



**BRIZE NORTON PRIMARY SCHOOL**  
**School Security Policy**



Review Date Planned	Review Date	Date adopted by Governing Body
Nov 2020	21 <sup>st</sup> October 2020	25 <sup>th</sup> November 2020
Nov 2021	16 <sup>th</sup> October 2021	19 <sup>th</sup> November 2021
November 2024		

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Brize Norton Primary School. 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.

**Organisation**

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

**Governors**

- 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 –
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the head teacher'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 Head Teacher.

**Head Teacher**

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training 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.

### **Staff**

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

Headteacher – Day to day implementation and management of the policy

**Class teachers in mobile classrooms – Locking up their building at the end of the day, or (if they will not be there) delegating someone else to do it**

Caretaker – Checking the condition and maintaining the safe operation of physical and electrical security devices (key pads, locks, gates, fences)

Office Manager – Control of contractors; ensuring all visitors sign in, wear a visitors' badge and EITHER have had ID and DBS checked OR are accompanied on site at all times. **Ensuring that the gates are unlocked at 3.00pm and locked again before 4.00.**

**Administrative Assistant – Ensuring that gates are locked by 9.00am**

**Breakfast and After School Club staff – Ensuring that the front fire door (into the little room) is kept shut unless there is a member of staff present**

**Cleaner – Check that all doors and external gates have been locked, and lock up if anything has been forgotten (reporting the breach to the headteacher)**

### **Children**

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

### **Arrangements**

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

### **Information and Communication**

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play. All staff induction will include the school's security policy.

Parents will be informed about the school security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

### **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.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Brize Norton School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

### **Buildings**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- Access to the school outside parental dropping-off and collecting times is only through the main entrance, which is a single door operated by staff. Only after signing in and relevant checks by admin staff are visitors permitted past the keypad door into the main school. For a visitor to be permitted unaccompanied access, the school must have record of his/ her photographic ID and DBS check
- All gates to the school grounds will be locked during the school day.
- At the beginning of the day, children are closely supervised in the classrooms until all parents have left the premises and the gates have been locked.
- At the end of the day, children are returned to their parents or other authorised adults only; the only exceptions are children in Years 5 and 6 whose parents have given written permission for them to walk home.
- During the school day, all staff are encouraged to challenge any person not wearing a visitor's badge or photographic ID

### **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.

### **Supervision of contractors**

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

- All will be given school badges and be expected to wear them.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### **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.

The risk assessment will take into account –

- 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.

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.

### **Locking arrangements.**

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

- Gates unlocked by teachers before **the start of school**, to enable children and parents access to the playground
- At **the start of the school day**, the school doors are opened and children and their parents allowed into the school. The doors and gates are locked by **9.00am**. If parents or carers need to stay longer than this (e.g. to talk to the teacher or headteacher), they are shown out of the school front door.
- At **3.00pm**, and once any lessons on the playground have finished, the gates are opened again.
- At **the end of school**, children are released to their named adults or (in the case of Y5/6 children with parental permission) allowed to walk home.
- Before leaving for the night, **the Office Manager locks** the gates once again

### **Cash Handling**

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away. Cash is not handled in visible areas and banking is done at irregular times.

### **Valuable equipment**

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

### **Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property. Parents are encouraged to name their

children's personal items.

Lost property should be placed in the class lost property box or (in the case of valuable items) handed in to the school office. The school has the right to dispose of lost property during the long holidays (Christmas, Easter and Summer).

### **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 stored in the school office. Arrangements for the administration of medicines are detailed in the medication in schools policy.

### **Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher/ Office Manager. The findings will be used in the review of this security policy.