

LEARNING TOGETHER TO BE OUR BEST

**DOVER PARK  
PRIMARY SCHOOL**



**School Security Policy**

Agreed: Sept 2021

Review date: Sept 2024

Signed: \_\_\_\_\_

Chair Board of Governors

### Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	25 <sup>th</sup> August 2018	AW	FGB	New policy
2	9 May 2021	AW	FGB	Revised and updated
3	July 2024			

# Dover Park Primary School

## Security Policy and Procedures

### 1. Policy statement

- The Governors of Dover Park Primary School recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to Dover Park 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 through monitoring visits
  - Via the Headteacher's 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 Headteacher.

#### 2.2 Headteacher

The headteacher 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, students 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 Headteacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

**NOTE:** This table needs to contain your own school's specific information

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Resources committee	<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.	Headteacher / School business manager Caretaker	<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	Lock gates 8.45-9.15am and 2.45-3.15pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges and information about safeguarding and Fire procedures
Control of contractors	Office Manager/ School Business Manager	
Security of money etc.	Office Admin Staff/ SBM	
Security Risk Assessment	Headteacher/ SBM	Review annually and inform GB 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 and governors 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, Health and Safety Policy, Child Protection and Safeguarding Policy and names will be added to the Single Central Record.

The School's security 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 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. Dover Park 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 during the school day.
- Only authorised visitors are allowed access into the main school via the school office.
- All doors except main entrance cannot be opened from the outside.
- Unauthorised visitors will be challenged by staff.

#### **Grounds**

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

- The school is fenced in and access gates are locked throughout the day.
- EYFS Playground – fenced on boundary wall. The whole area is enclosed by fences and locked gates during the school day

The following areas are accessible by the public at times but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are:

- School playground is only accessible to parents/carers at the beginning and end of the school day under staff supervision. Any adults that are not recognised as parents would be professionally challenge by staff.
- Lunchtime – children use the playground and school field, always under control of staff.

- EYFS outside areas –Supervision Rota for breaks and lunchtime. Staff would professionally challenge any person not wearing a school visitor badge.

All areas of the school are secured by fencing and lockable gates.

### 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 6ft high. This has fixings that prevent an early year's pupil opening the gate to exit this area without adult supervision.

### 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.
- All visitors are issued with a badge to be worn at all times. This includes governors, 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 Headteacher. 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 & Safeguarding procedures as well as parking, fire safety and first aid.

### 3.5 Supervision of pupils

The school's overall safeguarding strategy requires that at all times the security of pupils is achieved by competent supervision by authorised school staff.

**Locations where supervision is part of our safeguarding procedures –**

- Playground –Children are always supervised in this area and visitors challenged.

**Times of the day when supervision is part of our safeguarding procedures –**

- Start and end of the school day – as all the gates are open to allow access this area is supervised 8.35am to 8.50 am and from 3.00pm. Parents have been informed of these arrangements.

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

- Every morning the gates are opened from 8.35 am to 8.50am. A member of staff supervises each gate to prevent pupils leaving the grounds after being dropped off and to lock up at 8.50am.
- All children go straight to their classrooms where the class teacher is waiting for them.

- Registration for all children is at 8.50 am. For health and safety reasons children should not arrive at school before 8.30 am unless they are attending breakfast club at Chatterbox.
- Morning Surgery with CFLO- parents will only have access to the school building via the Nurture room at times when the CFLO is present
- At the end of the school day gates are opened at 2.55pm and parents wait on the playground until class teachers escort children out of the building.
- Children and parents must not stay on the school site at the end of the day.

### **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.

School Nurses:

- Parents are only allowed access through the main office.

Tai Kwon Do:

- Access only through the side gate by Chatterbox and round to the hall door.

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given red 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.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### **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.

The risk assessment will take into account –

- The location and layout of the school
- Historical 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.

Main gate and car park gate – Unlocked by the caretaker at 7.00am and locked again at 7.00pm. They remain locked all night and at weekend.

Main gate/ Car park gate – The main gate/ car park gate is closed 8.50am.

Side pedestrian gates (Winton St, Chatterbox, Park Road) – Unlocked by the caretaker 8.40am and closed at 8.50am.

### **3.11 Electronic Access**

The Electronic access system is part of our security procedures. Access cards are only given to school staff and well known visitors. All access cards have a log number and this can be tracked by Lifeline.

### **3.12 Cash Handling**

The school avoids keeping cash on the premises wherever possible. The safe should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be 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's inventory.

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. The key is available from Maxine Wade. Medicines which need refrigeration will be stored in the staff room refrigerator.

Arrangements for the administration of medicines are detailed in the Supporting Pupils with medical conditions in school policy.

## **4. Risk Assessment**

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

The risk assessment will use the format advised by the HSE.

## **5. Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the School Committee.

Governors will monitor performance via the Headteacher's termly report to governors and when visiting school.

This policy should be read alongside our policies and procedures on:

- Safeguarding Policy and procedures
- Child Protection Policy
- Code of conduct for staff and volunteers
- Managing allegations against staff and volunteers
- Recording and information sharing
- Complaints
- Safer Recruitment
- E-safety
- Whistleblowing
- Anti-bullying
- Health and Safety
- Role of Designated Safeguarding Lead
- Dealing with disclosures and concerns about a child or young person

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.***

