

ST JOHN THE BAPTIST C OF E PRIMARY SCHOOL



Life in all its fullness

Security Policy

A happy, healthy and safe place to learn how to look after our bodies and minds.

November 2022

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SECURITY POLICY

1. The aim of this Policy is to safeguard pupils and all staff, NOT to create a 'closed door' to legitimate visitors.
2. There will be an annual risk assessment in December in order to build any necessary provision into the budget for the following fiscal year. If necessary an action plan will be produced.
3. Any risk management measures will be PRACTICAL, AFFORDABLE, ENFORCEABLE and IN PROPORTION TO THE RISK.
4. Management responsibility for school security is shared between the LA, the Governing Body and the Head.
5. The main role of the LA is to maintain an overall policy for security within its schools, as part of its Health and Safety policy and to support and monitor its implementation. Working in partnership with schools the LA provides advice, support and visits on security matters. This information is free of charge from the Education Development Division, Risk Management Group and Crime Prevention Officers.
6. The Governing Body sets a more detailed strategy for the particular school. The Governors' role is different in voluntary aided schools since they have responsibility as owners and employers.

All Governors should:

Decide how to exercise their responsibilities - for example, setting up a Risk Management Group or a Committee or Working Party of Governors, or appointing an individual Governor with a brief for security.

Make arrangements for consulting and informing all staff about security.

Allocate resources.

Identify training needs.

Monitor and review the policy.

Adopt and implement a Health and Safety policy.

7. The Head Teacher implements, on a day-to-day basis, the security strategy which has been agreed by the Governors. The Head Teacher also has responsibilities for:
 - Ensuring staff understand the school's security policy and their own responsibilities.
 - Identifying and reviewing staff training needs.
 - Informing parents of the security policy and encouraging them to help.
 - Reporting to the Governing Body.
 - Liaising with Police establishing a procedure in case of an emergency.
 - Periodic surveys/risk assessments.
 - Regular security checks.
 - Drawing up the Security Management Procedures as part of the Emergency Plan.
8. All staff will be involved in any training necessary. Local information is received and passed on to pupils, staff and parents whenever necessary.
9. Links will be maintained with Police and Fire Brigade and advice sought as required.
10. Any use of any part of the premises out of school hours will be by prior arrangement with the school and in accordance with the school letting arrangements.
11. In an emergency arising outside the premises all children will be brought into school and the premises secured from inside. The "Window Assembly" procedure outlined in the Emergency Plan would be followed. Full consultation with emergency services will be maintained. If it is necessary to leave the building the children and staff will move to the Church or Community Centre until it is safe to return.
12. Staff and visitors are required to wear identification on the school site.
13. Staff are to challenge adults in and around the school in a polite manner.
14. Visitors are to sign in and out at reception using the Inventory System and read the visitor information.
15. Children are regularly briefed on security eg. Not opening doors and staying away from the school fence.
16. Security alerts from local schools are circulated in the staff message board and kept in the staffroom.
17. Security alerts are shared with the school crossing patrol.

18. Security (including online security) forms part of the curriculum particularly People Skills lessons.
19. Staff are responsible for the security of valuable equipment after the working day and during periods where public are visiting the school.
20. School purchased equipment will be labelled with “Smartwater” and added to the Inventory.

Reviewed November 2022

Review: November 2023

Reviewed by Staff: Miss R Ireland
Governor : Mr N Mazzotti