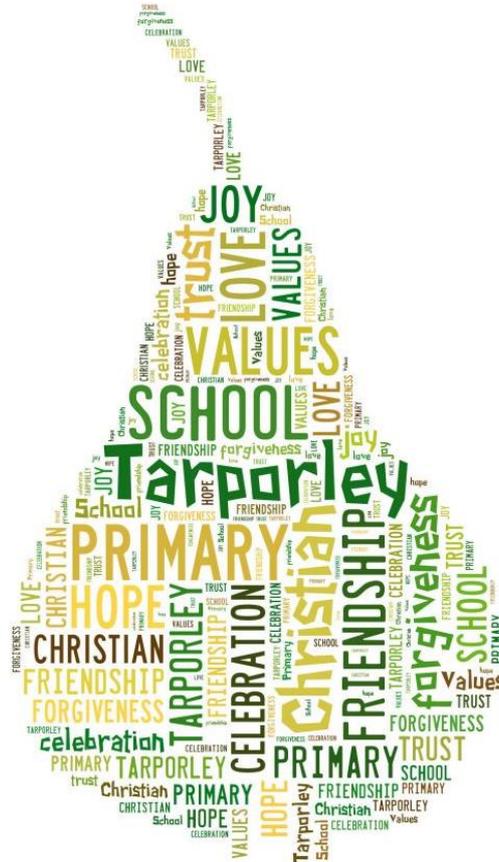


# TARPORLEY CE PRIMARY SCHOOL

Tarporley Church of England Primary School is a welcoming and friendly Church school that provides high quality education for children aged 4-11. As a Church school we hold our Christian Values at the heart of everything we do. These are: **LOVE, FRIENDSHIP, TRUST, HOPE, FORGIVENESS, and JOY & CELEBRATION**



It is very important to us that the children are happy and experience the best education possible. We value strong links and a close partnership between home, church and school and recognise the importance of trust and shared responsibility in education.

## Site Security Policy

## Aims

This policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

**NOTE: During exceptional circumstances the school "Site Security Policy" may need to be amended or added to for a set period. An example of this is the COVID 19 Lockdown in 2020. During these incidents separate procedures will be written and communicated with all relevant parties to ensure the Site Security Policy is adhered to. These amendments or additions should always be read in conjunction with the "Site Security Policy".**

## 1. Roles and Responsibilities

Overall school security is the responsibility of the employer. At Tarporley CE Primary School, this is the school governing body. The Head Teacher is responsible for implementing the security policy.

### Governing Body:

The Governing Body of Tarporley CE Primary School has drawn up and agreed the Security Policy. The school meets with the Link Governor for Health and Safety each term to review safety, including security, and reports to the Leadership and Management Committee.

### Head Teacher:

The Head Teacher at Tarporley CE Primary School is responsible for implementing the Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The school undertakes an annual review of security risk assessments and undertake regular routine security checks. As part of the daily routine of the site maintenance staff, they will conduct a security check and perimeter fence check. All crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body. The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility.

### Staff:

Teaching and non-teaching staff should be fully aware of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities before taking up their post as part of their induction process.

**Caretaker / Maintenance Officer:** They are responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week. They are also responsible for the daily monitoring of the site security including the perimeter fence. Any concerns or breaches are immediately reported to the Headteacher and risk assessed as a priority by the caretaker / maintenance officer.

**Pupils:** As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities. The Head Teacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

**Parents:** The parents of pupils at Tarporley CE Primary School are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School policy on web
- School newsletter
- Individual letters

**Police/Local Community:** Tarporley CE Primary School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local PCSO to the area and local residents are encouraged to report incidents directly to the police. The Police are called immediately if there is an incident of a violent, aggressive or abusive nature, using the 101 number. The Police should be called immediately if a child goes missing, after an interior and exterior search has taken place. Health and Safety Services, with assistance from the Police will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside any local school.

## **2. Security Strategies for site:**

**Control of Access:** Tarporley CE Primary School has a policy of welcoming visitors; however, we realise that problems may occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

**School Grounds:** Security fencing surrounds the perimeter of the school grounds. Children enter the school grounds via the Poppy Mount car park gate or from the front of the school. During the school day, the gates are locked, during which time visitors and late arrivals should enter through the front entrance, reporting directly to the office, signing-in and presenting credentials. Where Parents want to pass a message to the class teacher, a member of staff is on the school gate from 8.35am. Parents are not to park on the school car park. Disabled access into the school is via the Poppy Mount gate where there is an accessible pathway into school grounds. If required, parents could have access agreements with the school for a child or parent with a disability. When coming onto the car park, they would be asked to display a school parking pass. Where practicable, parents/guardians who wish to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

**Access to the school buildings:** To prevent unauthorised or unknown visitors entering school, the perimeter fences remain locked once the pupils are on site. The front entrance is locked and can only be accessed with a fob release card or released by the Office staff. All office doors are locked when not in use and all cloakroom/external doors closed at the end of break times. All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. Visitors will be given a visitor sticker. A member of admin staff will then escort visitors to the member of staff requested or asked to take a seat in the entrance waiting area while the member of staff is

contacted. The member of staff then comes to collect the visitor. All visitors are expected to sign-in and wear a sticker before they are allowed into the main part of the school. No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises as authorised by the Headteacher. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties. The Headteacher may revoke parent license to access school premises if unacceptable behaviour is displayed.

If parents / carers wish to take their child/children out of school during the school day, they should report to the office area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence. When they collect their child, a member of staff will go to the class to collect the child, while the parent / carer remains in the entrance area and signs the child out.

**Trespass:** Tarporley CE Primary School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher/Deputy Head might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises.'
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected. The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

**Entering and Leaving the main school building:** All children enter and leave the school by the playground door, classrooms external doors or front entrance. If a child arrives after 8:45am, they should report to the office. All parents are asked to wait outside the school building. The gates into school are opened at 8:35 and parents / carers drop their children off at this point and the children make their way onto the playground. There is a member of staff on duty on the playground from 8:35. At the end of the day, the maintenance officer opens the gates for Parents at 3:15 to enable them to come and collect their children off the playground.

**Supervision of main school grounds:** The caretaker makes sure that the gate and outside doors are closed at 8.45am. The gates may be opened during the school day if contractors need access, the gates will be immediately closed after they have entered the gates. Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning, afternoon breaks and by mid days and caretaker at lunchtime.

If a teacher requests that a pupil remains in class for any reason, then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from

sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

### **Leaving School at the End of the Day – main building: (See Start and End of School Day)**

At the end of the school day, children from Reception to Year 4 are collected by an authorised adult (18+) unless parental permission for alternative arrangements has been agreed with the Headteacher. Teachers accompany their class out onto the playground and dismiss to an adult. If towards the end of dismissal, the adult has not arrived, a teacher will take the child to the office and telephone to see what the delay might be. The child stays outside the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe. Yr5 and Yr6 pupils may walk home from school with parental permission.

**Leaving School During the Day – main building:** No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. No pupils are allowed to leave the site during the school day without notification to the school from the parent/carer.

**Educational Visits – main building:** When leaving the school and arriving, teachers take the pupils out of the front entrance or via MUGA access gate. Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly via the text messaging service. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

**Dismissal for After School Clubs:** When clubs that take place after school end, the person leading the club leads the children to the front entrance or hall entrance. It is up to the club leader to hand over the pupils to the parent / carer. This area is well lit as there is an outside light that operates on a sensor.

**Entering and Leaving Before and After School Club:** For before school, parents can come onto the school car park for drop off. Once inside, they are signed in on the Treehouse register. At 8:40, a member of Treehouse escorts KS1 pupils to the classroom and KS2 pupils are supervised going into the playground.

At the end of the school day, children in KS1 are taken to Treehouse by a member of the Treehouse staff. KS2 children make their own way to Treehouse. When collecting, parents / carers come to the treehouse entrance. They ring for attention using the bell. Parents must sign their child out.

**Security of Personal Property:** Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be secured away. Mobile phones should be locked/password protected to ensure they are inaccessible to pupils.

**Security of Equipment and Cash:** Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an unsecure classroom or office. Such items must be locked away. School laptops used by staff at home should be password protected and never left in a car overnight. Memory sticks should also be encrypted to ensure information is protected. All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount, and staff should never place their own personal safety at risk.

**Security of Buildings:** An effective monitored intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed around the site and at the front of school. CCTV cameras are installed

across the school. It is the responsibility the maintenance officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Tree House after school staff are responsible for locking the lockable gates and the Maintenance Officer or a delegated key holder is responsible for setting the intruder alarm at the end of the day.

**Safety of Key Holding Staff:** Key holders called to the school premises in answer to the intruder / fire alarm must aim not enter the school premises unaccompanied. If there is suspicion of a break in key holders must call 101 to ask for police who will or call 999 and ask for the fire brigade to attend if the panel indicates an issue. If no reason for the alarm presents itself, they will set the alarm and leave the school. The designated key holders are responsible for the security of the building.

**Maintenance Officer:** It is the responsibility of the Maintenance Officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored by Barlows. Before leaving the premises, the Maintenance Officer has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds are closed that the intruder alarm is set when there is no community use on site.

**Contractors in School:** When contractors are working on site, the following precautions should be taken:

1. The school will provide all contractors with relevant information regarding the building.
2. When on the school site, contractors must sign in. Badges identifying the company for which they work, should always be worn.
3. Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors must work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member.
4. Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

**Access Outside School Hours:** On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Tarporley CE Primary School is aware that some staff are working on the premises before and after school and their security must be safeguarded.

No person should be in school on their own, if possible. If this is unavoidable, all the doors should be locked, and the staff member should have access to a (mobile) phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually. Blinds should always be closed in the evening, but especially if staff are working late.

**Fire:** At Tarporley CE Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

1. Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly, and the results documented.
2. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
3. The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

**Bomb Threats:** Any warning Tarporley CE Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the fire and emergency plan and the emergency services informed. Staff must also follow the Critical Incident Plan. Staff should always be vigilant and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

**Lockdown:** As part of our Health and Safety policies and procedures the school has a Lock Down Policy (see policy) On very rare occasions it may be necessary to seal off the school so that it cannot be entered from the outside. This will ensure that pupils, staff and visitors are safe in situations where there is a hazard in the school grounds or outside the school in the near vicinity. A lockdown is implemented when there are serious security risks for the premises due to, for example, nearby chemical spillage, proximity of dangerous dogs.

**Reporting Incidents:** All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified. A review of incidents over the year is distributed to the Governors.

**Injury:** Health and Safety Services must be informed of any serious injury caused to a pupil or member of staff. Where anyone on site has to attend hospital, this is recorded on Prime.

**Conclusion:** It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary.

This policy will be evaluated during the autumn term of each academic year and Governors and parents informed of any changes. New intake parents will be informed of the contents of the policy during parents' meetings and the welcome pack. The pupils will be regularly reminded of the policy during school assemblies.

Reviewed September 2021