

YSGOL CAERGEILIOG FOUNDATION SCHOOL



THE SCHOOL'S SITE SECURITY POLICY

1 Aims

At our School we take all possible steps to safeguard all the pupils entrusted to our care. Thus, the School also aims to provide a safe and secure environment for our pupils, staff and visitors to enjoy all the comprehensive educational provision offered by us.

This Security Policy is the tool by which we ensure that we have in place effective procedures to enable us to achieve this aim.

2 Roles and responsibilities

Management Responsibility

School security is shared between the Governing Body and Headteacher.

Role of the Governing Body:

Its main role is to:

- formulate the Security Policy
- maintain an overall policy for security within the School
- support and monitor its implementation by the School.

At our School, Safeguarding Officers appointed by of the Governing Body monitor the policy on a regular basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Resources Sub-Committee for discussion.

Role of the Headteacher

The Headteacher is responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training as necessary;
- parents are informed of the security policy and encouraged to help;
- formal risk assessments are conducted by outside bodies as appropriate and updated on an annual basis;
- routine security checks are carried out on an on-going basis by the Site Manager, Headteacher and Chair of Governors;

- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- All staff wear an ID Badge and carry a 'Security Whistle';
- Staff based in school are the only staff to know the combination of the door key pads;
- Staff are required to contact the School Office or senior staff in an emergency, via Telephone and radio handsets located around school;
- All staff must 'challenge' visitors who are not wearing a visitors' badge.

Hardware

- The Main Pedestrian Gate is an Electric Operated Security Gate
- Push button combination locks operate on the main entrances to school
- All external doors to be kept closed and locked.(Doors can be opened internally but not externally);
- all windows to be secured.

Visitors into School:

Visitor diary for pre-planned visits

- A diary of visitors stating who will arrive, where from, when they are due to arrive and the reason for the visit is held on the school's system.
- All staff members must add names, times and dates of visitors into the diary in as soon as they know they are expecting a visitor.
- The Admin team will look at the system on a daily basis to keep informed of who is visiting School and who they are expecting to see.

All visitors must:

- **Go to Reception and sign in**
- **submit appropriate ID,**
- **be issued with a visitors pass**
and
- **be asked to wait in reception until a member of staff collects them.**

Local Authority and other Government Agencies Staff

These people will have current DBS's issued and usually have an ID pass.

The Admin team will:

- check their ID pass to make sure they are who they claim to be.
- Failure to present appropriate forms of ID will result in these people being escorted off site.
- If they have not been met by the staff member that they have come to meet a member of the Admin team will walk with them to the person that they are

in School to meet.

- Regular Agency staff with a longstanding relationship with School must submit ID at each visit e.g. The Learning Support Service, Behaviour Support Service. Once they have satisfied ID requirements they will be given an ID Pass and will no longer need escorting around School.

Parents/Parent Volunteers/Governors:

Governors and regular parent volunteers:

- Governors and regular parent volunteers will have apply for DBS clearance.
- The Admin team will check the visitor is in the diary and if they have had the validity of their DBS checked. If valid, they will be escorted to the relevant staff member.
- Governors and regular parent volunteers must sign in for each visit.

Parents:

- Parents visiting the School/staff members will need to be accompanied by a staff member at all times.
- Parents dropping off children during the school day (i.e. not the usual times) must leave their children in reception with a Admin Staff. They are not allowed to wander around School.
- All staff must challenge parents who are unescorted using CHAT (Challenge, ask, Take).
- During parent engagement activities there may be a number of parents moving around the school building. It is each teacher's responsibly to ensure that they supervise the pupils in their care during this time and not allow them to move around School unsupervised.

Supply Teachers

- Supply Teachers **must** have valid DBS's issued by their employer prior to their arrival.
- The supply company must send photographic evidence and DBS information to School via email prior to the supply teachers arrival. The Admin team will not allow them into the building unless this proof has been seen.
- 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).
- Check the visitor is in the diary and if they have had the validity of their DBS checked. If not, this person cannot have access into School. If valid, they are escorted to the Main Office.

Independent Companies e.g. Drama Companies , Urdd, Sports Companies etc.

- These visitors need to have valid DBSs.
- The Admin Team will ask the visitor for their ID to check the person is who they say they are (ID pass, driving license or passport – something with a picture on).

- The Admin Staff will check the visitor is in the diary and if they have had the validity of their DBS checked. If not, this person cannot have access into School.
- If valid, they sign in, are given a pass and may be escorted to the Main Office.

Contractors

- Whenever possible all contractors will only work in School when the children are not in the building (before and after school or during school holidays).
- During occasions when this is not possible the Admin team will ask the visitor for their ID to check the person is who they say they are (ID pass, driving license or passport – something with a picture on).
- Check the visitor is in the diary and if they have had the validity of their DBS checked.
- Some contractors who are not regular visitors to School may not have DBS clearance however all contractors will only be allowed into School escorted by School staff whilst children are in the building.
- All Contractors must sign in, submit ID and if valid be given a pass.

When contracted work during school hours is unavoidable,

- Workers must go to the Reception Desk and sign in
- Have DBS clearance validated
- Present valid ID
and
- the work must be isolated from children's work areas.

Unexpected visitors

- No one can be in School on their own without a validated DBS check.
- Sometimes contractors visit unexpectedly for example, to carry out annual maintenance checks and book clubs. These visitors must be accompanied by staff member if they need to enter or carry out work in school.
- The options are to ask them to wait for an office staff member to return, accompany the visitor around School or find another staff member willing to accompany them i.e. Site Manager.

Outside School

- School gates are locked out of School hours;
- School gates are closed and locked during School hours;
- All staff to challenge 'unknown' visitors on the School grounds during playtimes;
- Signs, placed appropriately around the School, will inform all visitors of the need to report immediately to the Reception Area.
- A comprehensive CCTV System operates 24/7.

Security of Equipment

Security strategies

Inside School Building

- All expensive, portable equipment is marked as belonging to the School;
- Infra-red intruder alarm system operates when the School is closed;

- BT Redcare System will notify ADT of intruders and will immediately alert North Wales Police.
- The Receptionist Office has a 'Panic Button' linked directly to ADT Security.
- A comprehensive CCTV System operates 24/7.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening

- All rooms apart from classrooms, kitchen and staffroom to be locked;
- Staff to meet with parents in their classrooms only (unless arranged in the meeting room).
- School Security Staff patrol the premises for the duration of the function.

Fundraising Events:

- All rooms apart from those required for use to be locked;

Monitoring of strategies:

This will be carried out:

- informally through verbal reports from staff and visitors;
- formally through regular meetings of Safeguarding Sub-Committees and Full Governing Body meetings.
- Critical Incidents Team will review any serious breaches or near misses of this policy.

NOTE: All staff MUST take shared responsibility to ensure the security strategies are implemented.

This policy will be reviewed on an annual basis