Security Policy

'Educational Inclusion' is about equal opportunities for all pupils. It pays particular attention to the provision for, and achievement of, different groups of pupils'

Developed by	**Staff**
In consultation with	**Staff**
Responsible Committee	**R&F (Resources and Finance)**
Approval Date	**20/1/26**
Review Date	**31/1/27**
Communication	**Staff Shared Drive** **School Website**

Statement of Intent

Thakeham Primary School's Governing Body recognises the need to ensure the safety of every pupil, member of staff (permanent and temporary) and visitor to our establishment. We also recognise the importance of protecting the buildings and contents.

The Governing Body recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

This policy will not only apply to those working on the premises but to those engaged in off site activities, sporting events and home visits. The Governing Body wishes to make it clear that, whatever form and for whatever reasons - violence is unacceptable.

We are committed, as far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of this policy. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

Violence at work is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work. The Governing Body will be fully supportive to any members of staff or pupils who have been subject to violence at work. The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of staff working together in a positive security and safety culture, as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcomed and encouraged to pass on that information to the Headteacher. A copy of this policy will be permanently held in the staff room. This document is supported by the WSCC document entitled 'Managing Security to Protect Users of Establishments'.

This policy will be reviewed every year or sooner, should there be a significant change of circumstances.

Organisation and responsibilities

The Governing Body
The Governing Body will be responsible for ensuring the overall effectiveness of this policy by working closely with the Headteacher and other members of staff whose role it is to implement the requirements of this policy. This will involve considering and acting upon the recommendations of the Headteacher and the Operations Manager, prioritising actions where resources are required, taking account of security when considering the school plan and monitoring the effectiveness of security arrangements.

The Governing Body will also include information about security in the annual report to parents and will review this policy once a year or upon significant change of circumstances.

The Headteacher

The Headteacher will be responsible for the overall implementation of this policy and for the day to day management and implementation of security within the establishment and is the Security Officer.

The Headteacher will ensure that a suitable member of staff is nominated to act as Security Coordinator and ensure that suitable resources are allocated to enable this function to be undertaken.

The Headteacher will inform the Governors of any significant event with respect to security. In addition, the Headteacher will periodically monitor the policy to ensure it is being complied with.

The Security Coordinator

The Security Coordinator is the Headteacher who will be responsible for the day to day management and implementation of the security policy and will work in close liaison and co-operation with other on site staff to ensure security remains high profile within the establishment.

The Security Co-ordinator will review the security guidance annually (or following a significant incident) to ensure compliance and shall ensure the security risk assessments have been undertaken, their findings implemented and the assessments reviewed as required.

The Security Co-ordinator will l ensure that all staff receive induction training with respect to the school's security and emergency arrangements.

The Site Premises Manager and Security Coordinator Team (SPSCT)

The SPSCT will be responsible for ensuring that the following practical security arrangements are carried out.

● Shutting and securing all doors and windows at the end of the working day.

● Closing blinds and locking doors at the end of the day.

● Setting the building's intruder alarm system at the end of the working day.

● Opening main access points (vehicular and pedestrian) at the beginning of the school day and shutting and locking the premises at the end of the school day. Usually 7.30am and 8pm (with the contracted cleaners carrying out the final securing of the premises.)

● Ensuring that no items of equipment are left outside overnight, particularly equipment enabling access to buildings, e.g. ladders which must be locked away securely.

● Ensuring that wheelie bins are kept securely, away from the buildings and ensuring that external waste bins are emptied daily.

● Reporting defects in external lighting to the Operations Manager and taking appropriate remedial action.

● Monitoring and reporting any defects in the school's CCTV system to the Security Coordinator.

Employee Responsibilities

Staff are required to comply with the security arrangements that have been put into place and the security policy at all times.

Staff should report incidents/concerns to the Security Co-ordinator and to ensure that the incidents are reported and recorded as necessary. Staff shall ensure that the external classrooms and windows are secured when the classroom is not in use and all high value items e.g. laptops are locked or put away in cupboards/covered. Employees are responsible for any equipment they have been given e.g. staff laptops, class i-pads and should also ensure that any items 'loaned' from bank trolleys are returned to the relevant trolley at the end of each day.

Arrangements

Visitor/Access Control

Access to the building via the main entrance will be controlled and supervised by the Office staff. The Office staff shall ensure that a record of all visitors to the establishment is maintained. All visitors shall be provided with an official visitor identification badge.

Interview Procedures

Consideration must be given to the risk posed during interviews with parents / next of kin. Any interviews where there is a significant potential for conflict (physical or verbal) must be carried out in the Headteacher's Office or meeting room and be made by appointment only. In such cases two members of staff should be present. Office Staff should be made aware of any such meetings and can be on hand to offer assistance.

Lone Working

Every effort must be made to avoid work alone by trying wherever possible to work when another member of staff is in school. To help achieve this, the School Security Coordinator will share details of dates when the Premises Manager and/or cleaning contractors are working during the school holidays.

If it is not possible to avoid lone work then staff must seek approval from the Headteacher and it is a requirement that either the Headteacher or Business Manager are informed every time an employee intends to be in school outside normal working hours (7am-6:30pm), Monday to Friday. Staff working outside school hours will:

● Make themselves aware of the essential contact numbers (Emergency Contact details are in the Staffroom).

● Inform family / next of kin of intentions to work late and expected time of completion, and the procedures that are in place should then return at the expected time.

● Know where the nearest available telephone is and how to use it (eg dial 9 for outside line).

● Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained). This would usually be done by the Headteacher/Premises Officer. When lone working, it is particularly important to ensure that both main reception doors are kept closed.

- If possible, inform other members of staff when working late.

- Confirm with the Headteacher the requirements for securing the building and setting intruder alarm.

- It is not considered acceptable or safe for certain tasks or duties to be undertaken when working alone on site e.g. working at height, working alongside the swimming pool. Proposed tasks should be confirmed and agreed with the Headteacher in advance.

- Staff members who may be working alone must advise the Headteacher in advance of working on site of any medical conditions they may have that may put them under additional risk.

Incident reporting / recording
To ensure the effectiveness of security arrangements and to assist the monitoring and review processes, all incidents relating to security of premises and violence to persons must be reported to the Security Coordinator and where necessary recorded in a security incident log. In addition, incidents of violent nature (physical and verbal) to staff members shall be reported to the Health and Safety Group using the appropriate channels.

Any significant security breaches / violent incidents must be reported to the Headteacher who should, along with the Security Coordinator, investigate the incident as soon as practicable. Consideration should be given to notifying the Police authorities – should the police be contacted, the Headteacher or Operations Manager should be informed immediately. The findings of the investigation and the action to be taken to prevent a recurrence should be discussed with the staff group.

Signage
Sufficient clear and unambiguous signs will be placed at appropriate locations to indicate the fact that it is WSCC property, also visitor car parking, the direction to main reception, restricted access points and staff only areas.

Risk Assessment
The Headteacher and Security Coordinator shall ensure that risk assessments are undertaken to identify any hazards and to ensure that the appropriate control measures are implemented. These risk assessments shall be reviewed annually. In line with the WSCC guidelines for lone working staff with supervisory responsibilities shall carry out risk assessments for their staff who may carry out lone working,

Staff Induction
All members of staff whether permanent or temporary will be briefed on the school's security arrangements and any significant hazards present as part of their induction and thereafter on a regular basis.

Information for Pupils / Parents
Good security will involve the cooperation of all persons who use the school site. Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they affect them in assembly or by their class teacher but in a manner relevant to the level of security implications e.g. never open the door to strangers/parents.

Cash Handling

All sums of cash should be locked in the school office until banking – within the safe's insurance limits. Large amounts of cash must not be allowed to accumulate on the premises during holiday periods.

When banking cash the guidance given in the 'Managing School Security in Practice' document should be adhered to.

Training

The Headteacher will be responsible for identifying and arranging any training required as identified by risk assessment. All staff will be briefed on the correct procedures for challenging unknown / unauthorised visitors on site. Those members of staff who may need to carry out lone working will be given appropriate Lone Working Training and a record of this will be held in the H&S training records.

Emergency Procedures

Pupils are not to confront/challenge strangers on site at any time, but to report the situation to a member of staff immediately.

The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.

Staff should never challenge any person unless it is safe to do so.

Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed must not challenge the person but inform the Headteacher, Security Officer or a member of the Office Team immediately. They should observe from a safe distance/concealed position noting details of the intruder.

If approached by a person who is violent or showing signs of becoming violent, staff should move away and retreat to a safe distance.

Staff should not attempt to detain or remove an intruder from the premises using force.

If it is considered an intruder is about to enter the premises and commit a violent act access points should be secured to prevent unauthorised entry. The Emergency Invacuation Procedure (Lockdown Procedure) should be invoked.

The Office Team will contact the emergency services on 999 if assistance is required and follow the Authorities and School's Emergency Plan if appropriate. If emergency services are contacted then the Headteacher or Business Manager must be informed immediately.

The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary.

Should the school alarm be activated staff must not enter the school site until a member of the Alarm Monitoring Service (currently Kestrel Security) or police arrives on site.

Security Contacts

An up to date list of contacts will be maintained and held by main office staff. This list will be distributed to:

a) Senior Leadership Team
b) Office
c) Chair of Governors

Monitoring and Review of Policy

The Governing Body will review this policy at least every year or whenever significant changes occur.