



BROOKLAND INFANT AND NURSERY SCHOOL

**POLICY FOR
SECURITY PROCEDURES**

Reviewed: September 2016

Signed: Chair of Governors

Signed: Headteacher

POLICY FOR SECURITY PROCEDURES

This policy should be read in conjunction with the Health & Safety Policy.

At Brookland Infant and Nursery School the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

At Brookland Infant and Nursery School the personal safety of the whole school community is paramount.

ROLES AND RESPONSIBILITIES

Overall school security is the responsibility of the Governing Body. The Headteacher is responsible for implementing the governing body's security policy.

Headteacher

The Headteacher, Mrs Alison Atkinson, is responsible for implementing the Security Policy and ensuring 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 Headteacher will ensure parents are fully informed of the security policy and encouraged to help.

There are regular surveys/risk assessments of security. If necessary, advice is obtained from the Police on security matters and all crimes are reported to the Police. The Headteacher reports regularly to the Governing Body and, where appropriate, the LEA.

The Headteacher is responsible for the security of the premises during the school day.

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
- ◆ implement the emergency procedures and critical incident plan

New staff should be informed of the school's security policy and of their responsibilities when they start as part of their induction.

Pupils

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. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

The parents are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- ◆ School Prospectus
- ◆ New Parent's Evening discussion
- ◆ newsletters
- ◆ flyers

Police/Local Community

The school values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The community police officer visits the school occasionally. Local residents are encouraged to report incidents directly to the police.

The Police will be called immediately if there is an incident of a violent, aggressive or abusive nature. The police will be informed of any matters of concern, for example if a stranger is spotted loitering outside the school, so that they can take action and notify other local schools if necessary.

SECURITY STRATEGIES

Control of Access

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

School Grounds

The whole school site is bounded by security fencing. There are two pedestrian gates and gates across the driveway at the entrance to the site and all these gates are padlocked when the schools are closed.

The gates to the main infant school playground are generally locked during the school day and opened at the beginning and end of the school day to all parents to collect children from classroom doors.

There are also gates in between the infant and junior schools and it is aimed to keep these closed during the day except when access to the nursery class is required. Parents are asked to close these gates behind them.

The Headteacher /office staff should be informed of any strangers that are seen loitering in the school grounds so that their identity can be checked. Please do not assume someone else knows they are there and why - always check.

Trespass

Our 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. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996. The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

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

- ◆ The parent can be asked to leave
- ◆ If the parent still refuses to leave willingly, the Police are called.
- ◆ A formal letter from the Headteacher/LEA or Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five-day period in which to make representation.

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

Extra information can be obtained from the LEA.

Access to the School Building

To prevent unauthorised or unknown visitors entering school

- the main entrance to the school has an electronic access system installed
- all door handles on external classroom doors in the old building have been disabled - staff should ensure that their classroom doors are securely shut during the day
- Holly, Rowan and nursery classes have electronic access units installed
- Year 2 classes access via corridor doors in new building and these doors are locked when not in use

The main entrance to the school has an electronic release system. This can be released from the office or the corridor after identifying the visitor. Usually the door will be opened by one of the office team. Other staff should take care when opening the door to strangers and if in any doubt should seek help from another member of staff before allowing them entry. Children should not be encouraged or allowed to open the door for anyone.

An entry system is fitted to the new nursery class to enable them to control access more safely and to Rowan class and Holly class to facilitate internal movement between the nursery and the main school.

If parents wish to take their child/children out of school during the school day, they should report to the school office. Where possible parents should have informed the class teacher in advance.

Entering and Leaving School

All children enter the school by their classroom doors. The front door is to be used only if a child arrives after 9am (or after the classroom door has been closed), when parents should report to the office and sign their child in. Parents collect their children from their child's classroom door at the end of the school day or the school office during the day. Any children who are late being picked up from school at the end of the day need to stay with their teacher or be delivered to wait in the school office.

Parents are regularly reminded to let the school know if someone other than the usual collection person will be collecting their child. If no message is received then staff will contact parents for authorisation before allowing a child to go with someone different especially if they do not appear on their child's collection form.

Supervision of Children at Breaktimes

Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning break and by the Midday Supervisory staff at lunch-time.

Volunteer Helpers

Volunteer helpers do not need a DBS check as long as they are supervised. As part of their 'Helpers' pack they are given a copy of the 'Handbook for Volunteer Helpers' which includes the 'School Rules', Fire and Security Procedures and conduct and confidentiality. Before starting work in our school volunteers are asked to sign a 'Volunteer Agreement Form'.

Visitors to the School

All visitors to the school and nursery should report to the Reception area, which is clearly marked. In the first instance, visitors will be met by one of the office staff; they will be asked to sign in and give the reason for their visit. All visitors are expected to wear a badge whilst in the school either a school 'Visitor/Helper' badge or their own identity badge.

Contractors in School

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

- Contractors should report to the reception area on arrival and before leaving, signing in and out
- When on the school site, badges or clothing identifying the company for which they work should be worn at all times
- Contractors should complete maintenance logs, when appropriate.

Security of Building

Effective intruder alarms are in operation on the new nursery building at the back of the school, the main school building and the Pre-School building. These are always set whenever the buildings are empty. The intruder alarms are serviced annually by Active Alarms. Security lighting has been installed around the outside of the school.

When leaving the building at the end of the day all staff should make sure windows are closed and blinds (especially to outside windows) are down and closed to help prevent break-ins. Internal doors should be closed to help prevent the spread of fire.

The Site Manager, headteacher, members of the senior leadership team and finance and admin manager are key holders. Apart from the Site Manager, staff are not expected or encouraged to be in the school on their own. If this is unavoidable, all the doors should be locked and the staff member should have access to a mobile phone (see lone working guidance in the Health & Safety Policy). Curtains and blinds should always be closed in the evening, but especially if staff are working late.

When accessing the school using their key staff should be vigilant at all times and be aware of the security for the whole site. Staff should ensure that the school and site are secure when they leave. Whilst in the building alone staff should consider locking the main front door closed so that unauthorised persons cannot gain access.

The police have the contact numbers for the Headteacher (Mrs Alison Atkinson), Site Manager (Mr Tony Mizon) and Finance and Admin Manager (Mrs Jane Allen) should an incident occur when the school is closed. However key holders should follow the advice in the Health and Safety Policy if they are called out. Keys should be kept secure with no identifying tags on them. If a key is lost or stolen then the school office should be informed immediately so that a risk assessment can be carried out and locks changed if thought necessary.

The Site Manager, Mr Tony Mizon, is responsible for unlocking the school if contractors need to work outside of school hours. If necessary he will stay on the premises while the contractors are working and he will be responsible for securing the building and site when work has finished.

The Site Manager, Mr Tony Mizon, is also responsible for unlocking the building when the school is being used by outside clubs/agencies, securing the premises afterwards and remaining onsite during the 'let' if necessary. For regular lettings it may be more appropriate for the Site Manager to open the school for the club and then return later to secure the premises.

Pre-School Building

The Pre-School lease the building by the school gate. They are responsible for securing their building when they leave. The Pre-School ask the Headteacher for permission to use the building during the evening or holidays and will inform the Site Manager, Mr Tony Mizon, and the school office of the times they will be on site. The Pre-School staff will be responsible for securing their building and whole site at these times.

The Pre-School building has an intruder alarm and this will be maintained and serviced annually by Active Alarms under a contract arranged by the Infant & Nursery School.

Site Manager

It is the responsibility of the Site Manager, Mr Tony Mizon, to check regularly that all locks and catches are in working order, the emergency lighting is working, that the fire alarm has no faults, and security alarm system is working properly.

Before leaving the premises, the Site Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Security of Personal Property

Children should not bring anything of value to school unless the class teacher has asked them to as the school cannot be responsible for these items.

Individual staff are responsible for their own property. Particular care should be taken with handbags and these should be locked away out of sight when the classroom is unattended - all teachers have been issued with a key for their stock cupboards for this purpose.

Security of School Equipment

Laptops issued to teachers, are owned by the school and made available to staff to assist them in carrying out their responsibilities and to enhance their professional activities including teaching, research, administration and management. Laptops are password protected and must be kept securely when not in use. If they are stolen while off site then the member of staff concerned should report this to the police immediately. If they are lost or stolen the headteacher also must be informed immediately. All laptops, cameras, etc that are in school should be locked away at least at weekends and holiday times.

Teachers are also issued with memory sticks to assist them in carrying out their responsibilities. These should be kept securely and the data on them backed-up regularly to the school network. Cameras, video recorders, memory cards, memory sticks, laptops, etc., that hold personal data of any kind should be kept securely at all times and password protected if this facility is available. The headteacher should be informed immediately if any item holding personal data is lost so that appropriate action can be taken. If cameras or video recorders are stolen then this should be reported to the police immediately.

All items of portable electrical equipment are security marked in accordance with Hertfordshire County Council guidelines.

Inventory

The Governing Body are responsible for making sure that proper inventories are maintained covering all valuable and/or electrical items/equipment and these inventories are kept up-to-date and regularly checked. A paper copy of the inventory is kept off site and the inventory is also part of the daily back-up. All valuable portable equipment will be security marked in accordance with Hertfordshire County Council guidelines.

Security of Cash

Any cash on the premises is kept in a safe and banked frequently.

Handling of Cash

The following security measures will be used when handling cash:

- The Headteacher and the Finance and Admin Manager will each be responsible for a key to the safe
- Income collected will be stored in the safe
- Currently no petty cash money is held
- Income collected will be banked regularly so that cash held on the premises is kept to a minimum
- The Finance and Admin Manager, Mrs Jane Allen, will be responsible for the banking of money but when travelling to the bank will always be accompanied by another member of the infant or junior staff

Security of Computerised Data

The server is backed up remotely every night. An up to date paper copy of children's details, including address and home telephone numbers, is kept off site together with staff lists and contact details.

The school is registered in accordance with the Data Protection Act and this is renewed annually.

Data Protection Act

All data held and processed both electronically and manually is covered by the Data Protection Act. All such data must be held securely, treated as confidential and not passed on to unauthorised personnel or external bodies (this includes any lists of children's names, all images/photos of children).

The Data Protection Act 1998 lists the following eight principles which require that data is:

1. Processed fairly and lawfully
2. Obtained only for one or more specified purposes, and not processed incompatibly with them
3. Adequate, relevant and not excessive in relation to the purpose
4. Accurate and kept up to date
5. Not kept for longer than necessary for the purpose
6. Processed in accordance with the rights of the data subjects
7. Kept secure
8. Not transferred to a country outside the European Economic Area which does not have adequate data protection rules

Every Autumn Term data collection sheets are sent to parents showing them the personal data which is held by the school on them and their child. Parents are asked to check this information and notify the school of any changes. A copy of the latest Fair Processing Notice (Privacy Notice) is sent out with the data collection sheets.

The following should always be disposed of securely by shredding:

- Class lists
- Lists of children's names
- Notes from parents
- Notes from office, eg collection forms, notes about children
- Any work that has the child's full name on it
- Reports that have the child's full name on them
- Photographs

This is not an exhaustive list and if you are in any doubt as to whether something should be shredded or not then it is better to shred.

Photographic images and videos of children and adults are classed as personal data in whatever format they are held and therefore should be held securely, used appropriately and disposed of safely and securely.

Cameras, video recorders, memory cards, memory sticks, laptops, etc., that hold personal data of any kind should be kept securely at all times and password protected if this facility is available. The headteacher should be informed immediately if any item holding personal data is lost so that appropriate action can be taken.

Internet Use

Please see the school's Acceptable Use Policy and e-Safety Policy.

Fire Detection Systems

We acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

- Fire detection and alarm systems are in place throughout the school and tested regularly. Fire drills usually 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 letter-box is surrounded by a metal container. The refuse bins are kept secured in the courtyard by the kitchen.
- The fire fighting equipment is checked annually by Chubb Fire Protection Services.

Offensive Weapons

It is a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with them for such use by them or some other person.'

Bomb Threats

Any warning the school receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

If a bomb warning is received the Headteacher and office staff have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure.

- ◆ Alert everyone in the school by using the fire alarm system and evacuate the building.
- ◆ All staff and pupils should assemble on the school field, well away from the school car park and buildings.
- ◆ Call the Police.
- ◆ Neither staff nor pupils should attempt to search the school building.
- ◆ If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- ◆ An overriding priority is the safety and supervision of the pupils.
- ◆ No one should return to the building until the police declare that it is safe.

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.

Incendiary Device

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the Headteacher informed. The Headteacher will arrange for the emergency services to be called.

Suspicious Packages - Possibly Explosive

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it.

Suspicious Packages - Other

The package should be isolated. Close all doors and windows in the room to contain the package and prevent possible contamination over a wider area. Inform Headteacher (preferably by phone as no one in the room should leave it) and call the emergency services. Because of possible contamination all staff in the room should remain in the room/area to await further instructions. Under no circumstances leave room unless instructed to do so by Headteacher or emergency services.

Emergencies/Critical Incidents

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the emergency response plan should be followed. All staff should know how to call the emergency services by dialling 999 (remember on our school's phone that means pressing '99' then dialling 999). The operator will ask which service you require and for your details, the address and telephone number of the school. When calling for an ambulance the operator will also ask the name and age of the child and the nature of the injury or illness.

The headteacher, or in her absence, the deputy headteacher, should be informed immediately of any emergency irrespective of the nature of the emergency.

If it is necessary to evacuate the building the fire alarm will be activated (continuous bell ringing).

Emergency Response Plan and Business Continuity Plan (BCP)

Schools have a legal duty to provide educational services and are expected to continue operating, however difficult the circumstances, as soon as possible following critical incidents, emergencies, etc. There are a range of incidents that could affect the school such as severe weather, fire, flood and loss of power and schools should have a BCP to help them recover from these incidents.

Should the school need to be closed then staff will be informed via the text messaging service. Please notify the school office of any changes to mobile numbers.

Our school has an Emergency Response Plan and Business Continuity Plan. The Site Manager, headteacher and finance and admin manage have copies of the plan. A copy of the plan is available in the school office.

All staff need to be aware that following or during an emergency they should not give interviews or comments to the press and should direct any requests from the media to the headteacher or Hertfordshire County Council.

Reporting Incidents

All incidents of crime, losses and trespass will be recorded on the Incident Log, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LEA will be notified.

POLICY REVIEW

This policy may be modified or added to from time to time in which case amendments will be distributed to all staff. The policy will be reviewed annually.

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