

# Haresfield C of E Primary School

## Site Security Policy



**Trusting in God, together we live, learn and grow.**

### **1. Introduction**

- 1.1 Security related to the children, members of staff and the fabric of the school buildings is currently a very high profile concern. The Head, staff and governors of the school are determined to do all in their powers to identify risks and enhance security.
- 1.2 Security is an on-going concern and all issues relating to it must be kept under constant review by all in the school community.
- 1.3 The Health & Safety Committee (subcommittee of Finance) of the Governing body including the Head Teacher will seek to co-ordinate the process of risk assessment and action taking. They will assess risks and identify plans of action related to time, financial resources and physical practicality.
- 1.4 Partnership with our community is vital. We will work in partnership with the police and the local residents to try to combat trespassing and petty vandalism on the school site.

### **2 Reducing risk**

Consideration needs to be given to security in many ways in the school. At present the areas that have been considered are as follows.

- a. **Access control:** Access control needs to carefully balance the need for the school to be an open, welcoming environment for the community with the need to keep the children and staff safe during the school day. To this end all doors are to be locked when the children are in school (unless under the direct supervision of a member of staff). Access to visitors will be restricted to the main entrance door which is controlled by an electric lock and an intercom system. During the Covid pandemic all visitors will wait outside the school gate for a member of staff to attend.
- b. **Visitor identification:** This entrance will be clearly sign posted for all visitors. Only approved visitors will be allowed to access the school site during the Covid pandemic. This will be very reduced and only on the permission of the HT. All visitors are directed to report to the office to sign in and collect a badge to wear around school. Staff are asked to challenge all visitors not wearing a badge but children are not to do so under any circumstances.
- c. **Playground:** Children are particularly vulnerable on the field. All gates are to be kept shut. At playtime the outside toilet doors can be left open to allow access to the toilets but they must be shut again when the children come in. It is the responsibility of the midday supervisors to make sure that these doors are secured. At lunchtime the midday supervisors will station themselves at points where they can oversee

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an area. All staff on duty need a whistle which they can blow three times in the case of an emergency to summon assistance.

- e. Windows:** All windows in the classrooms have restricted access and are closed before the end of the day. All staff have responsibility for closing their own windows.
- f. Perimeter Fencing:** The fencing must be kept maintained if vandalised. The gates will all be locked in the evenings and at weekends and from 9:15 until 3:00 during the school day. Padlocks will be used for the different gates used by classes, Class teachers are responsible for locking these at the end of the day.
- KS1 outdoor area:** Whilst in use the Foundation stage outdoor area gates will be locked so that the children are secure inside the area, however at playtimes these gates are opened for access to the field.
- g. Equipment marking:** All audio visual equipment will be security marked with Smart Water and serial numbers will be carefully logged in the inventory.
- h. Access codes and keys:** Front door keys and codes for the front door and the intruder alarm system will be disclosed to a few named individuals. The list of these individuals is stored securely.

### **3.Related Factors**

- 3.1** All security controls that have been introduced have had due regard for the need for quick egress in the case of fire. Restrictions on doors all only apply to outside access and in no case has it been made more difficult for children to leave the premises quickly in the case of an emergency.

**The governing body has reviewed this policy.**

**Reviewed Autumn 2020**  
**Next review Autumn 2021**