

Jesse Gray Primary Security Policy



November 2020

Head Teacher Signature:	
Date Adopted:	
Review Date:	November 2021

JESSE GRAY PRIMARY SCHOOL - SECURITY POLICY

November 2020

Equality statement

Our school meets its obligations under the public sector equality duty by having due regard to the need to:

1. *Eliminate discrimination and other conduct that is prohibited by the Equality Act 2010*
2. *Advance equality of opportunity between people who share a protected characteristic and people who do not share it*
3. *Foster good relations across all characteristics – between people who share a protected characteristic and people who do not share it*

This policy should be read in conjunction with the Health & Safety Policy and all security Risk Assessments. The purpose of this policy is to define procedures and physical measure to safeguard:

1. All pupils whilst in the care of the school to ensure they only leave the premises in authorised circumstances.
2. All persons authorised to be on Jesse Gray School property from abuse by intruders, i.e. persons whose presence on school premises has not been authorised.
3. The property of authorised persons from theft and/or damage by intruders.

Identity Badges

All members of staff wear an identity badge.

Entry Procedures for Visitors

Visitors are anyone who enters the school premises with the exception of:-

- Delivery person
- Pupils
- Members of staff

All visitors must –

1. Enter by the main door, at the front of the school building.
2. Using visitor pod they must sign in electronically & put on the badge printed.
3. Receive and read COVID 19 visitor guidance.

Whilst on school premises:

- Wear a visitor's badge which has been allocated by a member of staff (regular visitors have their own visitors badge).
- Be accompanied by a member of the staff unless specifically authorised to proceed unaccompanied.
- Visitors are prompted by posters at the school entrance to ensure their use of mobile phones adheres to our policy.

Security Fencing

Security fencing around school buildings and playgrounds/wild areas ensures that only the car park area is open to visitors and all other areas of school site are locked to unauthorised personnel. All staff wear / carry a key to security fence/gates on their person during the school day to ensure safe movement around site.

Door Security

It is the responsibility of the staff to ensure that all external school doors remain shut during the period from ten minutes after the scheduled start of the school day until five minutes before its conclusion unless the adjacent playground is being supervised by a person designated by the Headteacher to undertake that task. All external doors are fitted with devices to enable immediate exit at all times in case of emergency.

At the main door a sign in window is staffed at all times. The main door, with security code pad, into the school building is then remotely opened by office staff.

Lighting

Security lights are in place all around the building perimeter.

Internal Security

All internal areas are monitored by an alarm system which must be set by the last member of staff leaving the premises.

Security outside the Classroom

Playgrounds are supervised between 8.30 - 8.50am and at break, lunchtimes and whenever pupils are using the playground. Pedestrian gates will be locked by 8.50am and unlocked by 3.10pm.

Children will be supervised at all times and checked back into classrooms at the end of breaks.

The duty adult will check the playground when all classes have gone in, to ensure no one has been left outside and will ensure external doors are closed onto playground.

At playtime children should be outside the building unless they are supervised by a member of staff or carrying out specific duties, e.g. Prefects.

Responsibility for Security

1. The Headteacher is responsible to the Governors for school security.
2. Children will not be released to anyone other than a parent or carer unless the request is received from the parent/carer.
3. Any member of staff needing to be in school during the holiday period should inform the caretaker or Headteacher, or a third party, so that someone is aware of their location.
4. Staff should inform the Headteacher that they have an appointment with parents.
5. If a member of Staff discovers an intruder, that person must be asked to leave the premises immediately unless:
 - The intruder is considered to constitute a physical threat, when the Police should be called as soon as possible.
 - The member of Staff has reason to believe that the intrusion is unintentional, when that person will, at the discretion of the member of staff, be asked to register as a visitor, or leave the premises as appropriate.
6. Each member of staff is responsible for securing the external door/s of their work area when they leave.
7. Staff will take all reasonable steps to assist authorised persons to locate and retrieve property lost on school premises but cannot be held responsible for such losses.
8. Parents are asked to play their part in ensuring that this policy is effective.
9. Police will visit regularly to discuss issues of personal safety with the children.

SECURITY EQUIPMENT

- All electrical items valued at over £100 will be security marked by the school office when they arrive at school and entered on the inventory. The inventory is online and is updated regularly by SBM/School Office Staff and monitored by the Headteacher/ICT Curriculum Lead.
- All equipment with a serial number valued at over £100 will be recorded on the inventory by the School Office which is online. All property belonging to children should be marked with name. The inventory is online and is updated regularly by SBM/School Office Staff and monitored by the Headteacher/ICT Curriculum Lead.
- Above items, other than teachers' school laptops, taken off the school premises will be signed out (by the member of staff) in the Loans of Equipment agreement in the school office.

Reviewed: 30/11/20

Next review: 30/11/21