



Straits Primary School School Site Security Policy

Straits Primary School is committed to providing a safe and secure working environment for all pupils, staff, parents, governors, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the school, which recognises the importance and relevance of Risk Management and Security strategies.

We understand that whilst there is a need to promote an open and welcoming environment, there is also a responsibility to address all security and personal safety-related issues. This will ensure protection of the staff, pupils, visitors and contractors, as well as our physical assets.

The security within the working environment is the responsibility of all those on site. Regular checks and self-assessments are carried out through the year by designated staff (head teacher, site manager, buildings committee) supported by all staff having the confidence to raise a concern or note a potential issue. The outcomes of these reviews, or concerns raised, are used to improve and develop our procedures and security strategies.

We value the co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. Local residents are encouraged to report incidents directly to the police. The police are called immediately if there is an incident or a concern which has the potential to compromise the safety of our school community.

The safety of our school community is of first importance and outweighs inconveniences caused by security measures.

Access Control (grounds)

Access to the school site is through three key entrance points: the main entrance on Longfellow Road, a pedestrian gate on Wordsworth Road and a pedestrian gate on Milton Crescent (there is also an exit gate for vehicles at this location). There are also three internal gates (by the main entrance, by Reception and by the field) which ensures that visitors do not have access to the playgrounds or buildings whilst school is in operation.

The school shares its site with the CIPS Service (there is also a vacant LA building on site – previously a Nursery) and therefore external pedestrian gates (on Longfellow Road and Milton Crescent) are left accessible through the day.



Main access gate –
Longfellow Road

Pedestrian gate
– Wordsworth
Road

Pedestrian gate
(and vehicle exit) –
Milton Crescent

The main vehicle gate, on Longfellow Road, is open from 7.00am – 8.00am to allow for staff entry at the start of the day. This gate is then accessible via the controlled access system from 8.00am onwards. This gate can be temporarily over ridden for lettings or school events.

The Pedestrian gates (on Longfellow Road and Milton Crescent) are opened at the start of the day (by 7.30am to allow for breakfast club) are then locked when the school is closed at the end of the working day (usually 6.00pm).

The pedestrian gate (Wordsworth Road) and internal gates are opened at the start of the school day and then locked at 9.00am - the only access into the school is then through our main reception. At 3.15pm, these gates are opened to allow parents collecting their child/children access onto the site. These gates are then secured at 3.40pm.

All staff are issued with a 'code', which allows access via the main vehicle gate.

All visitors will report to the main reception. They will be asked for identification (if necessary) and ask to sign in – they will then be issued with a visitors badge (green if DBS checked and red if otherwise). Where relevant, visitors will be accompanied on site by a member of staff. Our weekly timetable will detail expected visitors onto site for the week.

All contractors will be managed by a nominated person (site manager, head teacher or business manager) and staff will be made aware of any security related issues, which may be affected by a contractor's work.

Supply Teachers: the supply company will send photographic evidence and DBS information to school via email prior to the supply teachers arrival. Upon arrival the admin team will ask the supply teacher for their ID to check the person is who they say they are (ID, driving license or passport – something with a picture on) and then escort them to the relevant class.

All pupils entering the school site later than the dedicated time of arrival must report to the main reception, registering in through the school system. Any parent wishing to collect their child before the end of the school day should only be allowed to do so with prior arrangement through an appropriate member of staff and parents/guardians. No pupil will be allowed to leave the school unless a parent/guardian or dedicated representative is collecting the child.

Staff will challenge any 'unknown' adults on the school site and report any concerns immediately to a member of the leadership team. Children will be made aware of security issues at the appropriate level through a series of school-based activities. They will be:

1. Encouraged to be security conscious e.g. never open external doors to adults other than staff.
2. Encouraged not to approach any adult they don't know but to tell a safe adult.
3. Taught how to take care of themselves and others. – STRANGER DANGER

Please refer to our lock down plan for procedures when an intruder accesses (or tries to access) the site.

Access Control (buildings)

All buildings are alarmed and secured at night by one of the designated key holders and are de-activated at the start of the school day.

Keys for the school will be given out under the agreement of the Head teacher, limiting master keys to a restricted number. All spare keys are securely locked away and covered by the intruder alarm system out of school hours.

Additional security:

- All staff are encouraged to ensure that doors and windows to their areas are secured at the end of the working day and are checked by the site staff.
- The site is surrounded by a perimeter fence that is checked regularly by the site manager.
- Staff are discouraged from being alone in the building or part of the building. However, there is a separate 'Lone working' policy which gives advice on how to proceed if staff are alone.

Cash and valuables including personal property

Schools are not immune from burglary or from theft of belongings, monies and personal items. The school takes an active stance on this ensures that our inventory is kept up to date. The school actively encourages security awareness and any incident of theft is investigated and reported to the police.

- Cash is stored in a safe and banked regularly.
- Staff are encouraged to place handbags, mobile phones etc... safely and securely in each classroom/admin area.
- Children are encouraged not to bring valuables to school – mobile phones are handed to teaching staff.
- Any laptops, Ipads or portable computing equipment, left in school overnight, are protected by the intruder alarm system.

Safeguarding procedures

- All children are collected by a responsible adult at the end of the day: this adult must be known to the class teacher. Staff take their classes outside and will not release children until their adult has been observed, children are then handed into the care of their adult. If there is no one to collect them children will be brought back into school by the teacher. Office staff will contact parents/carers to remind them that they are late.
- Children in Year 5/6 are allowed to walk home with their parent’s consent.
- All children must be collected by a responsible person from After School Clubs.

Reporting

Incidents will be reported to the head teacher using the form in appendix 1. These will then be reviewed and reported to the building committee as required and any necessary actions minuted and evaluated.

Review

The head teacher along with the buildings committee will ensure the current measures are appropriate and adequate. This process will assess all access control measures to the site with the view to improvement where necessary.

Head teacher

Chair of Buildings Committee

Agreed at Buildings Committee meeting on

b) Location of Incident

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4. Witness(es) (if any)

Name (s):

Other Information:

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5. Outcome: (e.g. whether police called; whether parents contacted; what happened after the incident)

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6. Any further information

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Signed: **Dated:**