



Dale Community Primary School and Stonehill Nursery School Federation

Security Policy

Head Teacher: Louise Foster
Chair of Governors: Russell Langley
Policy Approved by: Governors Behaviour and Safety Committee

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Policy reviewed by: Governors Behaviour and Safety Committee Date:

Security Policy

Statement of Intent

It is the aim of this policy to reduce the possibility of theft or damage

- Against all persons on the school site
- To the fabric and contents of the school building and its environment.

A security threat to school constitutes any act of **burglary, theft, vandalism** or **arson**.

There is the added threat of **physical violence** against members of the school community.

Risk and Action: An in-depth security survey and appropriate risk assessment will be carried out by the School Business Manager on a termly basis. Weekly site inspections will be undertaken by the site manager.

Training: All teaching and non-teaching staff will receive a Health and Safety briefing as part of their training.

Reporting:

- All breaches of security will be reported to the Site Manager and School Business Manager, who will maintain a record of all incidents.
- It is the responsibility of all members of the school community to promote security and to report any incident(s).
- Pupil involvement will be addressed through curriculum content, particularly within the area of PSHE.
- The school will work with the local police and other external agencies to encourage participation from neighbours and the wider community.
- No visitors have access to the building until they have completed the necessary checks and given a visitor badge from the school admin team. This also applies to contractors working on the premises.
- There is clear signage directing all visitors to the reception office.

Procedures: The main entrance is locked and unlocked on the arrival and departure of the Site Manager. The main door is protected by a security keypad.

External gates off the main playground and the FS entrance will be unlocked at 8.45am and locked at 8.50am. They will then be reopened at 3.20pm and closed at 3.30pm. The site team are responsible for locking and unlocking gates and staff members are allocated to gates at the beginning and end of each day. Parents and carers are not allowed on the playground in the morning and are only allowed into the building with an invite, meeting or prior arrangement and must go through the school office.

All external doors (at Dale) are unlocked from the inside, except for the door into the playground on the Belvoir Street side. This door will **not** be locked until all pupils have left the building at 5.30pm at the latest.

All ground floor windows are fitted with locks. All doors and windows are secured as soon as is possible, at the end of the school day.

Appropriate fire exit routes are maintained whilst the building is in use.

Damage to any external glazing will be treated as a potential breach of security and be replaced or repaired as soon as is possible.

Key Holders:

There are three named key holders, able to reach the school from home, within 20 minutes, who will have their own set of keys and their own coding for the intruder alarm. It is the responsibility of the key holders to enable police access in the event of a breach of security out of school hours.

In the event of unnamed key holders needing to have a set of keys on a temporary basis, the approval of the Head Teacher or the Chair of Governors must be given. The keys will be signed for and a record kept by the School Business Manager.

All other keys will be labelled and kept in the secure key box in the school office.

The site manager will hold a spare set.

The school will maintain the intruder alarm system and annually review the system.

The external lighting will be switched on at dusk or when the building is secured at the end of the working day; whichever is the sooner.

The school will continue to purchase and maintain a close circuit television network where appropriate.

Cash Handling: We are a cash-free school.

Children should not be asked to transfer any monies from one member of staff to another for any reason.

Arson: It is essential that all pupils and personnel are aware of the risk of arson and take every possible measure to prevent it.

Litter bins will be kept secure and regularly emptied. All portable bins will be moved from the grounds into the building at the end of the day.

Personal Property

- The Governors are not responsible for loss or damage to personal property either within the school building or its environs.
- Staff need to ensure that their property is kept in a secure and locked place.
- Some lockers are available for staff use.
- Children and Parents should be encouraged to have all property within school, clearly marked.
- Children should be discouraged from bringing valuables into school.
- Property confiscated from pupils must be sent to the office and kept in a secure place. It will be returned at an agreed time to an adult.
- Valuables that are looked after during PE times will be the responsibility of the receiving member of staff.

Please read our Information Security Policy, Records Management Policy and Physical Site Compliance Policy for further details.