



Security Policy



St Marks CofE Primary School

Objective

The objective of this security policy is to provide, as far as reasonably practicable, a safe and secure school.

Responsibilities

The governing body shares with the Head teacher responsibility for security within the school.

The governing body shall:

- approve a security policy for the school (and action plan if appropriate);
- ensure arrangements exist for measures to be monitored and reviewed;
- determine expenditure priorities;
-

The headteacher shall:

- implement the security policy and action plan approved by the governors;
- ensure staff have a clear understanding of their particular responsibilities;
- take day to day operational decisions;
- consider particular risk situations such as lone working, home visits;
- consult and liaise with church and community groups as appropriate;
- provide appropriate information to pupils, parents and visitors;
- monitor and review security measures;
-

School staff shall:

- support the headteacher in implementing the policy;
- be clear about their individual responsibilities;
- report any shortcomings to school management.
-

Pupils, parents, community users and visitors

- are expected to respect the measures taken by the school to improve and ensure security;
- should be encouraged to report ideas and problems to staff and governors.
-

Information about security measures

1. Access to the school

Children and parents

Access for children at the start and end of the school day is at the rear of the school through individual classrooms. Children are allowed on site from 7.30am onwards as part of breakfast club, otherwise from 8:30am. They are expected to be in school by 8.50am. The gates to the rear of the school are locked between 3:30pm and 8.30am. They are secured during the school day. Parents should not use the gates between 8.50am and 3.10pm and may collect children from 3.10pm to 3.20pm. Specific plans may be in place for after school clubs and other events.

Children arriving late at school should be brought to the main entrance so that their presence can be registered.

Parents collecting children during the school day for a medical appointment or other reason should come to the school office through the main entrance.

Further information on opening and closing of gates at the end of the day:

- Gates will open at 3:10pm to 3:20pm, according to gate rota. Staff will remain on gates and close them at 3:20pm.
- Collection for school clubs is done through the main office. Gates are not opened for this point.

Automatic locks by the front door

The front door to the school will be locked at all times and accessible using the key code or button from the office. The internal reception doors will also be locked between 8:50am and 3:10pm.

Visitors

All visitors should enter school through the main entrance which has a security coded lock from 9.00am to 3.15pm. Visitors should ring the door bell, enter when the buzzer sounds and report to the school office. The door is released for exit by a press button to the left of the front door. This should be used by adults only.

All visitors should sign in and sign out. Visitor badges should be worn by all visitors having access to the main school building during school hours. Visitors to the Church Centre for church or community activities do not need to wear badges.

The organisers of church groups using the Church Centre during school hours are responsible for ensuring that group members do not have access to the rest of the school.

Staff

During term time the site manager unlocks the school at 7.30am and locks up at 6.30pm. On some evenings school may be open later due to school, lettings or church activities.

Staff entering the main entrance have access to the code for the security lock.

Contractors

Large scale work by contractors is carried out by agreement with the headteacher and governors and safety plans are drawn up as appropriate. Efforts are made to ensure that small scale, remedial or repair work within the school building takes place outside school hours if at all possible. Contractors working on site during school hours should wear a visitor badge at all times.

Access out of school hours

When the Church Centre and/or hall are in use by church or community groups out of school hours, the security screens should always be lowered to ensure there is not free-access to the main school building.

2. Intruder and fire alarms

The school has sophisticated intruder and fire alarm systems connected to a monitoring station with direct links to the police and fire and rescue service.

The intruder alarm is set whenever the building is locked up. The fire alarm system is set continually. Both systems are serviced and checked regularly.

3. Lone working

At school

Staff working alone in the school should be aware of the dangers of lone working and take steps to reduce risk:

- lock external doors; close curtains/blinds when it is dark;
- when two or more people are working late try to leave the building together;

- where possible let someone know if they will not be at their usual time and what time they can be expected. That person should raise an alarm if the staff member has not returned home;
- carry a mobile phone at all times, ensuring it is charged and not on silent;
- check the car park to see if anyone else is working at school, perhaps in a different part of the building;
- alert other members of staff to their presence in the building if small numbers of staff are working.

Home visits

Home visits are an important part of our pre-school induction programme. Other home visits may take place according to individual circumstances eg illness. Staff should reduce risk by following these pointers:

- do not visit alone if you are concerned;
- do not visit unannounced apart from in an emergency;
- get as much information as possible on the household before your visit;
- go in daylight, if possible;
- check how to get where you are going;
- tell someone where you will be and what time you are expected back;
- do not enter the house if the person you expect to see is not there;
- do not enter the house if only children are at home.

Apply common sense at all times. If you feel uneasy act on it straight away.

4. Off-site activities

Security should be given careful consideration when off-site activities are organised and staff should follow guidance given in HCC Childrens Services 'Off-site Activities Regulations'.

5. Trespass and other nuisance

St Mark's CofE Primary School site is not a public place and members of the public do not have an unrestricted right of access.

Children or adults using the site for cycling, skate boarding, roller blading or other such activities should be told politely that they are trespassing and be asked to leave. The police should be contacted if trespass is repeated, damage is caused or threatening or abusive behaviour is used.

During school hours a member of staff who is concerned about anyone who should not be on the site and/or who is acting suspiciously should inform the headteacher who will call the police if necessary.

6. Offensive weapons

It is an offence to carry an article with a blade or point or an offensive weapon on school premises, including playgrounds and playing fields, unless prior agreement has been obtained from the Headteacher.

All necessary precautions should be made to ensure safety if such items are on the school site and at no time should they be left unattended or accessible to pupils.

7. Valuable portable property

Small valuable items, eg hand-held tape recorders, should be stored safely and regularly checked by curriculum managers. Larger items, eg computers, are accessible to pupils in teaching areas during the school term but consideration should be given to more secure storage during long holidays. Where possible, laptops are held in locked ICT suites overnight, weekends and holidays.

The school cannot accept responsibility for loss or damage to personal property.

8. Farm Security

St Mark's opened up a school farm in June 2023. Parents have access to the farm outside of the school day, during holidays and during weekends. Security arrangements are as follows:

- Parents will be validated by the school office before being given any gate code details. This is done through the online booking system. <https://www.stmarksprimary.net/farmbooking/>
- The code for the gate will be changed on a weekly basis. This is emailed 2 days in advance of the visit.
- The code for non-school time visits will be different to the code used during school time.
- Parents are required to complete an online form after their visit which ensures the visit has happened, and gives opportunities to share any concerns noticed.
- Cages and buildings in the farm will have a padlock on them.
- The farm will be fully risk assessed.

Arrangements for monitoring and review

The effectiveness of security measures is monitored regularly by the headteacher who, along with the site manager, reports termly to the governors' Resources Committee. Incidents are logged and potential problems noted to ensure that review of procedures is informed and effective.

Reviewed: Summer 2022, Summer 2023, Summer 2024

Review: Summer 2025