. Two people will always go to the post office/bank to deposit money.

## **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. In such locations the room will be locked when it is vacated. 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**

The school's main car park has spaces for Stockbridge Primary & Pre-School staff (including catering staff employed by HC3S).

Gates are closed to the car park between the times of 9.35am – 3.30pm.

## **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

Stockbridge Primary & Pre-School. Lockers are provided for staff to keep valuable items in during the school day.  
Lost property should be handed to the office where it will be kept for 6 months 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 Stockbridge Primary & Pre-School

They should be told:

- Stockbridge Primary & Pre-School procedure on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in the Stockbridge Primary & Pre-School

### **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.