



REEDLEY PRIMARY SCHOOL SCHOOL SECURITY POLICY

AIMS:

The Schools security measures aim to enhance the safety of the school environment and to control those risks to persons and property which may be present.

RESPONSIBILITY:

Overall responsibility for security is shared between the LA, the Governing Body and the Headteacher.

The Health and Safety at Work Act places a duty on every employee “to take reasonable care for the health and safety of himself / herself and other persons who may be affected by his / her acts or omissions at work”.

Security is kept under review by the Government Premises Committee.

SECURITY OF PUPILS AND STAFF

Access for visitors:

This is by the front entrance which is protected by a digital lock and bell.

Other external doors are kept closed, protected by push bolts and signs directing visitors to the front entrance.

Children are instructed not to open external doors to visitors.

Visitors, needing access to other parts of the school, are escorted from the foyer by a member of staff.

Staff challenge any unknown or unescorted visitors.

Staff working after hours should ensure that the external doors are locked to visitors.

Pupils arrival and departure:

Staff supervision commences when the school gates are unlocked at 8.40 a.m. and continues until ten minutes after their pupils have left the premises.

Children are collected from designated areas of the school. Procedures are in place for children not collected at 3.30pm.

When	Action	By Whom
5 minutes late	Child taken to school office	Class teacher or teaching assistant
15 minutes	Phone call home. If no answer, other contacts will be called	School bursar or another member of staff

late		
45 minutes	Further phonecalls to family or other 2contacts OR A member of staff may carry out a home visit to make contact with parents/carers	School staff/headteacher
1 hour late	Social services will be contacted and provision will be made for the child to be looked after until contact can be made with the parents/carers.	Social services will usually involve the police in searching for parents/carers

Supervision at mid-session breaks is maintained by teaching and support staff. At midday the supervision is effected by Support Staff under the direction of the Headteacher.

SECURITY OF PERSONAL PROPERTY

Individual members of staff and visitors are responsible for their personal property, including vehicles, whilst it is on school premises. Valuables, particularly credit cards and money should not be left unattended.

Children may not bring jewellery (plain earrings excepted), toys and valuable items to school. A wristwatch is permitted for older children.

When items have to be removed for PE lessons they should be given to the class teacher who will arrange for their safekeeping. At all other times these items and all other personal property (clothing etc) is the responsibility of the individual child.

Parents are requested to identify personal property by marking it with the child's name.

Staff should take reasonable steps to assist children to ensure the security of their property, especially when it has become lost or misplaced.

SECURITY OF EQUIPMENT

Valuable items of equipment are recorded in the stock inventory which is updated annually by the Headteacher and Bursar.

The temporary removal of equipment for staff use is logged. Staff complete a logging form which is obtainable from the school office.

Where possible items are marked as school property. Attractive, portable equipment should not be left, on view in classrooms, overnight.

SECURITY OF BUILDINGS

All exterior doors and windows are secured overnight. The driveway gate is also locked during closure times and the burglar alarm is activated.

The site supervisor will normally ensure that these measures are in place. Staff working after hours must ensure that security is maintained as they depart.

Exterior lighting is provided to deter intruders and to benefit those lawfully attending the premises.

Other measures to enhance security include anti-climb paint, window locks and aggressive shrubbery by vulnerable windows.

MONEY

Dinner monies etc, are banked at least weekly. Between bankings money is kept in locked cupboards. Timings for the banking sessions are varied.

REPORTING

All incidents of vandalism and burglary are logged and reported to the Police by the Headteacher.

Staff should report any thefts or significant damage to property to the Headteacher.

Policy author: Sarah Bell

Date: 4.1.16

Governor Ratification:

Date: _____

Signed: _____

Name: _____

To be reviewed January 2018