



# **Milecastle Primary School**

## **Security on School Site Policy**

## **MILECASTLE PRIMARY SCHOOL SECURITY ON THE SCHOOL SITE**

### **RATIONALE**

School security is concerned with the management of various types of risk which have the potential to impact upon children and adults associated with the school or upon school premises or property. These risks may result in harm to individuals or loss relating to equipment and buildings. They may originate from persons unconnected with school e.g. trespassers coming onto the school site or from persons who do have a link to the school e.g. an aggressive parent.

### **AIMS**

We aim to:

- identify potential risks, assess how likely it is that harm or loss will occur and define who/what would be affected and in what way.
- identify appropriate precautions which need to be taken to reduce risk to an acceptable level.
- to review and identify gaps in current systems and identify how these are best addressed.

### **GUIDELINES**

- Security issues are co-ordinated by the headteacher. The caretaker and governor with responsibility for Health and Safety will also have important parts to play in this.
- The headteacher and caretaker will monitor security issues and arrange for appropriate action when concerns are identified. Staff also have a responsibility to draw to the attention of the headteacher areas of concern.

## **SPECIFIC SECURITY ARRANGEMENTS**

The following specific security arrangements are in place:

### **SECURITY MEASURES**

The school site is surrounded by a perimeter fence. This has gates which are padlocked when the school is closed. There are internal gates which are closed and padlocked when the children begin lessons and registers close. Once these are locked entry is only by the main entrance.

Parents and children are reminded that the staff car park should be used only by staff and at no point by pedestrians. There is a visitor car park which parents/carers may use. Entry to this should only be used by vehicles. All pedestrians should use only the three designated pedestrian entry gates. There is clear signage to this effect. During playtimes and lunchtimes staff supervise the children on the yard and on the field.

The rear entrance drive is used only by delivery and service vehicles. Its gate is kept locked and there is an intercom system for admitting authorised vehicles.

The main building, link to the community room, staffroom, HT office, main office and medical room have a coded entry system. Only staff members know the codes.

Telephones are situated throughout the main building.

At the close of the building the security/burglar alarm is activated. All alarms are subject to regular testing.

### **VISITOR RECEPTION**

- External doors are locked during the teaching sessions. All visitors must report to the main entrance to gain admission to the building. There is an intercom system and viewing window in place which allows sight of the visitor from the admin office. If the person seeking admission is known to staff the door can be released from the office and the main entrance. Unknown visitors will be challenged at the office window by a member of staff and a reason for their entry has ascertained. If no reason for entry, the door will not be opened.
- All visitors sign in on arrival and sign out when leaving the building.
- Visitors who are not accompanied by school staff at all times wear a numbered visitor's badge. The badge number is recorded in the visitors' book.

### **SAFETY OF CHILDREN**

- All children are given clear information about which parts of the school grounds they can use and when.

- Children are supervised by adults at all times, both inside and outside the building.
- Children receive regular reminders to be vigilant and report to staff anything/anyone they observe which may be unusual and out of place.

### **LONE WORKING**

- Staff working alone after hours in isolated areas of the school take care that all external doors are locked.
- Any specific concerns that staff have about unauthorised persons on the site are reported to the headteacher/caretaker. They then take appropriate action e.g. approach and request the person leaves the site or contact Neighbourhood Services or the police.

### **DOGS ON SITE**

- No dogs are allowed on the school site with the exception of guide dogs. This includes dogs which are carried under arm or in a bag.
- Parents are requested not to tie their dogs to the school perimeter fence or gates.

### **SEEING PARENTS**

- Staff who have concerns about the possibility of a parent behaving in a threatening way should report their concerns to the headteacher. The head is made aware of occasions when the parent has arranged to meet the teacher so that they can be present and intervene if necessary.
- Parents who give particular concern because of previous behaviour or because they appear to be in an agitated state should always be seen by two members of staff, one of whom should always be a senior member of staff.
- Any member of staff who feels uncomfortable dealing with a parent should speak to the headteacher who will make the necessary arrangements.
- Interviews which are likely to be difficult or contentious should be held in the headteacher's office whenever possible. This gives access to the panic button if required.
- A written record should be kept of difficult meetings or those involving an ongoing situation which is characterised by conflict between the school and the parents involved.
- Any parent/carer whose behaviour is of concern can be requested to only speak to staff during a prearranged appointment. In extreme cases, parents may be prevented by governors from entering the school site. Parents will be informed in writing of any such decision.

### **STORING VALUABLES**

- It is recommended that items of high value are not brought into school.
- Staff should store personal items securely.

- Staff may also store items of value in the headteacher's room, office or the admin office which can be kept locked at all times.
- All ICT items are security marked and recorded in the ICT asset register.
- All losses should be reported immediately so the headteacher can decide on appropriate action, including the involvement of the police.

### **MONITORING OF PROCEDURES**

Responsibility for monitoring security arrangements on a day to day basis rests with the headteacher. School buys into the LA Service Level Agreement for security services. This service can be contacted for advice and additional support. This service manages out of hours security on the school's behalf.

The headteacher will work with the Health and Safety governor in monitoring aspects of site security. Any aspects of concern will be brought to the attention of the premises and resources sub-committee and/or full Governing Body.