



SITE SECURITY POLICY (MILL LANE)

1 Scope

The following policy promotes the safety and protection of people using the school site including members of staff, pupils and visitors. The responsibilities for safety are:

- to consider security measures with due regard to Government recommendations on Safeguarding
- for the protection of pupils, staff and visitors
- to evaluate the security risk in the light of crime
- to recommend to the Headteacher, Trust or Governors as appropriate.

2 Requirements

It is the responsibility of the Headteacher to ensure the school site is secure during the working day and outside of school hours. The Headteacher will work in consultation with the School Manager to ensure security measures are risk assessed, and this is endorsed by the local authority during its inspection cycle.

The safety of pupils, staff and visitors is paramount. Whilst the risk of security incidents are statistically low, all risks are assessed and considered periodically.

THE PROTECTION OF PEOPLE

During the school day, there are many measures in place to ensure the site is safely protected. Our site is secured by perimeter fencing and secure gate/door systems. Other measures include:

- All external doors in passageways between buildings are locked. Staff are issued with access cards to gain access through these doors/buildings. In the event of a fire, these doors automatically open via a connection to the fire system.
- All staff, Trust staff and Governors wear identification badges whilst on site. All visitors will be issued with a red visitors' badge at Reception.
- Visitors will enter through the front door and report to Reception where they are visible at all times. Visitors wait in the lobby until the person they are meeting is available to collect them. Visitors will not be given immediate access into the school as a matter of course and will not be allowed to move around the site unless accompanied by a member of staff, unless they are regular visitors to the school and the school has received notification from their employer via a letter of assurance and added to the schools Single Central Record. Visitors are required to report back to Reception and sign out when leaving, and return their visitors'

badge. Staff are expected to challenge any visitors on site without identification, through a simple offer of help.

- Pupils are registered at the start of the day and after lunch time. If pupils are authorised to leave the site, this is recorded by the Office on the register. Pupils will not leave the site unless accompanied by an adult. Late children are added to the register as soon as they arrive on site. Teachers record a headcount so they are easily able to identify any children missing from their supervision. Staff to pupil ratios are followed during all times, ensuring children are not left alone whilst on the premises.
- In the event of a serious breach of security, the Headteacher or SLT member of staff to call the police or emergency services and follow their instructions. All staff are advised to be vigilant and have a duty of care which requires them to report any security breaches; those reports will be acted upon immediately.
- In the event of an emergency evacuation during lesson times, the teacher will check the presence of pupils, and follow procedures detailed on the evacuation sign in every room and the school Fire Safety and Evacuation procedure. The school will monitor its safety drills to ensure that evacuation procedures are safe, quick, simple, and understood by all site users.
- It is a criminal offence to carry a weapon and weapons of any description are not permitted on the school site. Any weapons found on pupils or visitors will be removed by staff if it is deemed safe to do so and (unless the Headteacher decides otherwise) reported to the police. In the event of any person presenting a serious threat to personnel, immediate help will be sought from others nearby.
- Where possible, contractors will not work on site during the school day or during term time. However, where this is unavoidable a robust risk assessment will be required to ensure the safety of the pupils and staff. For an individual occasion or emergency, a member of the Caretaking team will remain in the presence of a contractor whilst on site.
- Perimeter fencing and access system are inspected regularly.

VISITORS' CODE OF PRACTICE

The following code of practice is displayed in Reception and made available to all visitors:

In order to ensure your safety while you are visiting the school, we respectfully ask the following:

- that you have parked in a designated parking area
- you have signed in using our 'Inventory' system.
- you wear an identity badge at all times and ensure that it is visible
- you have received and read a copy of the Emergency Evacuation Procedure for Visitors
- you familiarise yourself with our Child Protection Team members
- you familiarise yourself with the evacuation route in each room you attend
- you sign out before you leave the school

SECURING THE PREMISES

During the school day:

- Perimeter gates are locked at all times and operated by a key pad/padlock. The main car park gates are secured by intercom systems linked to the school office.
- Our visitor side gate is left unlocked but under surveillance by CCTV.
- All door entry points are secured and only accessible via door entry cards.
- The site has an extensive range of CCTV cameras both externally and internally.
- 95% of the school premises boundary is secured by fencing. Where no fencing is available, the site is secured by dense hedgerows which are monitored regularly.

Out of hours:

- All entry points to the school are locked.
- All areas of the school are secured by a security and fire alarm system which is connected to the telephone system for monitoring.
- In the event of an alarm going off, a notification is sent to the Caretaker and Site Manager for monitoring purposes.
- The school site is protected by the use of CCTV cameras. These images are not viewed live but information is stored for up to 35 days. Security cameras have significantly improved the school's ability to resolve problems, both as a deterrent and as a means of detecting those responsible.

Parking

Cars may only be left in the designated car park on the site. Staff and visitors are permitted to park their cars on site, but entirely at their own risk.

The school maintains a register of all cars regularly parked on site. Staff should notify the office of any changes.

3 Key Terms and Definitions

ACRONYM	TERM	DEFINITION
None		

Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	31.03.2014	M. Stone	
2	10.09.2014	M. Stone	Amendment to the visitors' policy
3	04/11/2022	A Webber	Amendments to the policy