



Security Policy.

Introduction.

Cherry Garden School is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures. The school recognises that security risks do not only take a physical form, therefore, e-safety and electronic control measures will also be used to effectively protect members of the school.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place, and encourage them to help ensure that these are implemented effectively.

This policy and the associated procedures apply to all individuals entering the school premises.

Roles and responsibilities.

The Head Teacher is responsible for:

- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Establishing a system to Inform parents, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Ensuring security risk assessments are completed in conjunction with relevant staff.
- Ensuring appropriate arrangements are in place for the storage of money at the school.
- Banking money on a regular basis, ensuring that large amounts are not kept on the school premises.
- Reporting any crimes to the police.

All staff members are responsible for:

- Securing windows and doors when rooms are not in use.

- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's Key Holder protocol. [Only staff who have been given training and guidance are on the key holder list]
- Acting in accordance with the school's Data Protection Policy, ensuring that data and information is secure.
- Reporting any security concerns to the Head Teacher.
- Their own property which they bring to the school site.

The Facilities Manager is responsible for:

Maintenance, Servicing, testing and ensuring the safe operation of the security systems including:

- Intruder Alarm.
- Access Control.
- CCTV.
- Intercom System.
- School fencing.
- Mag Locks.
- Digi Locks.
- Door Locks (Internal & External)
- Car Park Gates.
- Perimeter Gates.
- External Lighting.
- PIR Lighting.

Ensuring Security Procedures and Process are adhered to including:

- All cars parked in the car park will be registered with the office.
- Staff cars are safely secured in the school car park.
- The school is effectively secured at the end of each day.
- The school alarm is set on a nightly basis.
- Carrying out security checks on a regular basis and maintaining a record of these checks.
- All visitors/contractors will be escorted to and from their destination within the school by a member of staff.
- Challenging unknown persons on the school site without an ID badge.
- Challenging and reporting activity which is suspicious or of a concern.
- Raising any security concerns with the Head Teacher immediately.

Daily Procedures.

Bellenden Road main entrance.

- All visitors report and enter through the front entrance. Press the stand-alone intercom by the front entrance to make the reception staff aware of their presence. Reception staff will allow entry through the 1st set of doors and greet the visitor at the side window. The receptionist may need further information re purpose of the visit before opening the 2nd set of doors.
- The visitor will then sign in and receive a visitor sticker.

Note: Volunteers and students are required to wear school ID badges on lanyards when working in the school throughout the day.

Car Park entrance.

- Car drivers who are visitors will need to get out of the car at the gate and press the car park gate intercom. Reception staff will identify visitors by the CCTV in the reception office and allow entrance through the car park gate.
- Reception staff to confirm identity before allowing entry into the school through the car park sliding door.
- Permanent staff will use their own fobs to open up the gate.

Note: If spaces are unavailable in the car park or near the times of bus pickup/drop off, visitor will need to be informed they are only able to drop off/pick up.

Beginning of the day access.

- The double corridor doors by lift 1 will be open **before school** until **9.45am**.
- Pupil drop off by parents (KS1/KS – If parents arrive early with their child they can wait in the library area without being escorted. Staff will then meet them at the library. If they want to speak to the teacher they can be escorted by the support assistant and the child taken to the class.
- Pupil drop off for EYFS. Parents to use an access control card available from reception to escort their child to EYFS. (Access Control Cards accessible from 9.25am). Parents can collect an access control card to get back to reception from the EYFS dept.
- Bus organisation:
Gates to remain open from **9.15am – 9.30am** to allow easy access for the school buses.
Gates to be closed at **9.30am** to allow the safe entrance for all pupils.
Facilities manager to decide if it is safe for late arrival buses to enter before the disembarkment of pupils.

End of the day access.

- The double corridor doors by lift 1 to be open from **15.15pm** until end of the day.
- Parents can wait at the library to collect pupils at the end of the school day.

Visitor access to school (including parent).

- Most visitors will not be given access cards and will be required to be escorted around the school. However there are some exceptions for parents.
- Parents in EYFS can obtain an access control card to go to and from EYFS department and Parent Room.
- Parents in KS1 and KS2 to have access control cards on lanyards to access corridor doors to classrooms when visiting during the school day.

Regular professional access to the school.

- Therapists.

- Educational psychologist.
- School doctor.
- LA personnel.
- VI and HI impaired teachers.
- Dental Service.
- School Governors.

They will be given an access card to key areas in the school to enable them to function successfully in their role. The access card will not allow them to leave the building at the front entrance and they will need to return the access control card back to the reception before they leave.

Note: Packs of lanyards with access cards to be available at reception for different groups in the school.

Identified Groups are:

- Parents EYFS – 6 Access Control Cards (access corridor doors).
- Parent KS1 and KS2 – 6 Access Control Cards (access corridor doors).
- Regular professional visitor – allocated to therapists by name:

Jaya, Claire, Sarah, Bettina, Jenny, Liz, Harriet, Bedisha Lahoti, Anna Trevor, Diona (EP).Physio spare. X 1. Sarah Johnson (VI)

Protecting Pupils from Inappropriate Materials or People.

- The school has a secure firewall on our internet. This prevents access to inappropriate materials being accessed.
- The school follows the 'Safe recruitment and retention school policy' and maintains regular DBS updates for serving staff.
- Visitors with regular or unsupervised access to pupils all have a DBS check. Any visitors or contractors on site have to register at the reception and wear a visitor sticker. Staff will challenge visitors or contractors not wearing a visitor badge.

E-Security.

The ICT technician is responsible for ensuring that appropriate and effective online security systems are in place, including malware, firewalls and virus control software.

- The school uses a secure network which is password protected.
- Staff members are aware of the school's E-security Policy and the measures which are in place to effectively manage risks caused by internet use.
- Staff members have received online safety related training.
- Staff members and pupils will not use their personal devices for school related work.

Equipment and belongings.

- All portable electronic equipment is secured at the end of each day.
- After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.
- Staff members are responsible for any personal belongings, including teaching equipment, which they bring to the school premises.
- Parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.
- Any equipment which someone wishes to take off the school site will be approved by the Head Teacher in advance and a record of the loan kept.
- Outside play equipment, as well as sporting equipment, will be tidied away and secured inside their external storage location at the end of use.
- Lost property will be stored in the school office, where it will be kept for a term before disposal.

School Events.

- During school events, all rooms except those required will be locked.
- Unless needed for the event, all equipment will be securely stored away.
- The event organiser is responsible for the equipment being used for the event and ensuring that it is returned.

- The event organiser will carry out an extensive risk assessment for each event.

Access to School Site.

- Upon arrival at the school, visitors will be directed to the Reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of the reception staff.
- All visitors will be made aware of, and are expected to act in accordance with, the school's safety and evacuation procedures.
- All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge on lanyards or school sticker which will be kept visible at all times.
- The office staff are responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge. Day visitors will not have access for front door to leave.
- Anyone who does not have a school ID badge will be challenged.

Removing People from the School Site.

- In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- Any individual causing a nuisance or disturbance, the school has the right to remove them from the premises.
- Unidentified individuals who refuse to report to the school office, become aggressive or are deemed to be a threat to the safety of pupils will be escorted from the school premises and, where necessary, the police will be called.
- In extenuating circumstances a proposal for an individual to be barred would be put in writing by the Head Teacher. All parties involved would be given the opportunity to formally express their views.
- Following formal representations being made by the parties involved, the bar will either be confirmed or removed.
- In the event that a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

Reporting Security Concerns.

- Missing or stolen equipment will be reported immediately to the SLT.
- Unidentified individuals will be challenged immediately and reported to the SLT.
- Concerns regarding the security of the school and the associated arrangements will be reported directly to the Facilities Manager & Head Teacher immediately inform.
- The Head Teacher will discuss security concerns with the Governing Body in order to identify an effective resolution.
- Complaints about the school’s security measures will be dealt with in line with the school’s Complaints Procedures Policy.

Emergency Procedures / Disaster Plan.

- Staff members are aware of when it is appropriate to implement the emergency procedures, which are outlined in the Disaster Plan.
- All staff members are made aware of the school’s emergency procedures as part of their induction, including that in relation to security alerts and trespassers.
- All staff members have received training in the school’s emergency procedures (Outlined in Cherry Garden’s Disaster Plan) and are aware of what to do.
- The Head Teacher will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures.
- In the event that emergency procedures are carried out, a designated member of the SLT is responsible for ensuring that these are properly recorded.

This document should be brought to the attention of all staff when they start and any temporary workers at Cherry Garden School.

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| Signed & Date: | Signed & Date: |

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