

# FERNHURST PRIMARY SCHOOL



## Security Policy

(Health and Safety Appendix F)



<b>Created</b>	
<b>Responsible Committee</b>	Finance and Resources
<b>Approved</b>	October 2017
<b>Next Review</b>	Autumn 2018

## STATEMENT OF INTENT

The Governing Body of Fernhurst Primary School recognises the need to ensure the safety of every pupil, member of staff (permanent and temporary) and visitors to our establishment. We also recognise the importance of protecting the buildings and contents.

The Governing Body recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

This policy will not only apply to those working on the premises but to those engaged in off-site activities, sporting events and home visits. The Governing Body wish to make it clear that, in whatever form and for whatever reasons - violence is unacceptable.

We are committed, so far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of this policy. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour; harassment or actual physical assault in circumstances relating to their work. The Governing Body will be fully supportive to any members of staff or pupils who have been subjected to violence at work. The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of staff working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcome and encouraged to pass on that information to the Headteacher. A copy of this policy will be permanently held in the school office. This document is supported by the school Security Risk Assessment and Lone Working Risk Assessment.

This policy will be reviewed at least once a year and upon significant changes of circumstances.

## **ORGANISATION AND RESPONSIBILITIES**

### **The Governing Body**

The Governing Body will be responsible for ensuring the overall effectiveness of this policy by working closely with the Headteacher and other members of staff whose role it is to implement the requirements of this policy. This will involve considering and acting upon the recommendations of the Headteacher, prioritising actions where resources are required, taking account of security when considering the school improvement and premises development plans and monitoring the effectiveness of security arrangements.

The Governing Body will review this policy once a year and upon significant changes of circumstances.

### **The Headteacher**

The Headteacher will be responsible for the overall implementation of this policy and for the day to day management and implementation of security within the school.

The Headteacher will ensure that all staff receive induction training with respect to the school's security and emergency arrangements.

The Headteacher will inform the Governing Body of any significant event with respect to security. In addition, the Headteacher will review the security guidance annually (or following a significant incident) to ensure compliance and shall ensure the security risk assessments have been undertaken, their findings implemented and the assessments reviewed as required.

### **The Caretaker**

The Caretaker will be responsible for ensuring that the following practical security arrangements are carried out:

- Shutting and securing all doors and windows at the end of the working day.
- Setting the buildings intruder alarm system at the end of the working day.
- Ensuring that no items of equipment are left outside overnight, particularly equipment enabling access to buildings, e.g. ladders.
- Ensuring that wheely bins are secured.
- Reporting defects in external lighting to the Headteacher and taking appropriate remedial action.

### **Employee Responsibilities**

Staff are required to comply with the security arrangements that have been put into place and the security policy at all times.

Staff should report incidents/concerns to the Headteacher and ensure that the incidents are reported and recorded as necessary. Staff shall ensure that the external classroom door and windows are secured when the classroom is not in use.

## **ARRANGEMENTS**

### **Visitor/Access Control**

Access to the building for all visitors shall be by way of the main reception and will be controlled and supervised by the office and administration staff. The School Secretary shall ensure that a record of all visitors to the school is maintained (with the exception of the peak am / pm reception and collection periods). All visitors shall wear an official visitor's identification badge.

No classroom door shall be left open unless a member of staff is present to supervise the children within and outside the classroom.

### **Interview Procedures**

Consideration must be given to the risk posed during interviews with parents/next of kin. Any interviews where there is a significant potential for conflict (physical or verbal) will be by appointment only. In such cases two members of staff should be present.

### **Lone Working**

Staff working late or alone should:

- Make themselves aware of essential contact numbers.
- Inform family / next of kin of intentions to work late or alone and expected time of completion.
- Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained).
- If possible, inform other members of staff when working late.
- Confirm with the Caretaker the requirements for securing the building and setting the intruder alarm.

### **Incident reporting / recording**

To gauge the effectiveness of security arrangements and to assist the monitoring and review processes, all incidents relating to security of premises and violence to persons shall be reported to the Headteacher and where necessary recorded in a security incident log. In addition, incidents of a violent nature (physical and verbal) to staff members shall be reported to the Health and Safety Team using the HSW3 reporting form.

On receiving reports of a significant security breach or violent incident, the Headteacher shall investigate as soon as practicable. The findings of the investigation and the action to be taken to prevent a reoccurrence should be discussed with the staff. Consideration should be given to notifying the Police authorities.

### **Signage**

Signs will be placed at appropriate locations to indicate the fact that it is School property, together with the direction to the main reception.

## **Risk Assessment**

The Headteacher shall ensure that risk assessments are undertaken to identify any hazards and to ensure that the appropriate control measures are implemented. These risk assessments shall be reviewed annually.

## **Staff Induction**

All members of staff whether permanent or temporary will be briefed on the school's security arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.

## **Information for Pupils/Parents**

Good security will involve the co-operation of all persons who use the school site. Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they affect them in assembly or by their class teacher but in a manner relevant to the level of security implications.

## **Cash Handling**

Small amounts of money will be looked after by teachers and should only be held in a secure lockable cupboard or drawer.

All other sums of cash should be locked in the school safe until banking – within the safe's insurance limits. Large amounts of cash should not be allowed to accumulate in the safe or remain on the premises during holiday periods.

## **Training**

The Headteacher will be responsible for identifying and arranging any training required as identified by risk assessment.

## **Emergency Procedures**

Pupils are not to confront/challenge strangers on site at any time, but to report the situation to a member of staff immediately.

The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.

Staff should never challenge any person unless it is safe to do so.

Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Headteacher or School Secretary immediately. They should observe from a safe distance or concealed position noting details of the intruder.

If approached by a person about to offer violence, staff should move away and retreat to a safe distance.

Staff should not attempt to detain or remove an intruder from the premises using force.

If it is considered an intruder is about to enter the premises and commit a violent act, access points should be secured to prevent unauthorised entry. (Fire escape routes must be maintained). The police should be called immediately. To contain the incident consideration should be given to closing blinds or curtains. See Lockdown procedure contained in the school Business Continuity and Critical Incident Plan.

The School Secretary will contact the emergency services on 999 if assistance is required and follow the school's Emergency Plan if appropriate..

The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary.

### **Security Contacts**

An up to date list of contacts will be maintained and held in the school office.

### **Monitoring and Review of Policy**

The Governing Body will review this policy every year and whenever significant changes occur.

The review will take account of the local accident/incident book.