

Security Policy

Aim

Our aim is to provide a safe and secure environment for our pupil, staff, parents and visitors. Our Security policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Role of the Head Teacher

The Head Teacher will be responsible for implementing the Security Policy.

The Head Teacher will ensure:

- all staff understand the importance of security and understand the importance of reading the policy and their responsibilities.
- parents are given copies of the security policy.
- formal risk assessments are carried out on a half termly basis - undertaken by the Head Teacher.
- weekly H&S checks are carried out by class teachers.
- all crimes are reported to the police.

Security of Pupils, Staff and Visitors

Staff

- Only permanent staff will know the combination locks to the internal classroom doors.
- Staff are responsible for ensuring any visitors to their classroom have signed the visitor's book and are wearing an appropriate badge.
- Staff must take responsibility for challenging any visitors who are seen not to be wearing a visitor's badge.

Visitors

- Initially all visitors will need to ring the doorbell to be let onto the school site.
- On entering the reception area visitors will be asked to sign the visitor's book, and put on a visitor badge.
- All parents who are staying on site for longer than dropping off or picking up are to do the above.

Children

- Children will enter the classrooms through the front door off the playground.
- For Before and After school collections and drop off - the children will enter and leave the building through the main front door.
- The two internal classroom doors will have push button combination locks on them - which can be opened internally without the combination code.

Outside School Building

- External School gate to be closed and bolted during school hours (see Diagram)
- All gates locked out of school hours.
- All staff to challenge visitors on the school grounds during school hours.

Security of Equipment - Inside the School Building

- All expensive portable equipment to be marked as schools belongings.
- All valuable and recognisable equipment to be photographed and logged.
- Full alarm system in place for whole building - when school is closed.
- All staff to be responsible for returning equipment to secure holding places.
- Staff to sign out equipment which is taken home e.g.: lap top.

Monitoring

Informally through verbal reports from staff and visitors.
Termly review of policy.

Signed:

Date: