



Security Policy

Date of approval: June 2018
Review by: June 2021

At St Luke's School, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

We are aware that the children and staff might be vulnerable to assault while on the St Luke's School premises. The personal safety of the whole school community is paramount; the Governors and staff take the need for security very seriously. St Luke's School takes stringent measures to reduce the risks and fully support members of staff and pupils.

Complaints Procedure

If anyone in the school community feels that this policy is not being followed then they should raise the matter first with the Head of School and, if concerns persists, with the Chair of Governors who will facilitate the appropriate action, which may include an investigation. If there is a formal complaint then the school's complaints procedure will be followed.

Copies of this policy will be available in the staff handbook and from the school office and on the school website.

This policy has been agreed by the Head of School and the Governing Body.

Head of School signature: _____ Print name: _____

Date: _____

Chair of Governors signature: _____ Print name: _____

Date: _____

Roles and Responsibilities

Head of School

The Head of School at St Luke's School is responsible for implementing the Security Policy. He/she should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head of School should ensure parents and older pupils are fully informed of the security policy and encouraged to help.

There are regular routine security checks every term all crimes and security matters are reported to the Police. The Head Teacher reports regularly to the Governing Body.

The Head of School is responsible for the security of the premises during the school day; in his/her absence the Senior Management Team assumes this responsibility.

Staff

Teaching and non-teaching staff should be fully aware of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services
- implement the emergency procedures.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Caretaker

The Caretaker is responsible for locking and unlocking the building. It is his/her responsibility to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are securely closed.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible.

Parents

The parents of pupils at St Luke's School are kept fully informed of security procedures and of their responsibilities when visiting the school through the Parents' Handbook and the school website.

Police/Local Community

St Luke's School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area.

The Police will be called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. The school will not wait until a search has taken place.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

St Luke's School has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors. Member of staff have fobs to access the front door and the internal doors leading from the school office.

All visitors to the school should report to the school office, which is clearly marked. In the first instance, visitors will be met by the Office Manager. They will be asked to sign in and give the reason for their visit.

Visitors are escorted by the Office Manager to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

If parents wish to take their child/children out of school during the school day, they should report to the school office and sign in the log book. A request to take a child out of school should normally be made in advance.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving School

All children enter the school by the front entrance adjacent to the St Luke's Vicarage on Kidderpore Avenue. The front door is always monitored by a member of staff and shut at 9:00am. If a child arrives after 9.05am, they (or their parents) should report to the office for a late card.

Reception children leave school from their rear door into the playground; Year 1 and 2 from the back door of the school; Year 3 and 4 from the side door of their classroom and Year 5 and 6 children leave school from the front entrance.

Children are dismissed from afterschool clubs at 4.30pm from the nearest door.

If no one has arrived to collect a child after ten minutes, the teacher takes the child to the office and telephones to see what the delay might be. Leaders of after school clubs are responsible for the children's dismissal and should inform a member of staff if they are unable to reach their parents by telephone. No child is allowed to leave unless we are sure they are safe. Please refer to the Staff Handbook for further guidance on late collection.

Supervision of School Grounds

Children are supervised at all times when in the playground.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Security of Personal Property

Children should not to bring anything of value to school. Individual staff are responsible for their own property. Children in Year 6 walking by themselves may bring a telephone to school but this must be handed in at the office for the duration of the school day.

Security of Equipment and Cash

Main items of school equipment, for example laptops are security marked and should be locked away at the end of the day. Any cash on the premises is kept in a secure safe but money is banked on a regular basis. When the hall is used by St Luke's church the interactive white board is locked in another room.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. Individual areas can be isolated from the alarm circuit when an after-school activity is being held.

Contractors in School

When contractors are working in St Luke's School, the following precautions should be taken:

- The Head of School agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Caretaker/Head of School should check regularly that the work is being carried out safely.
- Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, when appropriate.
- Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained.

Reference should be made to the H&S Policy – Contractors section.

Lone working

All staff should be aware of the procedure for lone working in the school in the H&S Policy – Lone Working.

Fire Detection Systems

Fire detection systems are in place and are tested weekly by the caretaker and twice/year by the Fire Safety Company.

Bomb Threats

Any warning St Luke's School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

If St Luke's School receives a bomb warning, staff have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure:

- Alert everyone in the school by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble on the school field, well away from the school car park and buildings.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.
- If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- An overriding priority is the supervision of the pupils.
- Pupils should not return to the building, until the police declare that it is safe.

This advice should be read alongside the H & S Policy

Reporting Incidents

The Staff Handbook should be referred to for security procedures for dealing with incidents that occur during and out of school hours. All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police are notified.

All staff are reminded annually on how to deal with the following situations:

- Aggressive parents or visitors
- Thefts
- Break-ins and burglaries
- Ensuring the school is locked up and nominating emergencies key holders
- When to notify DfE
- Protecting children, staff, visitors and contractors from the risk of abuse.

Useful documentation and Resources

- DfES School Security – Report of working group 06/97
- DfES/Home Office School Security; Dealing with Troublemakers 1997
- DfES Governors' Annual Reports in Primary Schools 7/99
- DfES The Human Rights Act and Your School 0194/2000
- HDA Violence at Work 2/97
- HSE Violence to Staff in the Education Sector 1990
- HSE Contractors in Schools
- NAHT Managing Security in Schools – series of five books 2000
- NAS/UWT School Security
- SHA Managing Security in Schools and Colleges
- The Stationery Office Managing School Facilities – A guide to Improving School Security C/300 9/96
- www.dfes.gov.uk/security Offensive weapons/trespassers