

Potley Hill Primary School Security Policy

At Potley Hill Primary School we recognise the importance of a security policy that creates a feeling of well-being for all pupils and staff. The school aims to retain its welcoming and open environment to both parents and visitors alike recognising that the school is a pivotal element in the local community.

This policy aims to focus on developing personal awareness and attitudes by creating a safety ethos.

Principles

The policy covers the following areas:

- Fire: both accidental and arson.
- Physical measures including site access.
- Theft, vandalism and trespass, nuisance and burglary.
- Visitors, contractors, helpers and other persons on the school premises or who are involved with children's activities.
- Cash Security and Valuable Items
- Offensive weapons

Roles and Responsibilities

The Governing Body will:

- Oversee the security policy
- Ensure arrangements exist for evaluating and reviewing procedures.
- Determine budget priorities.

Headteacher will:

- Implement the security policy
- Ensure staff understand and apply policy and procedures
- Consider particular risk situations e.g. lone working,
- Provide appropriate information to all members of the school community
- Update the Governing Body regularly and appropriately
- Report annually to parents in newsletter

Staff will:

- Support the Headteacher in implementing the policy and procedures
- Report any shortcomings to management

Pupils, parents, community users and visitors should:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to exercise personal responsibility for the security of themselves and others
- Be encouraged to report ideas and problems to the school.

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body	<ul style="list-style-type: none"> ●Agree policy ●Review every 12 months
Day to day implementation and management of policy.	Headteacher	<ul style="list-style-type: none"> ●Inform staff ●Monitor performance ●Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Ensure visitors use electronic sign in system & wear a lanyard appropriate to DBS status, (a green lanyard for visitors with a DBS and a red for those without – who will not be left unattended)
Control of contractors	Senior Admin Officer & Caretaker	Ensure visitors use electronic sign in system & wear lanyard appropriate to DBS status(a green lanyard for contractors with a DBS and a red for those without – who will not be left unattended)
Security of money etc	Admin staff	

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.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.

Parents will be informed about the schools' security arrangements and any part they are expected to play e.g. when visiting the school or at handover times.

Fire Procedures

All fire procedures are detailed in the manual, which is located in the School Office together with information related to evacuation in the Fire Evacuation Plan, (which is updated annually). A fire drill is carried out at least once a term with different scenarios being applied. Smoking is not permitted anywhere on the school site.

Lockdown Procedures

The lockdown procedures are recorded in each room with the expectation being that children and staff are out of view of all external doors and windows. A lockdown drill is completed once a year.

Physical Measures

There are four primary entrances to the site of Potley Hill Primary School: the bottom gate near the entrance to the campus, the small gate halfway up the playground near the table tennis table, the small gate next to the playground near the bus and the back gate via the YR outside area

- Signs direct visitors to the School Office where they are asked to sign in
- All external gates are locked throughout the day from 8.50am until 3.10pm.
- School gates are then locked at approximately 3.45pm before being re-opened at 8.30am.
- The front door has a buzzer system and an intercom linked to the School Office
- Identification stickers are given to all visitors together with coloured lanyards in line with DBS status (a green lanyard for visitors with a DBS and a red for those without – who will not be left unattended)
- All recently refitted doors and window comply with LA standards and are reviewed annually.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
- Internal telephones that can make external calls can be found in the School Office, Headteacher's Office, Senior Leadership Team Office and Family Support Worker room.
- The alarm system will be maintained as recommended by the manufacturer.

Trespass and Nuisance

- We work closely with the police to deter the use of school grounds.
- Threatening, aggressive or abusive behaviour by any member of the public or parents alike will be treated seriously and as it is a criminal offence, it will be reported to the police.
- Any campus user who tries to engage with children whilst they are using the playground or school field are appropriately challenged
- If there is any suspicion that a campus user has taken a photo of a child, the police will be contacted

Out-of-Hours Emergency Procedures

- Main keyholders should be contacted in an out-of-hours emergency, such as a break-in or fire. In the first instance, this will be the Caretaker, followed by the Headteacher (2nd key holder) and then the Senior Admin Officer (3rd keyholder).
- If alone, the keyholder should wait for police or fire support before entering the building.
- In all cases, the school should not be left until it is secured.
- All out-of-hours call-outs should be reported to the Headteacher.

Curriculum activities

Children will be made aware of security issues appropriate to their age and stage through a series of school-based activities, including whole school assemblies, class discussion time and within PSHE provision.

- They will be taught a Health and Safety ethos
- Taught about Stranger Danger
- Taught how to take care of themselves
- Taught about substance misuse

People Management

The school acknowledges the concern of all parents about the welfare of their children and the trust that is embedded in the school to ensure their safety. All adults will therefore be:

- Fully vetted before any appointment including the taking up of references, checks with the LA and the police on criminal records for any offence, (all in line with current KCSiE expectations)
- The classroom teacher manages all parent /teacher helpers
- All adults working with children in the school (or on visits) will require a DBS

- All visitors and helpers will wear identification lanyards, (with any visitor without a DBS wearing a red one to make them identifiable so they are not left unsupervised)
- Playground and fields – children are always supervised in this area and visitors/other campus users who try to talk with the children are appropriately challenged.
- Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Cash Security and Valuable Equipment

Staff should avoid keeping cash on the premises whenever possible. Banking should be carried out regularly and whenever £200 is accumulated. Teachers should use the safes provided in their classrooms. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

All items above the value of £200 will be recorded in the school's inventory. All expensive, portable equipments should be security marked as belonging to the school.

Offensive Weapons

Any offensive weapon will be removed from the child. This will be recorded on the pupil's record. If necessary, police advice should be sought.

Reviewed: February 2025

Next Review: February 2026