



Scampton Church of England Primary School

POLICY FOR SECURITY

Rationale

Our first concern is for the safety of everyone in the school. Safety, while obviously referring to physical well being, also includes the emotional protection of pupils, staff and visitors from abuse and other hostile behaviour. School security is intended to prevent such occasions arising and to deal effectively with such incidents should they arise, with the minimum of distress to the school and its occupants. The intention of this policy is to provide security for all those who spend time within the school environs.

Aims & Objectives

We wish to promote fair and just treatment for all regardless of sex, race, religion, ethnic or national origins, marital status, age, disability or other background.

Every, teacher and non-teaching member of the school staff will endeavour to further these ideals by applying the policy consistently.

As an overriding principle the school aims to be an open, friendly and caring community. We should continue to exercise good practice in being open and accessible, be mindful of risk, and gain respect for being caring and cautious. We should not adopt a 'fortress' mentality and should balance the security risks against the schools declared aims.

Parents should be able to leave their children at the beginning of the school day knowing that all reasonable measures are taken to ensure their children will be protected from danger.

Entitlement

Safety of all individuals is the first priority.

All children and staff are entitled to safety regardless of race, creed, colour, gender, disability, social or other background or previous experience.

Pupils should be protected from witnessing conflict or hostile behaviour towards either themselves or others.

No employee is expected to be the subject of abuse as part of their duties.

Implementation

The responsibility for implementing this policy is held by all members of the teaching staff.

A number of key points are made below with which all the staff should be familiar and put into practice as part of a daily routine.

Alarm System

The school is fitted with an intruder security alarm system. It is activated by a number code known to all members of staff who hold a key. (Teachers, Teaching Assistants, Secretary and Caretaker plus emergency key holder). All classrooms are covered.

Security

The front door should be locked at all times whilst the school is in session.

There is a portable doorbell system that alerts adults to the arrival of a visitor. This is kept with the adult who is available to answer the door.

Visitors to the school must only be admitted by an adult not a child.

Any member of staff alone in the school should satisfy themselves that all external doors are locked. When entering the school alone the point of access should always be locked behind them.

All external doors are locked by the caretaker when s/he leaves the premises at the end of the day, unless this is a member of staff to whom this responsibility then falls.

The last person to leave the premises is responsible for setting the full alarm. It is the responsibility of any member of staff working alone in the building to make sure they have ready access to a telephone.

Visitors

Visitors admitted to school should be asked to 'sign in' the Visitors Book. All visitors should be politely challenged. Reception is not always manned; all staff should be aware of this and challenge any visitor who wishes to enter the school. Visitors are expected to wear a visitors badge (red indicates that they are not on the DBS single Central Record, Blue indicates that they are).

Visitors without appointments, unknown or who the receiver perceives may become hostile should not be received on the premises alone. Any member of staff finding themselves in this situation should ask to rearrange the meeting.

In the case of special events consideration of safety will be addressed at the planning stage of the event. It is the responsibility of the Head to ensure that consideration of safety is made at the planning stage.



Action to be taken to remove an unwelcome visitor

A visitor, once admitted, whose behaviour then appears likely to distress pupils and staff and which becomes heated, unreasonable and fails to heed others points of view; with further discussion unlikely to resolve the issue, is to be politely but firmly asked to leave. If appropriate, they are to be asked to contact the school later to make an appointment for further discussion. The visitor should be escorted to the door and the door secured behind them.

If the visitor refuses to leave or challenges the authority of the person making the request, then the member of staff should tell the visitor that unless they comply with the request the member of staff will have no alternative but to summon the police. The police should be informed of the presence on the premises of a hostile visitor who has refused to leave and asked to attend as soon as possible.

If this course of action is taken, reports should be written, as soon as possible after the incident, by all those present at the time. These reports may be used as evidence or as the basis for a statement to the police. It is important that if asked to recall details of an incident at a later date, those involved should be able to refer to notes taken at the time.

Lone Working Procedures

A school is generally a low risk environment and additional precautions for reducing the risk to lone workers are not complex. The risks mainly involve personal safety issues, evacuation during a fire and raising the alarm if an incident occurs.

On many occasions when working early or late, an employee may find they are the only person in the building. Employees who work out of normal hours are expected to notify someone (either family, friend or fellow employee) and agree welfare checks (likely by telephone).

When lone working, employees should not undertake any of the following activities:

- Entry into a confined space.
- Work at height.
- Operation of powered machinery where there is a risk of entanglement or other serious injury.
- Manual handling of heavy objects.

Review

This policy will be reviewed on a regular basis in line with school priorities.