



St Anne's CofE Primary School Aims and values of school

'Let all that you do be done in love' - 1 Corinthians 16:14

Security Policy and Procedures

1. Policy statement

- The Governing Body recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees, and visitors to St Anne's. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information, and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.
- This policy has been developed with reference to [DfE Guidance on School Security arrangements](#) and should be considered in conjunction with the school security risk assessment (see Appendix). It is closely related to other school policies including the safeguarding and child protection policy, and the health and safety policy.

This policy aims to:

- Reflect the balance between maintaining an open and welcoming environment for learners, parents and the wider community and protecting them from harm.
- Help create a culture in which staff and students recognise and understand the need to be more vigilant about their own and the safety and security of others.
- Demonstrate an understanding of the issues that could impact on the school and wider community.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governing Body:

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved as follows:

- By engaging with the external Health and Safety organisation (Citation) that carries out the annual Health and Safety audit visit and produces subsequent report and advisory action.
 - By the health & safety governor monitoring performance on their visits in line with the annual external Health and Safety Audit and report.
 - Via the Headteacher's reports to governors
 - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
 - Governors will delegate the day-to-day implementation of the policy to the Headteacher.

2.2 Headteacher:

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by the governing body.
- Ensure that all staff within the school receive information, instruction, and training (as required) in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors, and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3 Staff:

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees, and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Role	Specific Duties
Agreeing and reviewing the school security policy	Headteacher and Governors	Agree policy. Review on an annual basis in line with the annual Health and Safety Audit or when a security related issue occurs.
Day to day implementation and management of policy	Headteacher	Inform staff. Monitor performance review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates as determined by the Security Risk Assessment
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads, fences).	Caretaker	Carryout weekly Inspections on the physical integrity of security devices and ensure the appropriate maintenance is carried out.
Control of visitors	Admin staff (and/or any staff member who answers door).	Sign in and issue badges using school procedures. Check identity.

		Read key visitor information including emergency procedures and safeguarding.
Control of contractors	Headteacher/ Office Admin staff / Caretaker	Control of Contractor 5cs
Security of money etc	Headteacher /Admin staff	Kept in a CCC Audit approved safe as per CCC policy.
Security risk Assessment	Headteacher / Caretaker	Review as required and inform governors of findings to use as part of policy review. Physical Security Support can be provided by the Cambs Property Compliance Team: property.compliance@cambridgeshire.gov.uk

2.4 Pupils:

- Pupils will be encouraged to exercise personal responsibility for the security of themselves and others.
- Pupils will be asked to cooperate with the arrangements made for the security of the school.
- The school understands that some children with additional needs may require further support to ensure their safety and security.
- Breaches of the school security arrangements may be a breach of the school's behaviour policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 Information and Communication

- All staff must be aware of the school's security procedures, especially staff who have been given a specific role to play.
- All staff induction will include reference to the school's security policy and will be recorded on the employees training profiles, records of which are kept in the school's Risk Register.
- These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of shared use of the building.
- Parents will be appropriately informed about the school security arrangements and what is expected of them, e.g., when visiting the school or at handover times.

3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

Our school security risk assessment identifies the key risks in this area, together with measures the school takes to provide appropriate security and mitigate against the risks of unauthorised visitors accessing the school site during the day.

Our measures include:

- The side perimeter gate is locked at 9.30am and unlocked 10 mins before the end of the school day.

- The main perimeter gates allowing vehicles access are locked at 8.40am to prevent unauthorised vehicles from entering the school site. These are unlocked at 3.30pm after the end of the school day.
- All internal gates leading to the classrooms and playground areas are locked at 9am and unlocked 5 mins before the end of the school day.
- All external classroom doors are closed and locked at the start of the school day and opened by staff at the end of the school day. These doors are not able to be opened from the outside but allow for emergency exit in the event of a school evacuation.
- The main entrance to the school has a keypad lock. This allows the school to control access into the building.
- The mobile building at the back of the school has a keypad lock, which restricts entry.
- The rear entrance to the school has a keypad lock to restrict entry.
- CCTV is in place around the school grounds. This records all of the entrance and exit areas of the school as well as the playground and school field. A screen is placed in the front office area which displays the views from the cameras at all times. The images are recorded.
- Children are supervised when using the external areas of the school. This includes the playground, field and Forest School area.

3.3 Early Years Outside Areas

We have a secure outside area that has a suitable perimeter fence at least 1.2m based on risk assessment. This has fixings that prevent an early year's pupil opening the gate to exit this area without adult supervision.

Additional measures include:

Supervision of children is provided by staff working within the Early Years area.

3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival.
- Identity is checked and confirmed using photo ID wherever appropriate.
- All visitors are issued with a badge to be always worn. This includes parents, helpers, contractors, LA staff, and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- All visitors will be asked to read key visitor information including emergency procedures and safeguarding.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Deliveries – any deliveries will be dropped off via the main entrance except kitchen deliveries which will be dropped off at the school kitchen, whose door or external gate area will remain locked at all other times.

Collections - any collections will be collected via the main entrance except kitchen deliveries which will be collected at the school kitchen, whose door will remain locked at all other times.

3.5 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

All areas of the school site and grounds

Times of the day when supervision is part of our safeguarding procedures –

Start of school day – as all the gates are open to allow access this area is supervised from 8.50am to 9.00am. Parents have been informed of these arrangements and that supervision does not start until 8.50am.

After school clubs –

Children attending afterschool sports clubs will be accompanied by a member of staff to the school hall where supervision is handed over to the leader of the club. A register will be taken. The club leader is responsible for the supervision of children at all times. They are mindful that the side gates of the premises are open to allow parental access to the wrap around care provision at the rear of the school site.

If an afterschool club is taking place on the school field, children are supervised by the club leader at all times. Children are reminded not to leave the area where the club is taking place. At the end of the activity, lead adult will accompany children back into the school hall to pick up personal items and release the children to parents from the main school entrance.

Wrap around care – Before school

Breakfast Club takes place in the school hall and is supervised by an appropriate member of staff at all times. Entry to Breakfast Club is via the main entrance to the school. Parents are requested to ring the bell where a member of staff will then welcome the child through the secure door and into the building.

Out of School Club (OSC) – After school.

OSC operates from its own secure building at the rear of the school. Entry and exit to this building is through a keypad secured door. Parents are asked to wait outside and ring the bell. Supervising adults will then hand over children to parents.

Hand over arrangements at the start and end of the school, day

At the start of the school day, class teachers will open the classroom doors and allow children access into the building. Class teachers will stay at the door until 9am when the door will then be closed and locked inside. Parents / carers should not attempt to enter the building through the classroom doors. Parents and carers must report to the main office if they are requesting access into the school building.

At the end of the day at 3.30pm class teachers will open the classroom doors to allow children to exit. Staff will stay at the open door until 3.30pm. A parent or carer (following parental permission) must pick up children in Reception through to Year 5. From Year 5 children have the ability to be allowed to walk home on their own as long as the child's parent or legal guardian has signed the appropriate permission letter.

3.6 Cooperation with third parties, extended services, and community groups

Our school security arrangements have considered any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the third parties or groups listed.

3.7 Supervision of contractors

Contractors and maintenance personnel may not always have been DBS checked, and if so they should not have unsupervised access to children. They will therefore be controlled as follows – they will:

- complete the Control of Contractors signing in system (Hazard Register 5cs)
- be given school badges and be expected to wear them.
- only park where authorised to do so.
- only carry out work agreed at the start of the contract and at the times agree.
- always be supervised by school staff.

At times when grounds staff are working on site, children will remain indoors until their work is complete, or areas will be segregated as required.

3.8 Lone Workers

Our school has lone working risk assessment for staff where there is a security risk due to the need to work alone.

3.9 Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed in section 3.2.

3.11 CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

3.12 Cash Handling

We avoid keeping cash on the premises wherever possible. Any cash held on the premises is kept in a locked safe. We do not handle cash in visible areas, and any money requiring banking is done at irregular times.

3.13 Valuable equipment

All items above the value of £25 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will consider the location and security arrangements for high value equipment, for example ICT equipment.

3.14 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be in the school office which is secured via a keypad lock. No medicines in this area should be accessed without authorisation from the Office staff who keep the Medicine Administration records. Arrangements for the administration of medicines are detailed in the medication in school policy.

4. Risk Assessment

A security risk assessment will be kept under regular review. The findings will be used in the review of this security policy.

The risk assessment will consider:

- The location and layout of the school
- Past incidents related to security.
- The performance of other security measures already in place or that could be implemented. The cost of physical security improvements and the availability of funding.

5. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body. Serious breaches will be reported to the Local Authority via the health & safety incident reporting form.

Governors will monitor performance via the Headteachers termly report to governors and when visiting the school.

This policy is reviewed each year in line with the schools Health and Safety Audit.

Recent review – January 2023.