

SOUTH DARLEY C.E.  
PRIMARY SCHOOL



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# SOUTH DARLEY C of E PRIMARY SCHOOL

## SECURITY POLICY

<b>Person/Committee responsible for reviewing/updating this plan</b>	Resources
<b>Policy Number</b>	PN219
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25.01.16	FGM25012016.15.8	P Siddall	
07.12.20	VRSC07122020.10.6	R Sanderson	

# South Darley CE Primary School

## Security Policy

### Aims

The aim of this policy is to make South Darley CE Primary School a safe place for all its legitimate users. Our security policy ensures that we have in place effective procedures to enable us to achieve this aim.

### Objectives

- To safeguard the school, its buildings and users from the effects of crime, crisis and accidents.
- Bring peace of mind to all those who legitimately use the buildings and its facilities
- To provide a secure environment for pupils and staff when school is in session

### Responsibilities

School security is shared between the Governing Body and the Headteacher.

The Governing Body will be responsible for setting and maintaining the school security policy. A member of the teaching staff will act as the nominated Health and Safety representative who, along with the Headteacher, will liaise with the Governing Body. The Headteacher is responsible for implementing the security policy as agreed by the Governing Body. All staff on site are responsible for playing their role in ensuring the security of the school, the building and its users.

### Procedure

The Health & Safety sub-committee will regularly carry out an inspection of the buildings and boundaries of the school and report back to the Governing Body. These will take place during the regular Premises, Health & Safety sub-committee meetings.

### Staff training

New staff will receive adequate training and dissemination of key information to ensure they discharge their duty of care regarding security of the school, its buildings and users whilst on site. Existing staff will receive updates and refresher training as school policies relating to security are amended or evolve. The practice of good housekeeping will be encouraged at all times.

### Reporting an incident

Incidents of a security nature should be reported to the Headteacher. When appropriate, this knowledge should be communicated to the Chair of Governors and to other relevant appropriate authorities, if necessary. Where appropriate incidents are to be reported to the full governing body.

### Secure Cabinets

Secure cabinets (e.g. laptop storage cabinets or filing cabinets with confidential material stored within) shall be locked out of school hours. In the instance of filing cabinets where sensitive data is stored, the filing cabinet shall be locked each and every time the room in which the cabinet is located in is unoccupied.

## **Fire Safety**

During school hours, security of external doors will be maintained but will not compromise fire safety or medical emergencies.

## **Visitor and access control**

Visitors should access the school through the main entrance. Visitors should not be allowed access into the building until the staff member has established the visitor's identity and valid reason for entry into the school.

The use of the school intercom system is encouraged in the first instance to establish these facts.

All visitors will be directed to report to the school office when they enter the premises and asked to sign the visitor's book. Visitors will also be asked to wear/visibly display an official school visitor identification badge. All staff are expected to challenge any person on site who is not displaying the correct school visitor identification and report it immediately to the Headteacher.

## **Pupils taken out of school during the school day**

Staff should ensure parents inform the School Business Assistant before taking a pupil off school premises during the school day. Examples of this include doctor, dentist or hospital appointments.

## **Boundaries**

The school will endeavour to maintain clearly defined boundaries and signs and this will be regularly reviewed by the Premises, health and safety sub-committee.

## **Doors and windows**

All doors, windows and security gates will be secure out of school hours and checked on a regular basis during school holidays.

## **Personal property**

All parents are asked to ensure all pupils clothing and equipment is marked with the child's name. Responsibility remains with the individual for ensuring the safety of their possessions.

## **Contractors**

Contractors will be asked to follow Derbyshire County Council regulations and advised not to enter or exit the school via the front entrance between 0845 and 0905, and between 1500 and 1535.

## **Pupils and community involvement**

Pupils and members of the community will be encouraged to respect school property and to report any suspicious activities to the police.

## **Crime prevention**

Reasonable physical security measures will be taken wherever possible to reduce the opportunity for crime. All staff will play their part in ensuring security labelled information and equipment (such as paper records containing personal information or inventory items such as laptops, tablets or computers) are securely locked away at the end of each working day.

## **Key holders**

Nominated key holders will ensure that keys are kept securely at all times. Keys should not be left in vehicles or on desks and remain the responsibility of the key holder at all times.

## **Securing the school site**

### **Main front entrance**

The front door will remain locked between 0905 and 1530 unless the main school gate is padlocked. The exception to this will be between 0800 and 0810 so that pupils can access morning clubs and 0845-0905 and 1530-1540 so that pupils can enter and leave the school building at the beginning and end of the school day.

### **Infants front entrance**

The infants front entrance shall remain locked from 0800 to 1515 unless the main school gate is padlocked.

### **Infant side gates – both sides of the school building**

The infant side gates will be securely locked whilst the infant rear entrance and kitchen entrance remain open. The infant side gates will be opened only when the main school gate is padlocked.

### **Infants rear entrance and kitchen entrance exterior doors**

The infants rear entrance and kitchen entrance will remain open only whilst both side gates are securely locked or the main school gate and side gate is padlocked. Where access through one side gate is required by the catering/kitchen/mid-day staff those staff will ensure that there are no pupils left in the secure area of the school yard and that the infants rear entrance and kitchen entrance are securely locked.

### **Side gate external entrance to village hall car park and footpath**

The side gate external entrance to the village hall car park and footpath will be open from 0800 to 1030 and from 1430 onwards. At all other times this gate is to remain locked unless the village hall is in use by the school.

The responsibility for ensuring the site is secure as prescribed above remains the responsibility of all staff on site.

### **Monitoring and reviewing of this policy**

It remains the duty of all staff on site to ensure that this policy is monitored and consistently applied. This policy will be reviewed once per four years or earlier in the event of a security incident or local authority update.

This policy is not a stand-alone policy and should be read in conjunction with the following school policies:

- Data Security Policy
- Freedom of Information Policy
- Safeguarding Policy
- Critical Incident Management Plan