



CHURCH COWLEY ST. JAMES C of E PRIMARY SCHOOL

Bartholomew Road, Cowley, Oxford, OX4 3QH

Website: www.churchcowleystjames.org

Telephone: 01865 778484

Fax: 01865 774915

E-mail: office.3210@church-cowley-st-james.oxon.sch.uk

Head Teacher: Steve Dew

Security Policy

Church Cowley St James C of E Primary School adopted the attached model policy at the Full Governing Body Meeting of 31st October 2017.

The CCTV Policy was produced by the school. The Governing Body will review this policy every two years.

Reviewed: October 2017

Approved: 31st October 2017

Signed:  Chair of Governors

Next Review: October 2019



SECURITY POLICY

The safety and security of its pupils, staff and visitors is of paramount importance to any school. Our Security Policy ensures that we have in place effective procedures to enable Church Cowley St James Primary School to achieve this aim.

ROLES AND RESPONSIBILITIES

Management responsibility for school security is shared between the Local Authority (LA), the Governing Body and the Head Teacher. The School Manager will assist the Head Teacher in implementing this policy. All staff and visitors are required to follow the relevant procedures outlined in this policy.

ROLE OF THE LOCAL AUTHORITY

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

ROLE OF THE GOVERNING BODY

The Governing Body is responsible for monitoring the policy implementation. At Church Cowley St James Primary School, the Health and Safety Governor will monitor the policy on a termly basis and review the policy on every two years. The Health and Safety Governor will also bring any issues that arise to that attention of the Full Governing Body for discussion.

ROLE OF THE HEAD TEACHER

The Head Teacher will be responsible for implementing the Security Policy as agreed by the Governing Body.

ROLE OF THE SCHOOL MANAGER

Working with the Head Teacher, the School Manager will ensure that:

- all staff appreciate the importance of security and understand the School's Security Policy and their responsibilities in relation to it;
- all staff receive regular updates through weekly briefings, staff meetings and Health and Safety training, which must include security as a standing item on all agendas;
- staff training needs are kept under review and that additional training is offered as necessary;
- parents are informed of the Security Policy (e.g. via the School's website, newsletters and prospectus) and are encouraged to cooperate with its implementation;
- regular risk assessments are conducted by the School Manager;
- routine security checks are carried out on an on-going basis by the School Manager and Site Manager;
- Health and Safety is to be a standing item on all agendas and reports are to be made to the Full Governing Body as necessary and reported to the LA as appropriate;
- All crimes are to be reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

GENERAL SECURITY GUIDELINES

- The School gates must be kept locked outside of school hours;
- There is a formal risk assessment for the gates within the school, each one is numbered and a nominated individual is responsible for locking/unlocking each gate at set times.
- A fob system should always be active on the main entrances to the School;
- Push button combination codes are used on various rooms for added security throughout the school
- All external doors should be kept closed (such that they can be opened internally but not externally) outside of normal drop off and collection times;
- Children must not be allowed to play in areas marked as out of bounds e.g. by the School gates or the School sheds;
- All rooms containing equipment that may pose a safety risk must be kept locked when not in use e.g. boiler room, IT server room, the science cupboard, the school kitchen and rooms containing cleaning equipment and materials;
- All high-level windows should be secured and should have restricted opening.

SECURITY STRATEGIES FOR STAFF

- Only staff based in the school may know the combination number of the door lock;
- All staff must know how to contact the School Office or a member of the Senior Leadership Team in an emergency, e.g. via classroom telephones; yellow card system
- All staff must challenge visitors who are not wearing a visitors badge & lanyards;
- All staff must ensure that people who are trying to gain entry to the School enter only via the main office entrance;
- All staff must challenge any visitors on the School grounds during play times.
- Contractors must be escorted during school hours

SECURITY STRATEGIES FOR OTHER SCHOOL-BASED WORKERS

- People working for other services based in the School [e.g. special educational needs (SEN) teams, the ICT advisor] must enter the School via the main office entrance, sign in and out using the visitors system and wear a visitors badge at all times while on site.

SECURITY STRATEGIES FOR PARENTS/CARERS

- All parents/carers dropping off or collecting their children from School at normal times should take their children directly to the relevant classrooms following the prescribed routes;
- All parents/carers dropping off or collecting their children from Breakfast Club, After School Club or other activity clubs should use the main office reception or follow any prescribed routes;
- Outside normal times, including late arrivals in the morning, all parents/carers should come to the main office reception to drop off/collect their children;
- Parents/carers who make an appointment to meet with a member of staff should follow the same procedure as any other visitor, entering via the main office reception.

SECURITY STRATEGIES FOR VISITORS ON COURSES

- All visitors on courses should enter the School via the main office entrance;
- All visitors on courses should report to School Receptionist, sign in using the visitors system and wear a visitors badge at all times while on site;
- All visitors on courses should follow only the specified route between the main entrance and the specified training room;

- On departure all visitors on courses should sign out using the visitors system and return their visitors badge;

SECURITY STRATEGIES FOR ALL OTHER VISITORS

- All other visitors, including contractors, should enter the School via the main office entrance;
- All other visitors, including contractors, should report to School Receptionist, sign in using the visitors system and wear a visitors badge at all times while on site;
- On departure all other visitors, including contractors, should sign out using the visitors system and return their visitors lanyard;

SECURITY OF EQUIPMENT

- All scalable walls and drain pipes should be coated with anti-climb paint and inspected termly;
- Security fencing should be in place to the front and side of the School to prevent intrusion;
- All expensive, portable equipment should be marked as belonging to the School;
- All valuable and recognisable equipment should be recorded on an asset register in the School Office and/or off site;
- The infrared intruder alarm system must be in operation when the School is closed;
- Staff are responsible for signing out and returning equipment from/to secure areas;
- Staff must sign out (in a register kept in the School Office) and obtain a countersignature from the School Manager or a member of the Senior Leadership Team before any equipment (e.g. a laptop or tablet) is taken off site (e.g. taken home). On permanent return, a similar pair of signatures is required.

SECURITY DURING WHOLE-SCHOOL EVENTS

PARENT CONSULTATION EVENINGS

- all valuable items, including IT equipment, audiovisual equipment, DVDs/CDs and players, cameras and personal belongings are to be stored in the relevant storage containers and locked in cupboards or classrooms;
- All rooms that are not in use are to be locked.

FUNDRAISING EVENTS

- all valuable items, including IT equipment, audiovisual equipment, DVDs/CDs and players, cameras and personal belongings are to be stored in the relevant storage containers and locked in cupboards or classrooms;
- All rooms that are not in use are to be locked;
- For outdoor events, such as football matches and the Summer Fare *etc.*, internal doors by toilets are to be locked so people have can access to toilet facilities without having any further access to School building.

PROCEDURES FOR SITE SECURITY

MORNING

At 7:30am, the Site Manager will enter the main building, disarming the main building and the Archer Building. They will then unlock and disarm the portacabins.

The Site Manager will then unlock all doors and make a daily visual inspection of the site.

The Site Manager is responsible for checking the site for hazards each morning upon opening. The gates are locked/unlocked in accordance to the times on the risk assessment.

The car park is controlled by remote control fobs. These gates are kept permanently closed. Visitors may gain entry to the car park/school entrance if they speak to a member of the reception team via the video intercom system on the pedestrian gate. This system displays a live image of the visitor and does not record images.

NURSERY

During the day a nominated staff member from the nursery team will unlock the gate just before 11.30am to enable parent carers to collect their child. The staff member will stay on the gate until all children have been collected. The staff member will then re-lock the gate. This will then happen again just before 12.30. This is so that children attending the afternoon nursery session can gain access to school. The staff member will then be responsible for re-locking the gates once all parent/carers have finished dropping children off. This ensures that no child ever leaves site without a parent/carer.

AFTERNOON

Nominated staff members are responsible for unlocking the gates just before 3.15pm to enable parent carers to collect their child/ren. The nominated staff member will lock the gates at the times on the risk assessment to ensure the safety of the children attending after school clubs. The locking and unlocking procedure is in accordance to the times on the risk assessment.

Staff should vacate the classrooms ideally by 5:00pm and leave the site by 5.30pm at the latest, ensuring that all blinds are drawn and windows locked. The Site Manager is responsible for ensuring that blinds are drawn and windows are locked throughout the school. The Site Manager carries out visual checks of whole site and activates all alarms at 6.00pm unless any outside-of-hours meeting is taking place.

The Head Teacher and School Manager also have the necessary knowledge, alarm codes and keys to lock up whole site if required.

When out-of-hours meetings are taking place, they should be held in the main school building in order that the Archer Building and Portacabins can be made secure.

Staff are to be made aware of the policy for lone working and are to be discouraged from working in isolation.

MONITORING OF THE SECURITY POLICY

It is the responsibility of all staff to ensure the security strategies in the Security Policy are implemented. The Security Policy will be formally reviewed by the Governing Body every two years to assess its effectiveness, the level of compliance and to make any required changes. Between these reviews, the effectiveness of the Security Policy will be assessed:

- informally, by the School Manager and the Headteacher as part of regular meetings with feedback to the Governing Body as required;
- informally, through verbal reports from staff and visitors.