


# RISE PARK PRIMARY AND NURSERY SCHOOL



## Security Policy

March 2021

Signed by Chair of Committee	
Print Name	Jeanette Kirkby
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# Security Policy 2021

## Introduction

We are committed to developing a safe and secure environment where teaching and learning can continue in as pleasant a physical environment as possible. There are two main considerations:

- The safety of people (adults and children)
- The security of buildings and its contents

Security involves everyone concerned with the school.

It is acknowledged that contravention of this policy by members of staff could constitute a disciplinary offence.

## 2 Roles and Responsibilities

### 2.1 Children and Families

- To maintain an overall policy and to support and monitor our implementation of the policy.
- To support the Governors and Head Teacher through the provision of guidance, information, specialist advice and training.

### 2.2 NCC Insurance

- To ensure that relevant insurance cover is in place to meet the requirements of schools, together with the provision of appropriate support through advice, guidance and information.
- To provide operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.
- To ensure that premiums recharges are kept to an acceptable level given the nature of the risk.

### 2.3 Governing Body

- Regularly review this school policy.
- Consider security regularly through the Finance and General Purposes Committee of the Governors and as part of consideration of the wider Health & Safety Policy.
- Determine annual action plans and spending on security measures after briefing by the Head Teacher.
- Delegate implementation of this policy to the Head Teacher.
- Monitor the effectiveness of this policy.
- Report annually to parents on security.
- Ensure that procedures are in place to report incidents to Children and Families and Insurance.

### 2.4 Head Teacher

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identify and review staff training needs.
- Report to the Governing Body

- To liaise with police and report all crimes and losses to ensure that there are regular security checks.
- Ensuring regular completion of incident report forms and monitoring and analysing incidents, including on-line reporting of accidents to the Nottingham City Council.

## **2.5 Delegated Responsibilities**

### **Site Manager / Caretaker**

- Daily security checks including the exterior areas of the school site.
- Routine security checks.
- Annual security survey and assessment of risk.
- Reporting crime and all losses to the police.
- Providing insurance claim information for completion by the School Business Manager.
- Securing the school site at the end of the school day.
- Managing contractors on site including providing them with School Security Procedures.

### **School Business Manager**

Ensuring measures are in place for:

- Completion of inventories.
- Completion of insurance claims and minor incident forms.
- Management of cash handling.
- Controlling visitors when they arrive on site ensuring they sign the electronic visitors' system and are issued a badge.

### **All Staff**

- Protecting pupils from hazards.
- Guarding against assault.
- Safeguarding property.
- Be security conscious and help to develop security conscious pupils.
- Implementing this policy and the strategies employed to ensure a secure school.
- Securing their own classroom on vacating it including closing windows and doors and switching electrical and lighting appliances off.
- Keeping the site tidy and reporting any waste.
- Involved in decision making regarding security issues.
- Reporting security weaknesses/near misses/damage to the Head Teacher.
- Challenging visitors who are not wearing a visitor badge.

## **2.6 Parents / Carers**

- Parents/carers will be informed of relevant security measures.
- Adhering to the School's security arrangements.
- Updated information will be given to parents/carers in letters/newsletters.

## **2.7 Pupils**

- Security measures and the reasons for them will be explained to pupils.
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should report all strangers and intruders immediately to the nearest member of staff.

# **3 Security Procedures**

## **3.1 Visitors**

The school office/reception is directly inside the main school entrance. The door is kept locked via an electronic device, and is deactivated from inside the school office. Visitors to Rise Park Primary and Nursery School are asked to sign the electronic visitor's system indicating who they are seeing, then a member of the office staff accompanies the visitor to wherever they need to be. If a parent/carer comes to collect a child in school time, the office staff collect the child from the classroom whilst the parent/carer remains in the

secure reception area. Visitors are required to sign out before leaving the building via the main entrance.

### **3.2 Drop off / Pick**

Parents/carers drop off their children in the school playgrounds where they are received by staff when the whistle is blown at 8.55am. Parents/carers are required to stay with their children in the playground if the child is under the age of 8 years.

Children are let out of school at 3.20pm. If they are over the 8 years old can walk home by themselves if the parent is allowing this. Children under the age of 8 years have to be collected by a person 14 years or over.

If a child is not collected at the end of the day, the teacher or TA attached to the class should contact the parent/carer and find out if there is an issue with collection. The child should remain with the class teacher or TA until they are collected outside the office in the Key Stage 1 hall waiting area. Children are not to be left in the public reception area.

### **3.3 Unauthorised Visitors**

- Any outsiders on the school site should be directed to the main school office.
- Any visitors who have not gone through the visitor reception programme should be treated as an intruder.
- Pupils should not approach any stranger who is not wearing a badge and should be told to report all strangers and intruders immediately to the nearest member of staff.
- Members of staff approaching anyone believed to be on site without legitimate reason should:
  - Approach whenever possible with a colleague
  - Be polite and assertive but avoid aggressive gestures/language
  - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
  - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual on a NCC Violence to Staff form.
  - Notify the Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the Risk Management Team if further advice is required or where schools in the local neighbourhood need to be informed.

### **3.4 Appointments with Parents / Carers**

Parents/carers should sign in at reception. Teachers meeting with parents/carers should ensure that another member of staff is aware of the appointment and where it is taking place. If a member of staff feels concerned about meeting with certain parents/carers, then the meeting should take place with another member of staff present. A log of the conversation should be made.

### **3.5 Aggressive Behaviour by Adults**

Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:

- Immediately alert a member of staff.
- The additional member of staff should remain with the victim.
- The Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The assailant should be calmly asked to leave the site.
- The victim must complete a NCC Violence to Staff Incident Form which should be logged on the on-line reporting system to the NCC.
- The Head Teacher in completing the reverse of the form will investigate the incident and decide what further action is required. This could include prohibiting the assailant from the school site without invitation for a fixed period. (Guidance is available from Legal Services).

### **3.6 Intruder Alarm Response**

There is an intruder alarm in the school and nursery. When activated, this alerts the company who monitors our CCTV who will then contact the Headteacher or Site Manager who will respond by visiting the site (not alone) or calling the police to investigate.

### **3.7 Cash Handling**

The office staff are the only members of staff to have access to the safe. The safe requires keys. In line with insurance, the amount of cash and cheques on site remains below the guidance set out in the Financial Control Policy issued by Nottingham City Council. Banking is regular but not at a specific time or day. The office is continually manned to avoid opportunist theft. Cash is locked away promptly in the safe once counted.

### **3.8 Contractors**

All contractors are expected to sign a local Health and Safety Agreement before their work commences.

This includes:

- Signing in and out in the Contractors Book.
- Segregation of work areas.
- Erection and maintenance of fencing where necessary
- Control of waste material and its removal from site at the end of each working day and/or on completion of work.
- Management of tools, equipment, access equipment, chemicals etc. that could be accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended.
- Vehicle access / parking arrangements
- A commitment to the school's security requirements, and sharing of any information regarding their own security measures that may impact of the school's own arrangements and day to day operations.
- Production of a Risk Assessment and where necessary, a method statement.
- Signing the asbestos book for all internal work.
- Production of a DBS clearance if required.

### **3.9 Training**

All staff are directed to the policy folder, on the staff share drive, as part of their induction.

### **3.10 Lettings**

The premises are not let.

### **3.11 Community Liaison**

The school premises are not currently used by the community during non school hours. The outdoor facilities are used daily, before and after the school by the families of the school children.

### **3.12 Police Liaison**

Regular visits are made to school by the local police force and community officers. This gives us the chance to express any concerns we have and to receive up to date information about the local area.

## **4 Cross-referenced documents**

- Health & Safety Policy
- Child Protection Policy
- Induction Policy / Staff Handbook
- Lettings Agreements
- Contractor Health & Safety Rules