

Thurlaston CE (Aided) Primary School



Security Policy

October 2010

Signed

SECURITY POLICY

Teaching and Living the Christian Way of Life

Security

This should be read in conjunction with Health and Safety Policy, including First Aid and Emergency Fire measures.

General Aims

- Enhanced security
- Develop community awareness and responsibility for school and pupils
- Reflect respect for personnel involved at school

Expenditure

Effective practical reorganisation can bring improvement with little costs. Security improvements will be tied in to building and maintenance costs.

Reporting – Formal

Governors will be advised of security matters through the Health and Safety Committee, and reports from the Headteacher. Parents will be informed via newsletters.

Reporting – Informal

Within the school and community, informal contact ensures appropriate action can be initiated and sustained.

Recording

Incidents of security violation (or near misses) will be recorded in the Premises Officer Maintenance Book kept in the Office. Reports will include date, time, place and nature of incident, and how it was handled. This will allow monitoring to take place.

Risk Analysis

The Annual Health and Safety tour will include the Annual Security Risk Assessment and will be carried out under the headings:

- Buildings and Site Security
- Personal Security
- Property Security
- Security Incidents (See Appendix A)

Crisis Policy

The policy includes a crisis policy statement (see Appendix B)

Security Manager

The role of Security Manager includes:

- Prepare and update a policy statement for the Governors' approval
- Implement the policy
- Carry out security risk assessment surveys
- Liaise with local police
- Recommend to Governors, measures to control and minimise risks
- Ensure staff training/understanding
- Monitor implementation and effectiveness of school's security strategy
- Review and report on the outcomes
- Be aware of current regulations relating to security issues on school premises, such as access, police powers, offensive weapons, bomb threats, etc.

Off Site Visits

Prior to a visit the following elements of the activity must be considered:

- Letter to parents – including necessary permission
- Arrival time at school (if early)
- Transport (including following new seatbelt regulations)
- Precise timetabling
- Toilets
- Returning home after school hours
- The nature of the activity venue itself

Records

Records kept at school should include:

- Risk assessments for the visit.
- Itinerary
- Attendance list
- Name of senior staff contact
- Evaluation of activity - benefits obtained
- difficulties encountered

(This will help identify possible dangers, and act as a critical report on quality and relevance of the activity.)

- Report of Minor accidents and near misses – to go with evaluation of activity.

Emergency Plans

Emergency plans must be made for every group making an off-site visit. Four fundamental matters must be considered:

- Emergency action
- Communications
- Medical co-operation
- Reporting

Emergency action

Should an incident occur, action must be taken to retrieve any situation using the appropriate rescue services. When an emergency occurs, the teacher in charge should follow set procedure which will include:

- Taking steps to safeguard against further incidents by isolating the group from the scene
- Administering first aid or immediate action to prevent further injury or trauma
- Accounting for all the pupils, by checking the group list
- Sending for immediate help
- Ensuring that all accompanying adults are informed of the accident and the action that has been taken
- Ensuring any injured pupil is accompanied to hospital by a responsible adult who has the authority to agree to treatment
- Making appropriate arrangements for the other pupils.

Communications

- Immediately inform the Headteacher and/or the link person giving full details of the incident. The group leader should control information by restricting access to telephones until communication has been made with the Headteacher or link person.
- Ensure all parents have been informed.

Media Co-operation

The incident may immediately attract media interest.

- Only the group leader should make comments and only the basic facts should be given.
- Names should never be released.
- Care should be taken in the preparation of any statement as legal action might follow an incident. (An ill-considered statement from a young person or adult member of the group may be inaccurate, excessively emotional and may prejudice any later enquiry.)

Reporting

- As soon as possible, whilst events are still fresh in everyone's memory, the group leader should begin to compile notes ready to formulate an official report.
- Note should be taken of the witnesses' names and addresses.
- A full and comprehensive report must be prepared and Health & Safety at Work reports should be produced as necessary (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 RIDDOR).

Further information is available from the Educational Visits Co-ordinator who must be informed before a visit and have the relevant paperwork processed.

THURLASTON CE PRIMARY SCHOOL

Safety and Security Measures

Access

Access to the school is restricted during the school hours. The gates and all doors are locked or have electronic access between the 9:15 am and 3pm. Access to the school is via the gate and door at the back of the school and the intercom system that is attached. Between 7:15 -9:15am and 3-6pm access to the property is open but access to the buildings is still restricted.

Signing-in

All visitors are asked to sign in at the office and should wear a label for the duration of their visit. Any staff may challenge a visitor politely, e.g. "Can I help you?" or "Can I show you the way to the office?"

Latecomers

Children arriving late should be escorted to the office, as their normal doors will be locked. The time of their arrival will be recorded.

Security Devices

All areas of the school are covered by infra-red intruder devices, connected to a security firm and monitored by the police. Several CCTV cameras are in use, displaying and recording movements at the front and rear of the school. Security lighting is also in place at the front and rear of the school. There is electronic access to the buildings within the school.

Money/Valuables

Pupils are requested not to bring valuable items to school and parents are reminded that we cannot take responsibility for such items. School money, cheques, etc. are housed in a fireproof safe, and banked regularly. LA advice is that internal doors should not be locked, as the ensuing damage, should a burglary occur is often extremely costly. We have a small ICT store which is lockable.

Safety and Security Guidelines for Contractors on Site

at Thurlaston CE Primary School

- Visit the office to sign in.
- Inform the school when leaving and sign out.
- Check the asbestos report and other information contained in the Health and Safety folder for contractors.
- Take the necessary precautions for personal safety. When appropriate wear hard hats and any other personal protective equipment.
- Take the necessary precautions to ensure that the environment is safe for pupils and staff.
- Inform the Headteacher if machinery or hazardous chemicals are being brought onto site.
- Ensure a “hot works permit” is granted for work including the use of heat. (see appendix C)
- Ensure that all equipment is safe and properly tested.
- Arrange with the Premises Officer if you require further access to the site at out of school times.
- Inform the Headteacher or Premises Officer if you notice any potential hazards on the site, even if not of your own making.

Appendix A

Risk Assessment

The annual Risk Assessment will address the following aspects of security:

A. Buildings & Site

- Perimeter Security
- Lighting
- Reception Arrangements
- Unsupervised doors
- Windows
- Letterboxes
- Internal Security (school closed)
 - “ (school open)
 - “ (limited occupancy)
- Key Security
- Design (new building, improvements)
- Police

B. Personal Safety

- Working alone
- Mobile
- Working with pupils with behavioural difficulties
- Handling money
- Disciplining pupils
- Dealing with angry pupils
- Training
- Recording
- Support for staff

C. Property Security

- Personal property
- Expensive items
- Information/resources

D. Security incidents

A brief report will be made by the Health & Safety Committee following the annual Risk Analysis.

The policy itself will be reviewed biennially.

Appendix B

Crisis Policy

Although it is very unlikely that a major crisis will occur in our school, consideration is given to the practices and procedures that would be employed should an incident occur, so that as far as it is possible, the crisis will be dealt with efficiently and speedily, thus limiting hazardous and dangerous circumstances.

Sort of crisis considered:

- Violence and assault in school
- Death or injuries on school journeys
- Civil disturbances and terrorism
- Fire destruction or vandalism of the school
- Natural disaster in the community (e.g. flood)
- Road, sea or air traffic accident involving pupils
- A pupil or teacher being taken hostage

Contact telephone numbers are regularly reviewed. These will include:

- Head and senior staff
- Chair of Governors
- Premises Officer
- Emergency services
- Local hospital
- Local radio and press

Twenty-four hour contact is generally available.

Minimising the effects of a crisis

- All important records are duplicated and held off the premises as part of the daily backup procedures carried out by office staff.
- The fire drill is rehearsed each term, with feedback on how procedures can be improved
- Visitors to the school sign in and out, and wear a visitor labels.
- Parents of pupils must inform the school office if arriving or departing at an unscheduled time of day
- Staff must enter and exit the building using the agreed procedures and ensure they use their electronic tabs.
- Details of staff and pupils' next-of-kin and where to make contact with them is held in school.
- All centres visited have a health and safety policy which covers the needs and requirements of the school and, where necessary, is licensed for specific activities
- Utilities and services are maintained regularly
- New members of staff are made aware of safety policies and trained as necessary

Other matters to consider when a crisis occurs

- Initiate emergency procedures
- Establish a point of contact
- Prepare a press release and set up a contact for the media
- Inform all staff of the extent of the situation
- Inform pupils not involved in the crisis and reassure them
- Inform parents of the pupils involved
- Ensure, where possible, the school continues to operate
- Staff the school telephone line and note all conversations

- Inform the school governors
- Inform the LA if appropriate
- Involve specialist services where necessary, e.g. counselling services
- Inform parents of all pupils at the school and advise them that their child may be upset, even if not directly involved
- Consider the provision of temporary accommodation at the school, where necessary
- Staff be made aware of the effects of Post Traumatic Stress Disorder (PTSD) and how to handle the symptoms when displayed by other staff, pupils and parents
- Visit the injured in hospital/attend funerals/organise a memorial/special assembly, etc
- Devise strategies for easing pupils' re-entry into school after long term absence
- Establish a detailed log of all matters related to the crisis and actions carried out
- Consider the different cultural and religious attitudes to disability, disasters, death, bereavement, mourning and funerals.

