

Victoria Lane Academy



School Security Policy 2020 - 2021



A Member of the Tudhoe Learning Trust



School Security Policy and Procedures

Policy statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Victoria Lane Academy. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
 - ✚ By the health & safety governor monitoring performance on their special interest visits
 - ✚ Via the head teachers reports to governors
 - ✚ By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

Head Teacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Local Governing Body	<ul style="list-style-type: none">Agree policyReview every 12 months
Day to day implementation and management of policy.	Head Teacher / School office manager	<ul style="list-style-type: none">Inform staffMonitor performanceReview arrangements
Securing school entrance/exits as detailed in this policy	Premises Manager	
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Premises Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Head Teacher / School office manager	Issue badges Sign in
Control of contractors	Head Teacher / School office manager	Check Company ID
Security of money etc.	Head Teacher / School office manager	Regular banking & keeping within insurance limits
Security risk Assessment	Head Teacher	Review annually and inform governors of findings to use as part of policy review

Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

Information and Communication

- All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.
- All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.
- Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Victoria Lane Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main entrance has only single access entrance via electronic door operated by admin staff. Only authorised visitors allowed access via intercom on wall outside. Signage directs all visitors to this entrance. It is impractical to have access control on the single storey building so pupils will be safeguarded by security fencing preventing access to any other area of the school other than the main entrance and by doors that can only be opened with a security pass or from the inside. Children will also be safeguarded by supervision. All gates to the school grounds will be accessed by a buzzer system which operates from the main office.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Playgrounds are fenced on all side preventing access.

The access arrangements for the grounds are –

- School field – access to school field for PE via a locked gate (key available from the school office) – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Lunchtime – children use school field which has hedging, trees and fencing. Always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Playground – No access for unauthorised persons due to fencing. Staff would professionally challenge any person not wearing a school visitor badge.

Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence typically 2m high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision. Staff open and lock the gates to this area at the beginning and end of the school day and supervision is in place for this.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the school reception on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the school office or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

Times of the day when supervision is part of our safeguarding procedures –

Playgrounds

- Start of school day – as gates are open to allow access this area is supervised by staff from 8:40am to 9am. Parents have been informed of these arrangements and that supervision does not start till 8:40am.
- Lunchtime – all parts of the school site are supervised by school staff.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – parents leave their children at the specified playground gates/entrances with staff from 8:40am onwards with staggered start times from September 2020 and children are then escorted into the school building. Staff are on duty on the gates and classrooms from 8.40 am to supervise. Children are aware of where they need to go and school morning procedures. All members of staff ensure that doors are closed securely behind them. Children arriving late report to the main entrance where admin staff log their arrival. At 9:05am all gates are locked apart from the main entrance gate that allows access to the main door only.
- Collection procedures – staff accompany children to the designated area for collection by parents. Children stay with their teacher until parents collect them. Staff are aware of those Y5/6 children who walk home alone. Any children not collected will be taken to the school office and parents contacted; children will stay with the admin staff until parents arrive.
- Children who are transported by taxi are brought to the main door each morning by the taxi escorts and met by staff who, at the end of the day, bring children back to the main door for collection by the taxi escorts. Staff will always check that taxi escorts have relevant identification and will follow up any concerns before they will allow the child to leave.
- Children who attend Breakfast Club will be taken directly to the club. Staff will collect the children from parents at the main entrance and take them into breakfast club. The door to this area cannot be opened from the outside. This is currently suspended due to Covid-19.

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use is currently only in the evenings. Any community group that involves children (i.e. youth drama) has given written assurance that they have safeguarding procedures in place and that all adults have enhanced CRB disclosures. All community groups are given information/instruction on safety procedures.

Supervision of contractors

Contractors and maintenance personnel will not always have been CRB checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below:

Main gate – Unlocked by the premises manager at 6.30 am and locked again at 6.00pm. They remain locked all night and at weekend.

Gate to Front Yard – Unlocked by premises manager at 8.40am and locked at 9.05am. Remains locked until 3.00pm when it is opened for parents to collect their children. Is locked again at 6.00pm and remains locked all night and at weekends.

Foundation Stage entrance – opened by premises manager at 8:40am and locked at 9.00 am by premises manager. Gates are re-opened at 3.00pm when children are handed over to their parents by school staff. Nursery children collected at lunchtime enter via the electronic gate and are buzzed in and out of the school premises by office staff.

Car Park - gate has security lock which can only be opened by a security key.

Other gates – all other gates are kept locked at all times.

Buildings – All entrances have security locks in place. Doors cannot be opened from the outside other than with a security pass. Doors can be opened from the inside

CCTV

The CCTV system was upgraded in July 2017. There are seven cameras on site, which are located externally to cover entrances and exits and the car park area. Please refer to CCTV policy 2020-21.

Cash Handling

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away. ParentPay is encouraged and used whenever possible. Cash is not handled in visible areas and banking is done if and when at irregular times. Cash is collected by Londis weekly or regular intervals.

Valuable equipment

All items above the value of £25 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Medicines

Please refer to Supporting Children with Medical and Mental Health Conditions 2020-2021 for detailed guidance.

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in labelled packaging and any medication will be locked in the designated lockable fridge located in the First Aid Area. Arrangements for the administration of medicines are detailed in the Supporting Children with Medical and Mental Health Conditions 2020-2021 Policy.

Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ School Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance, Premises and Pay Review Committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by Head Teacher, Jane Richardson.

Headteacher: *J Richardson*

Chair of Governors: *D Bowes*

Date of Implementation: September 2016

Date of Last Review: September 2020

Date of Next Review: September 2021