

Woodlands Primary School

Security Policy



Context

This policy is to be read in conjunction with all other school safeguarding policies. Our aim is to provide a safe and secure environment for our pupils, staff and visitors. This policy ensures that we have in place effective procedures to enable us to achieve this aim.

Please note that aggressive behaviour (verbal or physical) towards staff will not be tolerated.

If any instances occur parents may be asked to leave the school site and be banned from school premises. The police will be informed of any intimidating acts.

Roles and Responsibilities

School security is the responsibility of the Governing Body and Headteacher

Role of the Governing Body

- The Governing Body is responsible for formulating the security policy and monitoring its implementation
- At Woodlands the Quality Committee of the Governing Body review the policy every 3 years.
- Any key issues that arise are reported to the full Governing Body

Role of the Headteacher

- The Headteacher will be responsible for implementing the security policy agreed by the governing body
- The Headteacher will ensure;
 - All staff appreciate the importance of security and understand the schools policy and their responsibilities
 - Staff training needs are kept under review and training is provided as required
 - Parents are informed of the security policy and encouraged to help
 - The caretaker conducts a daily check of the school site
 - All crimes are reported to the Police

Guidelines for School Security;

Security of pupils, staff and visitors

Staff

- Staff based in school are the only staff to know the combination of door locks
- Staff to contact the school office or senior staff in an emergency
- All staff must challenge visitors who are not wearing a visitors lanyard
- All staff to ensure that parents enter school via the main entrance, unless specifically invited by a member of staff to do otherwise and will be accompanied whilst on school premises

Visitors

- All visitors, including contractors must report to main office entrance, sign in the visitors book, receive specific documentation and wear a visitors lanyard
- All other services (LA teams etc.) based in the school must sign in at the school office
- All parents should enter school via the main entrance, unless specifically asked by a member of staff to do otherwise. Informal meetings with staff may take place at the beginning or end of the school day, when staff collect/ dismiss pupils in the playground
- Parents to be reminded of our security strategies on a regular basis through monthly newsletters.
- Visitors should sign out and return their badge and lanyard before leaving the premises

School Site

- External school gates to be kept locked out of school hours (playground gate to be locked between 9:00 and 3:20pm)
- Security gates at the side of the main building must be kept locked during school hours
- All staff to challenge visitors on the school grounds at any time
- Staff leading after school clubs in the playground must be vigilant, and ensure the security gate at the side of the main building is locked

Security of Equipment;

Security Strategies

Inside School Building

- All equipment to be marked as belonging to the school
- The intruder alarm system to be in operation when the school is closed
- Staff to be responsible for returning equipment to the relevant place

Outside School Buildings

- All walls, railings, security fences and climbable pipes are inspected daily by the caretaker

Security of staff, visitors, pupils and equipment during whole school events

Parents' evening and fundraising events

- All CD's, cameras and personal belongings to be stored securely either in class or in the office secure cupboard.
- All outside doors to be locked, parents to gain entry via the main entrance
- All rooms apart from those required to be made secure

Mobile Phones

Mobile phones are not permitted in school during the school day or out of hour school clubs. Children must hand their phone into the school office each day. Staff, visitors and parents must keep their phones switched off. If a member of staff sees someone using their phone on the premises they must ask them to finish their call and then inform SLT. There may be some circumstances when these rules cannot be applied in which case permission must be sought from the Headteacher or SLT

Secure phone calls may only be made/ taken in the school office, Headteachers office or staffroom. When children are not present.

Mobile phones must not be used for taking pictures or recording images.

Monitoring of strategies;

- Informally through verbal reports from staff, visitors, parents and Headteachers
monthly informal meeting with parents
- Formally through ECM Committees, full governing body meetings, parents questionnaires, pupil questionnaires.

All staff to take shared responsibility to ensure security strategies are implemented.