



**MELLERS PRIMARY SCHOOL  
SECURITY POLICY  
JANUARY 2017**

## 1 Introduction

We are committed to developing a safe and secure environment where teaching and learning can continue in as pleasant a physical environment as possible. There are two main considerations:

- The safety of people (adults and children)
- The security of buildings and its contents

Security involves everyone concerned with the school.

It is acknowledged that contravention of this policy by members of staff could constitute a disciplinary offence.

## 2 Roles and Responsibilities

### 2.1 Children and Families

- To maintain an overall policy and to support and monitor our implementation of the policy.
- To support the Governors and Head Teacher through the provision of guidance, information, specialist advice and training.

### 2.2 NCC Insurance

- To ensure that relevant insurance cover is in place to meet the requirements of schools, together with the provision of appropriate support through advice, guidance and information.
- To provide operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.
- To ensure that premiums recharges are kept to an acceptable level given the nature of the risk.

### 2.3 Governing Body

- Regularly review this school policy.
- Consider security regularly through the Finance and General Purposes Committee of the Governors and as part of consideration of the wider Health & Safety Policy.
- Determine annual action plans and spending on security measures after briefing by the Head Teacher.
- Delegate implementation of this policy to the Head Teacher.
- Monitor the effectiveness of this policy.
- Report annually to parents on security.
- Ensure that procedures are in place to report incidents to Children and Families and Insurance.

### 2.3 Head Teacher

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identify and review staff training needs.
- Inform parents of this policy and encourage them to assist.
- Report to the Governing Body

- To liaise with police and report all crimes and losses to ensure that there are regular security checks.
- Ensuring regular completion of incident report forms and monitoring and analysing incidents.

## **2.4 Delegated Responsibilities**

### ***Site Manager / Caretaker***

- Daily security checks including the exterior areas of the school site.
- Routine security checks.
- Annual security survey and assessment of risk.
- Reporting crime and all losses to the police.
- Providing insurance claim information for completion of the Office Manager.
- Securing the school site at the end of the school day.
- Managing contractors on site including providing them with School Security Procedures.

### **Office Manager**

- Completion of inventories.
- Ensure the efficient running of the Visit-Ed electronic system for visitors.
- Completion of insurance claims and minor incident forms.
- Management of cash handling.
- Controlling visitors when they arrive on site ensuring they sign in on the visitors' system and are issued a badge.

### **All Staff**

- Protecting pupils from hazards.
- Guarding against assault.
- Safeguarding property.
- Be security conscious and help to develop security conscious pupils.
- Implementing this policy and the strategies employed to ensure a secure school.
- Securing their own classroom on vacating it including closing windows and doors and switching electrical and lighting appliances off.
- Keeping the site tidy and reporting any waste.
- Involved in decision making regarding security issues.
- Reporting security weaknesses/near misses/damage to the Head Teacher.
- Challenging visitors who are not wearing a visitor badge.

## **2.5 Parents / Carers**

- Parents/carers will be informed of relevant security measures.
- Adhering to the School's security arrangements.
- Updated information will be given to parents/carers in letters/newsletters.

## **2.6 Pupils**

- Security measures and the reasons for them will be explained to pupils.
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should report all strangers and intruders immediately to the nearest member of staff.

## 3 Security Procedures

### 3.1 Visitors

- The main entrance to school is clearly marked from the car park
- Visitors have to “buzz” the security panel and speak to staff in order that the secure door is opened for them
- There is a secure waiting area for visitors if necessary, the reception hatch is in this area and it from here that visitors sign in using the touchscreen electronic system and are issued with a visitor pass
- Visitors scan out using the electronic reader and exit the school via the same secure system
- All other school gates are locked during the school day, including the car park gates, so that there is only one entrance to school, which is clearly visible to the office staff

### 3.2 Drop off / Pick up

- Children are brought onto the school grounds to their classroom doors where their teacher greets them at 08.45, these doors are closed at 08.50
- Children arriving after 08.50 have to sign in as late using the touchscreen electronic system at the main school entrance.
- Early leavers during the day are collected from class by admin staff and are signed out at reception by their parent using the touchscreen electronic system
- Parents are not allowed to park on the school car park at any time
- If children are not collected at 3.15pm they are brought to wait in the reception area of the hall, where staff wait with them whilst office staff contact parents

### 3.3 Unauthorised Visitors

- Any intruders on the school site should be directed to the main school office.
- Any visitors who have not gone through the visitor reception programme should be treated as an intruder.
- Pupils should not approach any stranger who is not wearing a visitor pass and should be told to report all strangers and intruders immediately to the nearest member of staff.
- Members of staff approaching anyone believed to be on site without legitimate reason should:
  - Approach whenever possible with a colleague
  - Be polite and assertive but avoid aggressive gestures/language
  - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
  - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual on the NCC Violence to Staff system.
  - Notify the Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the Risk Management Team if further advice is required or where schools in the local neighbourhood need to be informed.

### **3.4 Appointments with Parents / Carers**

- All parents/carers have to sign in at the school reception before being able to come into school. School staff pre-warn the office staff about visitors expected into school each day
- Parents/carers are seated in the reception area, until they are collected by the member of staff with whom they are meeting
- Staff members do not meet with parents alone, in case the meeting deteriorates

### **3.5 Aggressive Behaviour by Adults**

Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:

- Immediately alert a member of staff.
- The additional member of staff should remain with the victim.
- The Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The assailant should be calmly asked to leave the site.
- The victim must complete a NCC Violence to Staff Incident Form (1<sup>st</sup> page).
- The Head Teacher in completing the reverse of the form will investigate the incident and decide what further action is required. This could include prohibiting the assailant from the school site without invitation for a fixed period. (Guidance is available from Legal Services, *if bought back*).

### **3.6 Intruder Alarm Response**

- When the alarm is activated it sounds in school and at Central Police Station, they contact the Keyholder Alarm Company
- The Alarm Company attends in the first instance; if necessary they call the Site Manager to attend who then contacts the Head teacher or Deputy Head teacher.

### **3.7 Cash Handling**

- Pupils hand cash in to the office this is documented on a payment list and put in the safe
- Pupils hand cash to their teacher who sends it in a zipped wallet to the office with the register first thing in the morning. The office staff proceed as above
- The Office Manager and Clerical Assistant are responsible for the safe handling of money on site
- The Head, Office Manager and Clerical Assistant have access to the safe code
- Payment lists are reconciled by the Office Manager and money banked into the School Fund at a Post office in Edwalton, Nottingham. There is no regular pattern to this arrangement
- Dinner money is reconciled by the Clerical Assistant and is collected on a Tuesday by G4 security

### **3.8 Contractors**

All contractors are expected to sign a local Health and Safety Agreement before their work commences. This includes:

- Signing in and out rules.
- Segregation of work areas.
- Erection and maintenance of fencing.

- Control of waste material and its removal from site at the end of each working day and/or on completion of work.
- Management of tools, equipment, access equipment, chemicals etc. that could be accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended.
- Vehicle access / parking arrangements
- A commitment to the school's security requirements, and sharing of any information regarding their own security measures that may impact of the school's own arrangements and day to day operations.

### **3.9 Training**

The school Induction Policy and procedure clearly outlines security arrangements for all newcomers to school.

### **3.10 Lettings**

There are currently no lettings at Mellers

### **3.11 Minor Incident Reporting**

The School will report minor incidents of attempted theft, theft, vandalism, graffiti and fire on a Minor Incident Report Form. These are forwarded to the Insurance and Risk Management Section on a monthly basis.

### **3.12 Police Liaison**

We have a close working relationship with the Community Police Office PCSO Ash Morley

## **4 Cross-referenced documents**

- Health & Safety Policy
- Child Protection Policy
- Induction Policy / Staff Handbook
- Lettings Agreements
- Contractor Health & Safety Rules

Approved by the Strategic Development Committee: Sept 2013

To be reviewed: Sept 2016