

# Springbank Primary School



Our whole school vision is:

Springbank Primary is a place where all of our children and staff will have the opportunity to excel. Everyone will be safe, happy and cared for. Our curriculum and values will inspire everyone in the school family to be motivated and curious learners and offer core skills, knowledge and enrichment to enable all to gain the foundations for a quality future and a love for life-long learning.

In all we do we remember our school motto:

**Caring - Happy - Healthy - Sporty - Scientific**

School Values

Sportsmanship - Tolerance - Appreciation - Respect - Friendship - Integrity - Sensitivity - Helpfulness

## Site Security Policy

February 2021



**Policy Lead: Julie Vaccari**



**Link Governor: Bill Howard**

### Finance Committee

Springbank Primary School is committed to equal opportunities for all. It is our aim that every policy is written to have a positive impact on every child/all children irrespective of race; religion; gender; sexual orientation or age.

**Springbank = success for all**

**There is a key that unlocks every child's learning, our job is to find that key.**

Every staff member and governor must take the responsibility and accountability to ensure the procedures within this policy are delivered and implemented as per Springbank School Policy.

At Springbank Primary School we strive to create and maintain a secure, safe and welcoming environment for all children, adults and visitors. Our security policy ensures we have in place effective procedures to achieve this. It is essential that school remains an open and welcoming part of the community.

**Our aims are:**

- To help make children and all those who work in the school feel safe and secure.
- To focus strongly on personal awareness and responsibility.
- To meet the latest recommendations of the DfE & local authority guidelines.
- To identify and minimise risk as far as is practical and sensible.
- To control access to and movement within the school and its grounds by people and vehicles.
- To respond effectively and in good time to identified security issues.
- To review our policy regularly.

**This policy covers the following areas:**

- Site access, general building security, movement around and outside of the school.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons.
- Identify threats to the safety and well-being of the school community from those with criminal intent.
- Visitors, contractors, helpers or other persons involved with the children.
- Computer data security.

**Roles and Responsibilities**

**Staff must:**

- Support the headteacher in implementing this policy.
- Report any concerns to the senior leadership team.
- To strongly focus on personal awareness and responsibility.
- Avoid lone working where possible and if this is unavoidable to follow the lone worker policy and complete the relevant risk assessments.

**Headteacher and Premises Team**

**The Headteacher and Premises Team shall:**

- Implement the security policy and any action plan approved by the governing board.
- Ensure staff members have a clear understanding of their particular responsibilities.
- Staff training needs are kept under review and training is planned as necessary. Toolbox talks are provided for review and refresher training.
- Ensure risk assessments are completed and reports delivered to the Health and Safety Committee.
- Provide routine security checks on an on-going basis.
- Take day to day operational decisions.
- Consider particular risk situations (e.g. home visits, lone working) and ensure relevant risk assessments are completed.
- Consult with local professionals as appropriate (e.g. police).
- Provide appropriate information to pupils, parents and visitors.

- Monitor and review security measures.
- Review the policy and update the governing board as needed.

## **Children**

### **Children should:**

- Inform their parents to enter the building using the main entrance.
- Not open the door at any time
- Inform a member of staff if an adult is in school without a visitor's badge
- Be expected to respect the measures taken by the school to improve and ensure security.
- Be encouraged to report ideas and concerns to staff, governors or both.

## **Visitors**

### **Visitors will be:**

- Expected to enter the building via the main entrance, report to the admin staff, sign the visitor's book and wear a visitor's badge at all times whilst on the premises.
- Directed to make an appointment, where possible, to ensure an appropriate member of staff and venue is available. Meetings with parents/visitors will only take place when other staff are known to be on the premises. If staff have any anxieties, meetings should take place within view of another member of staff or if possible, have another member of staff present. Whenever possible, the meeting should be located near the front of school, away from the main body of pupils.
- Expected to respect the measures taken by the school to improve and ensure security.
- Encouraged to report ideas and problems to the staff or governors or both.
- Be informed of any security incident that may affect them.

## **Governing Board**

### **The Governing Board shall:**

- Review and approve the security policy and any action plan for the school.
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine expenditure priorities.

Any key issues that arise will be taken to the Full Governing Board.

## **Local Authority**

### **The LA will:**

The main role of the LA is to maintain an overall policy for security within its schools and support and monitor its implementation by the school. As the school enters the White Hills Park Trust in April 2021 this responsibility will be transferred.

## **Physical Measures**

Springbank Primary School is on a single site.

The main front entrance from Church Street provides pedestrian access and vehicle access to the car park is accessed from Peacock Drive. Remote controlled pedestrian and vehicle gates are in operation. CCTV is in operation in both areas and only authorised access is

allowed. Visitors must press an intercom and speak to the school office to request authorised entry.

In addition to the above school uses the following physical security measures:

- Sign-posted entry to ensure all visitors report to reception which is located at the front of the school in the school office.
- All visitors are required to sign in and out at the main reception desk.
- Identification badges for visitors and helpers- all staff challenge any visitors who are not wearing a visitor's badge.
- All door and window locks comply with LA standards and are reviewed regularly.
- Members of staff will not admit any unknown person unless their identity has been verified.
- Outside normal hours the school is protected by an electronic security alarm and CCTV.
  - Only members of staff have a key fob to gain access into the school premises.

### **Security of the Building**

- Electronic fire and security alarms are in operation and are linked to control centres.
- Security lights are activated if the premises are occupied after dark.
- Designated staff are employed as key holders and will attend the building out of hours in the event of an emergency.
- Class teachers secure their classrooms by closing all windows and external classroom doors. They should also ensure that their equipment is switched off when they leave and return equipment to the secure area.
- The last key holder to leave the premises is responsible for securing the building and grounds if they leave after the premises team.

### **Alarm Callouts**

A designated member of staff is employed as key holder and they will attend the building in the event of alarm activation. They will wait in the car park until the Police arrive. If necessary, additional key holders will be contacted for support.

### **Car Parking and Vehicle Movement**

Entrances are supervised during the start of the school day and children are supervised until they enter the school building. The gates are locked at 9.10a.m. until 3.00 p.m. each day. If clubs/events are taking place on the grounds the gates are locked as soon as possible after 3.30 p.m.

### **People Management**

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children. The governing board and all staff take this aspect of management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

- All staff and governors are fully vetted before joining the school team or governing board. This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.
- A single central register of all staff, governors and regular volunteers/contractors is maintained.

- All regular visitors have access to information regarding safeguarding, fire evacuation and reference to other relevant forms and guidance.
- All visitors are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

### **Premises Team**

It is the responsibility of the premises team to check daily that the school building and grounds are safe, secure and in working order.

### **Headteacher**

It is the responsibility of the headteacher to ensure the performance of the above functions in the absence of the premises team.

In addition, the headteacher and senior leader in charge is responsible for the security of the premises during the school day.

### **Lone Working**

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any member of staff wishing to work outside of normal school hours should endeavour to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each person's number. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site they should take these precautions:

- Do not work at height on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not undertake any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of the nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone.
- Cars should be parked close to the entrance.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the Police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.

- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.
- A lone worker risk assessment must be completed.

### **Pupil Supervision – Arrival of Bubbles**

Children should not arrive on site until their allotted time, unless they are attending a supervised activity or have permission to be in school before this time. If children arrive after these times they should report to the school office.

### **Supervision on School Grounds – within Bubbles**

- During the school day all children are supervised when accessing the playground. This is done by teachers and support staff during morning and afternoon break and by midday assistants at lunchtime.
- There is always be a member of the qualified teaching staff out with a class during games or outdoor PE.
- At playtime and lunchtime, staff (whether teaching or non-teaching staff) should patrol the play areas. Staff should be vigilant at all times and challenge visitors.
- School gates are monitored to ensure they are kept locked throughout the school day.

### **Leaving School at the End of the Day**

The external gates are opened at 3.00 p.m. Children stay with their teachers and are only allowed to leave when appropriate.

#### **Children are:**

- not allowed to walk home by themselves unless individual arrangements have been made and are known to school.
- collected by a known adult. If by 3.30 p.m., the adult who should be collecting a child has not arrived, the child will return to school with their teacher, where a member of the office staff will telephone to see what the delay might be. The child remains in the reception area until an adult arrives to collect them. Parents must inform the school by telephoning the school office or by informing the teacher in the morning in person, if they wish their child to be collected by another person.

### **Leaving School during the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff and copies of appointment cards and letters are requested.

### **Trespass and Nuisance**

In the first instance, members of the senior leadership team should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary for the Lockdown procedure to be followed.

Recourse to the law will be considered where necessary. This extends to unlawful presence on site, individuals creating a nuisance or disturbance and verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the Police.

**In the event of an individual who may pose a safety hazard:**

- Stay calm.
- Minimise the risk to themselves, children and others.
- Ask the person to identify themselves and ask the purpose of their visit.
- Explain that all visitors must report to the school office via the main entrance.
- If the visitor appears agitated or refuses to go to the school office or leave the premises, stay with them and seek help as soon as possible by asking a colleague to contact the police.
- If the individual leaves the premises do not attempt to physically detain them.
- Follow the guidance in the emergency plan to alert the school community of an emergency or imminent danger.

**The general policy is:**

- The welfare, security and protection of children, staff and visitors will take precedence over any other action required to contain the situation.
- The headteacher or other senior member of staff must be informed. A decision will then be made regarding the way forward.
- After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing board. If required, an emergency meeting will be held by the governing board to review, make recommendations and take appropriate action. Statutory bodies such as the Police, the Trust, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents.

**Offensive Weapons**

The headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought into school, and to ban it. Any appeal against the headteacher's decision will be considered by the governing board. Any weapons confiscated will be handed to the Police.

**Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies or personal items.

The school takes an active stance on this with items of high value being "security marked". Staff return all expensive, portable equipment each night to a double locked secure store. Fixed plasma screens are securely fitted. Staff 'sign out' any equipment which is taken home in the loans book, which is kept in the finance office. If an item is damaged whilst it is in the possession of a member of staff, repairs will be undertaken by school; however, staff will be recharged for the cost of repair if the damage is due to negligence.

Cash must be handed in to the school office. No money is left unattended in classrooms at any time. Safes are used for storing all cash. The money is banked at regular intervals and money is never kept on the premises overnight. There are signing procedures for the handover of all money. Insurance limits are not exceeded.

The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Personal valuables are kept in secure

cupboards which are available in all classrooms and lockers are available in the staffroom. Any incident of theft is investigated. Mobile phones should not be brought into school by pupils, but if prior agreement is given, the phones will be handed in each morning to the class teacher and will be stored safely for collection at the end of the day. The school will not take responsibility for loss or damage to phones.

The intruder alarm and CCTV are in operation when the school is closed.

### **Curriculum Activities**

Children will be made aware of security issues, at the appropriate level, through a series of school-based activities. They will be:

- Encouraged to be security conscious e.g. never open external doors to adults.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others – Stranger Danger.

The school takes advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

### **Computer Data Security**

It is important that computer data used in administration is secured, as far as is practical and reasonable from accidental or malicious damage or loss.

To this end:

- Computers used in the school will be equipped with up-to-date anti-virus software.
- Frequent backups will be taken of important data, to minimise the time needed to return to normal. This is encrypted and stored in Cloud storages which conform to EU legislation.
- The new GDPR law is in operation and will be enforced.
- The school makes every child aware and regularly reminds them about our 'Rules for Responsible Internet Use'.

### **Emergency Lockdown Procedure**

There may be times when the above procedure needs to be activated. The following incidents are examples of situations that would trigger the procedure:

- A reported incident, disturbance in the local community
- An intruder on site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity
- The close proximity of a dangerous dog

Any member of staff made aware of any possible threat should alert the headteacher or assistant headteachers via the school office. A risk assessment will then be made of the potential threat.

Advice on whether to return to the building or to assemble elsewhere will be provided by office staff depending on the type of threat. This arrangement also applies to children and staff located inside the building.

Class registers will be taken and all staff and visitors will be accounted for by designated staff.



The relevant emergency services will be called by the office staff by dialling 999. The Trust will be also be notified. At no time should the children be allowed to leave the building without an adult being present.

Parents will be contacted in a sensible and supportive manner by the text messaging service.

Children will only be released from school if their parents, or a nominated representative, are there to collect them. The school will update the local authority on developments. Following an incident staff and children, via their parents, will be advised of the support offered by the local authority if they are affected in any way by the event.

#### **FIRE DRILL ARRANGEMENTS FOR USE DURING THE COVID 19 PANDEMIC**

- On activation of the fire alarm all classes will assemble in the designated areas using the nearest available exit.
- All children and staff must line up, adhering to social distancing on the markings provided. It is unlikely that there will be any visitors on the premises but if they are, they must also assemble at their designated area.
- A headcount of pupils, staff and visitors will be undertaken, and wardens will 'sweep' the building. Wardens will appoint substitutes if they are aware that they will be absent from school.
- Wardens will report to the headteacher to confirm that the building is empty and office staff will confirm that all persons have been accounted for.
- The drill will be timed and logged on the system with a summary of observations and suggested improvements.
- Practices will be undertaken frequently once all bubbles are familiar with the new procedure.

Some of these practices are paused due to COVID-19 infection control.