



SCHOOL SITE SECURITY POLICY

HEATON SCHOOL

TO BE REVIEWED SEPTEMBER 2020

Heaton School Policy Record

**School Site Security Policy Agreed at:
Resources Committee 20/11/18**

Signed and Approved by:

Headteacher ----- (Signature)

----- (Name)

----- (Date)

Chair of Committee----- (Signature)

----- (Name)

----- (Date)

To Be Reviewed: September 2020

Designated person: J Curtis, Headteacher

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Heaton School SECURITY POLICY

The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

1. Roles and Responsibilities

Overall school security is the responsibility of the employer. At Heaton School, **this is Stockport Local Authority**. The Headteacher is responsible for implementing the security policy.

The Governing Body

The Governing Body of Heaton School has drawn up and agreed the Security Policy with the involvement of the school community.

The school's Health and Safety Governor meets with the Leadership Team once a term to review safety, including security, and reports to the Resources Committee.

The Resources Committee check the risk assessments and security procedures of any group using the school premises outside of school activities. E.g. clubs for community groups or community / fund-raising events.

The Headteacher

The Headteacher at Heaton School is responsible for implementing the Security Policy during the school day. The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities. The Deputy Headteacher or Assistant Headteacher assume this responsibility when the Headteacher is offsite. This includes when after-school clubs run.

The Headteacher should ensure parents and students, where appropriate to their level of understanding, are fully informed of the security policy and should be encouraged to help.

The school will **undertake an annual review of a security risk assessment and undertakes regular routine security checks**. The Headteacher reports regularly to the Governing Body.

The Headteacher is responsible for the security of the premises during the school day; in the Headteacher's absence a member of the Leadership Team assumes this responsibility.

Staff Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities before

taking up their post.

The caretaker

The caretaker is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week.

Students

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities. The Headteacher must be informed of any special concerns regarding pupils and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

Parents & Carers

The Parents and Carers of pupils at Heaton School are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletters
- School website

Police/Local Community

Heaton School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area.

Where appropriate, the Police are called if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place. Heaton School has a missing child procedure that is revisited regularly with the whole school team.

Health and Safety Services, with assistance from the Police will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

2. Security Strategies & Control of Access

Heaton School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children and young people, we have procedures to limit access to the school site.

Fencing bounds the perimeter of the school grounds. Students enter and leave the school grounds via one of two staffed doors: the Main Entrance and Transport Entrance. During the school day, the only point of entrance is via the main entrance, where everyone must report directly to the administration office, signing-in and presenting credentials.

Where practicable, parents/carers want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, staff should contact the

Leadership team immediately via the alarm system or walkie-talkies, and the stranger should be asked to come to the enclosed entrance area while the situation is clarified, or asked to leave. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Access to the school buildings

To prevent unauthorised or unknown visitors entering school, a secure fob system is fitted to all external doors (in the event of a fire alarm, the fob system released all doors).

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of the Leadership Team via the alarm or walkie-talkie system. If a stranger is noticed in school, the Administration or Leadership Team should establish his or her identity and reason for the visit.

Parents/carers have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents/carers wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

Trespass

Heaton School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent/carer is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Headteacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected.

Where appropriate, the police should be called if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving the main school building

Students arriving and leaving on home-school transport do so via the Transport Doors which are staffed between 9.15 – 9.30am and 3.15 – 3.45pm and securely closed at all other times. At any other time, or if coming to or from school with parents or carers, students enter and leave the school by the main entrance. There is a signing in and out procedure for students arriving late or leaving early.

All parents/carers are asked to wait within the enclosed entrance area unless there is an agreed reason to visit another area of school.

Supervision of main school grounds

Teaching staff are requested to be in their classrooms at 9.15am so that parents can leave their child in safety. The Caretaker makes sure that the building is safe for students from 9.15am – 5.30pm for example closing cleaning equipment store doors. The Caretaker also monitors and reports any issues with the maintenance of access to controlled areas using 'key boxes' e.g. the laundry room, outside areas such as the swing, and gates which are part of the fire exit route. Gates to the Transport Doors are locked between 9.30am and 3.00pm. Home – School Transport use the back carpark between 9.00am – 9.30 and between 3.00pm – 3.45pm, this carpark is clear of traffic at other times of the school day. There is a Transport Procedure in place to ensure the safe dropping off and collection of students.

Children are supervised or monitored at all times when in the playground(s). Supervision is by teachers and support staff at morning, afternoon breaks and at lunchtime. If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. Due to the nature of our students, staff will often work with them on a 1-to-1 basis, monitoring and minimising this risk is referred to in Heaton's safeguarding policy. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

Educational Visits

Staff will closely supervise pupils during educational visits. Risk assessments are carried out for all offsite visits. There is a signing in/out procedure for this. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents/carers will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a locker.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left

unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible and is collected weekly by a contractor. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of Buildings

An effective monitored intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed.

It is the responsibility of the Caretaker to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Caretaker is also responsible for locking the gates and setting the intruder alarm at the end of the day.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Emergency Services Unit will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

The Headteacher, Deputy Headteacher and Caretaker are designated key holders and are responsible for the security of the building.

Caretaker

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored by Solutions SK.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows, skylights, security grills and shutters are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working at school, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
- When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member.
- Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Heaton School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) phone/walkie talkie and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually. Curtains and blinds should always be closed in the evening, but especially if staff are working late.

Fire

At Heaton School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

Bomb Threats / Seriously Compromised Building Safety

Any warning or sign Heaton School receives about such a threat or risk is treated seriously, with the safety of the pupils and staff paramount. In such an event the school should be evacuated immediately to St Thomas' Buckingham Road Site / Heaton Moor Park – following the Critical Incidents procedures and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year will be distributed to the Governors.

Injury

Health and Safety Services must be informed of any serious injury caused to a pupil or member of staff.

Conclusion

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. Staff will be kept informed of the procedures within this policy through staff meetings. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary.

This policy will be evaluated once a year and governors and parents/carers informed of changes. New intake parents will be informed of the contents of the policy during parents

meetings. The pupils will be regularly reminded of the policy during school assemblies.