

# Ouston Primary School

## Security Policy & Procedures



Review Date: Autumn Term 2024  
Reviewed by: Full Governing Body  
Next Review date: Autumn Term 2025

# OUSTON PRIMARY SCHOOL

## Security Policy and Procedures

### 1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Ouston Primary School. 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.

### 2. Organisation

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

#### 2.1. 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.

#### 2.2 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.

#### 2.3 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.

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Full Governors	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>
Day to day implementation and management of policy.	Head Teacher / School Business Manager	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Caretaker (Office staff/HT in case of absence)	Lock gates 8.45-9.15am and 3.00-3.30pm (see detailed Annual Security & Safeguarding Audit)
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Administration staff	Issue badges – ensuring the signing of the 'visitor code of conduct' as appropriate
Monitoring of visitors on work placement/NQTs	DHT	Carry out induction process
Control of contractors	School business manager	As per procurement and security procedures
Security of money etc	Administration staff	As per financial procedures
Security risk Assessment (Annual Security & Safeguarding Audit)	Head Teacher / School business manager	Review annually and inform govs of findings to use as part of policy review

## **2.4 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.

## **3. Arrangements**

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

### **3.1 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 inductions 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 school's security arrangements as a condition of shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

### **3.2 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. Ouston Primary School 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 building has only single access entrance via reception desk.
- All doors except the main reception entrance have security locks in place and cannot be accessed from the outside by unauthorised personnel. Visitors to the school are confined to the reception foyer until security checks are cleared.

#### **Grounds**

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

- The school grounds are secured by a 6ft metal fence.
- All access gates except the main entrance (leading to the staff car park) and the main pedestrian gate (leading to the main entrance) are locked throughout the school day.
- The main gates leading to the staff car park have restricted opening times to ensure the safety of parents/carers and pupils at busy times.

There are no areas accessible by the public during the school day. Access gates are opened for parents/carers to drop off/collect children at the beginning and end of each day.

### **3.3 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 at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision. These outside areas are within the main school grounds secured by fencing as mentioned above.

### 3.4 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 reception desk on arrival and sign out on exit.
- 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 reception desk 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.
- For visitors working directly with children the appropriate checks are carried out and details stored in our Safeguarding Register.
- Visitors who do not have these checks must be supervised by a staff member at all times.

### 3.5 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 and times of the day when supervision is part of our safeguarding procedures –**

**KS2 Playground –**

- Start of school day – all gates are open to allow access. This area is supervised from 8.45am to 8.55am. Parents have been informed of these arrangements and that supervision of children does not start until 8.45am.

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

- see appendix 1 – Early Years - Daily Timing Procedures
- see appendix 2 – Key Stage 1 - Daily Timing Procedures
- see appendix 3 – Key Stage 2 - Daily Timing Procedures

### **3.6 Cooperation with third parties, extended services and community groups**

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.

### **3.7 Supervision of contractors**

Most contractors and maintenance personnel have a DBS certificate (this is checked on their arrival at school when they must sign in at the main reception entrance foyer).

Any contractor without a valid DBS will be supervised at all times while on the premises. In addition, the following control measures are in place –

- 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.

### **3.8 Lone Workers**

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

### **3.9 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. (see Annual Safeguarding & Security Audit)

The 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.

### **3.10 Locking arrangements.**

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

Car Park Gate – Unlocked by the caretaker at 6.30am and locked again at 6pm. They remain locked all night and at weekend.

Car Park Gate – The main gate is closed between 8.45am and 9.15am, and 3.10pm to 3.40pm.

Side pedestrian gate – Unlocked at 6.30am and closed at 6pm

Top Gate (leading to Urpeth) – opened between 8.30 and 9.00am and 3.10 and 3.45pm

Playground Gate – main entrance – Opened between 8.30 and 9.00am and 3.20 and 3.45pm

Nursery/EYFS gate – Opened between 8.30 and 8.55am, and 3.00 – 3.30pm

Main Building – All entrances except main reception are secured by the caretaker at 9.00am. All external doors have security locks fitted and can only be accessed by authorised personnel.

### **3.11 CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

### **3.12 Cash Handling**

Schools should avoid keeping cash on the premises wherever possible. A Safe is in use and kept locked. Our school avoids handling cash in visible areas and any money requiring banking is done at irregular times, particularly where substantial sums are involved.

### **3.13 Valuable equipment**

All items above the value of £100 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.

### **3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing 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.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the school's medicine cabinet in the main reception. The key is available from (Mrs Gill/Mrs Tyrrell)

Arrangements for the administration of medicines are detailed in the medication in school policy.

#### **4. Risk Assessment**

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

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

#### **5. Emergency Security Procedures (see also Lockdown Policy)**

In the event of an emergency during the school day (ie – advised by police of a potential threat or incident in the local area. This has occurred during the 14/15 year and our systems worked very effectively) where the school building needs to be secured and pupils kept inside, the following procedures will be followed: -

- Office Staff and HT or DHT will split up to inform staff in these areas –
  - **Playgrounds** – ensure all pupils off the yard (particularly if this occurs at break/PE times). Bring outdoor class into main building if safe to do so.
  - **Classrooms** – ensure all windows are shut/locked and children advised to stay in classrooms (and given some simple explanation to prevent panic). Teachers to take register to ensure all pupils are accounted for.
  - **Corridors** – Windows closed and courtyard doors double locked.
  - **Nursery/EYFS** – all children brought in from outdoor area and doors locked.
  - **Main Entrance** – door locked
  - **Kitchen** – staff informed and doors locked

Keep school secure and await further advice from authorities. Once the issue is resolved, (and with advice from police/authorities) send text/dojo to parents to inform. Also inform Governors by email.

#### **6. Monitoring and Review**

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Full Governing Body

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 - Louise Lavelle & SBM – Annette Tyrrell

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## **EARLY YEARS - SCHOOL DAY TIMINGS**

At the Reception Class entrance the teacher/teaching assistants welcome the children and assist with coats and bags etc. In the interests of security, our school day starting on time and encouraging independence in our younger pupils, parents/carers must not enter the school building at this point. Information/messages may be passed to the staff member at the door where needed. Where a parent/carer would like to discuss something in full/ meet with the class teacher, appointments can be made via the main office.

**Reception Door opens at 08.45**  
**Reception Door closes at 08.55**  
**Morning session 08.55 to 11.45**  
**Lunch break 11.45 to 13.00**  
**Afternoon session 13.00 to 15.15**

The school day ends at 15.15hrs for Reception, when the teachers supervise the 'handover of children meeting their parents/carers at the Reception/Nursery doors.

NB: If for any reason you are running late, please bring your child to the office at the main entrance for safe admittance as the Reception doors/external gate will be locked at this point.

Please also note that children arriving after 08.55hrs will be registered as

- 1)- 'late before registration closes' up to 09.05hrs
- 2)- 'late after registration closes' (after 09.05hrs = unauthorised, unless for medical/dental appointments)

All 'lateness' is monitored in accordance with the school's attendance policy.



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## **KS1 - SCHOOL DAY TIMINGS**

Key stage 1 doors open at 08.45 when children are welcomed into the building by staff, hang up coats/bags and go straight to their classrooms, ready for lessons to begin at 08.55. The door is then locked at this time for security.

In the interests of security, our school day starting on time and encouraging independence in our younger pupils, parents/carers must not enter the school building at this point. Information/ messages may be passed to the staff member on the door where needed.

Where a parent/carers would like to discuss something in full/ meet with the class teacher, appointments can be made via the main office.

**KS1 Door opens at 08.45**

**KS1 Door closes at 08.55**

**Morning session 08.55 to 11.50**

**(morning session includes a 15min break)**

**Lunch break 11.50 to 13.00**

**Afternoon session 13.00 to 15.20**

**(afternoon session often includes a short break as decided by the teacher and dependant on afternoon activities)**

The school day ends at 15.20hrs for Key stage 1, when the teachers will bring classes out onto the yard to meet their parents/carers.

NB: If for any reason you are running late, please bring your child to reception at the main entrance for safe admittance as the KS1 entrance will be locked at this point.

Please also note that children arriving after 08.55hrs will be registered as

1)- 'late before registration closes' up to 09.05hrs

2)- 'late after registration closes' (after 09.05hrs = unauthorised, unless for medical/dental appointments

All 'lateness' is monitored in accordance with the school's attendance policy.



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## **KS2 - SCHOOL DAY TIMINGS**

Key stage 2 doors open at 08.45 when children are welcomed into the building by staff, hang up coats/bags and go straight to their classrooms, ready for lessons to begin at 08.55. The door is then locked at this time for security. In the interests of security and our school day starting on time, parents/carers must not enter the school building at this point. Where a parent/carer would like to discuss something/meet with the class teacher, appointments can be made via the main office. Messages can also be passed to the class teacher about a child as required through contacting the school office.

**KS2 Whistle blows at 08.55**

**KS2 Door closes at 09.00**

**Morning session 09.00 to 12.00**

**(morning session includes a 15min break)**

**Lunch break 12.00 to 13.10**

**Afternoon session 13.10 to 15.30**

At the end of the school day teachers will bring classes out onto the yard to meet their parents/carers or in the case of older children, to make their way home themselves.

NB: If for any reason you are running late, please bring your child to reception at the main entrance for safe admittance as the KS2 doors will be locked at this point.

Please also note that children arriving after 09.00hrs will be registered as

- 1)- 'late before registration closes' up to 09.05hrs
- 2)- 'late after registration closes' (after 09.05hrs = unauthorised, unless for medical/dental appointments

All 'lateness' is monitored in accordance with the school's attendance policy.