

SECURITY POLICY



Security of the Children

The headteacher, staff and governors aim to ensure all pupils are secure at all times.

On the school premises the gates will be closed during the school day, from 9.00am to 3.30pm. External doors need to be secured to prohibit entry from outside unless pupils are in the playground. It is the responsibility of the last member of staff in to ensure the door is secure. Visitors entering/exiting school are asked to open and close the gate, however staff must remain vigilant and check the gates are closed throughout the day.

The gate needs to be opened and closed by an adult.

Parents visiting school during school session times must park on the street.

Any visitor must access the school building through the office door and will only be given access to the rest of the building once a security check has been made by the Administrator or member of staff. Staff are given keys to enable them to enter without asking the Administrator. No member of staff should admit an unknown person, unless proof of identity has been obtained.

All visitors and contractors will be required to complete the visitors' book, giving details of their name, purpose of visit, and time of arrival. They will be required to wear visitor's or contractors lanyards and children are encouraged to notify staff if they see any unknown visitor not wearing such a lanyard. In the case of contractors they must not commence work unless permission to work has been given and relevant forms signed.

Children are not allowed outside the building without supervision.

Children are not allowed to open the door to visitors and are reminded of this regularly in class and Collective Worship.

When children are taken off-site, communication between staff is maintained through the use of mobile phones. Risk assessments are completed and shared with all adult helpers and children.

All new staff are security checked and until this has been ensured are not allowed to be in contact with a child in an unsupervised capacity. Parents who regularly support the teaching of the children in the school must have a DBS check.

Security of Staff

The security of the staff is the responsibility of the headteacher and the Governors.

Security of the Building

All staff who require access to the building after hours are given keys. The details of these key holders are recorded with the Administrator and when the staff members leave the school, they are asked to return all copies of the keys.

Security of Equipment

All items of equipment in school are the property of the school and as such must be kept well-maintained and secure at all times. If an item is dropped or damaged whilst it is in the possession of a member of staff the headteacher must be informed. All equipment of significant value is recorded in an inventory. If portable items such as laptops or iPads are taken out of school they must not be

left in vehicles as they are not insured in such a situation. If portable equipment belonging to school should be damaged or taken from a vehicle, then the member of staff borrowing the item would become liable for its repair or replacement.

Policy adopted January 2015

Review January 2017