

THUNDERSLEY PRIMARY SCHOOL

Security Policy



Member of staff Responsible	<i>Emma Dawson</i>
Policy produced	<i>June 2011</i>
Policy agreed/last reviewed	<i>November 2021</i>
To be reviewed	<i>Autumn 2024</i>
Other Policies Related	<i>Teaching and Learning; Curriculum policies; Child Protection Policy; Equalities Policy; SEND policy</i>
Other Paperwork Attached (appendix)	

Introduction

At Thundersley Primary School, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

We are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the threat of assault, arson and vandalism very seriously. Thundersley Primary School takes stringent measures to reduce the risks and support fully members of staff or pupils who are the subject of assault. The Police are notified and legal action taken, if necessary.

Prevention

Protection of our school against criminal, terrorist and other unlawful action is an important issue. We need to be aware that it is realistic to deal with incidents involving abusive or threatening individuals or acts of vandalism on site, consideration should be given to the likelihood of a more serious incident occurring, such as that involving an offensive weapon or a terrorist attack.

Any measures put in place should be proportionate to the type of threat when assessed alongside the likelihood of it occurring and the impact that it would have on school life. Where significant risk is identified we will review our existing measures and where necessary update them.

Roles and Responsibilities

Governing Body

The Governing Body of Thundersley Primary School has drawn up and agreed the Security Policy with the school community.

There is a governor responsible for Health & Safety, including school security.

Once a term, a Health and Safety walk is undertaken to review Health & Safety, including security.

This group reports the findings to the full Governing Body.

Head Teacher

The Head Teacher and staff are responsible for the security of the school.

The Head Teacher 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 Head Teacher will ensure parents and older pupils are fully informed of the Security Policy.

There are regular risk assessments of security every year and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the Trust.

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 cognisant of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services
- Implement the Emergency Plan

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

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. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

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

- School newsletter
- New Parents' Introductory discussion
- Individual letters

Police/Local Community

Thundersley 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 regularly with the local Police Community Support Officer (PCSO). 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. The Police are called immediately when a child goes missing, for example after school.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

Thundersley Primary School has a policy of welcoming visitors; however, we realise that problems can 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 bound the school grounds and access to the school car park is restricted to staff. All children, parents, members of the public and contractors enter the school grounds via the pedestrian school gate which has a buzzer security system linked to the Main Office. Parents are not allowed to drive their cars into the school car park and are asked to wait outside the classrooms or on the playground, when collecting their children.

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 Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors.

All office doors should be 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 Reception area, which is clearly marked. In the first instance, a member of the Office staff will greet visitors, they will be asked to sign in and give the reason for their visit. If visitors are working with children, they are asked to show photo ID if this is their first visit to the school.

A member of the office staff will escort visitors to the member of staff requested - or ask them to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to wear a badge 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. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance, preferably in writing.

Trespass

Schools are private property. People do not have an automatic right to enter. Parents have an 'implied licence' to come on to school premises at certain times, for instance:

- for appointments
- to attend a school event
- to drop off or pick up younger children

At Thundersley, we set out their rules for this and tell parents what they are. Anyone who breaks those rules would be trespassing.

Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent or any visitor is causing a disturbance, becoming abusive or violent the Head Teacher of Thundersley Primary School 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 or Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five-day period in which to make representation. 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 School

All children enter the school grounds in the morning by the front gate and leave through these at the end of the day. During break and lunchtime, they leave and enter the building by the doors near to their classrooms.

All parents are required to enter by the main reception door at all times.

Supervision of School Grounds

KS2 children can enter the school at 8:45am. A member of staff is on duty at the yellow building entrance at the front of the school. Where there is a classroom door to the outside, children enter

through this. At 8:55am all entrance doors are closed and locked. After 8:55am, all KS2 children are deemed to be late and have to report to a member of the Office Team.

EYFS/KS1 children can enter the school at 8:55am. A member of staff is on duty at the entrance doors to the classrooms. All entrance doors are closed and locked at 9:05 when children are deemed to be late and have to report to a member of the Office Team.

Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning and afternoon breaks and by the Mid Day Assistants at lunchtime.

Leaving School at the End of the Day

At the end of the school day all children leave by the door that they used to enter the school building or classroom. Staff must ensure that all children know that, if the adult who should collect them has not arrived, they should come straight back into the building via the same door and stay with their teacher.

Teachers accompany their class out at the end of the day and ensure that children are collected. After a short time, if no one has arrived, the teacher takes the child to the office and their parents are telephoned to see what the delay might be. The child stays in the office until an authorised adult arrives. If this is for a significant time, the child is sent to Treetops After school club and the parent may be charged. No child is allowed to leave unless we are sure they are safe. Some children go home by taxi. All taxi drivers report to the office on arrival, show their identification and state the name of the child they are collecting.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless an authorised adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school. Children who become unwell during the day have to wait with the office staff until an authorised adult collects them.

Security of Personal Property

Children should not to bring anything of value to school and in the event that they do so the school accepts no liability. Individual staff are responsible for their own personal property.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, laptops, iPads, are security marked. When not in use, staff iPads and laptops MUST be securely stored. Any cash on the premises is kept in a secure cabinet and money is banked at least weekly.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty.

Individual areas can be isolated from the alarm circuit when an after-school activity is being held.

CCTV and Security lighting has been installed.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

The Head Teacher, Deputy Head Teacher and Site Manager are designated key holders and are responsible for the security of the building.

It is the responsibility of the of all staff to notify the Site Manager regarding any faults with locks and catches, fire alarm system, CCTV and security system.

Before leaving the premises, the Site Manager or last leaver has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Contractors in School

When contractors are working in Thundersley Primary School, the following precautions should be taken:

- The contractors should be DBS checked or escorted / managed by a member of staff
- The Deputy Head Teacher agrees a convenient time for the work to be completed - out of school time if possible - and school staff should be made aware of the work taking place together with Health and Safety issues.
- The Deputy Head Teacher/Site Manager should check regularly that the work is being carried out safely.
- Contractors should report to the reception area on arrival and before leaving, signing in and out.
- When on the school site, badges, identifying the company for which they work, should be worn at all times.

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. Thundersley Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) phone.

The Site Manager or other designated person will open and close the school if a Letting is arranged.

Fire Risk

At Thundersley Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

- Fire detection and alarm systems are in place throughout the school and tested regularly.

- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- All staff are responsible for keeping buildings clear of materials that can be used for arson
- The school grounds are kept clear of litter and movable objects that could be used to start a fire.
- The school refuse bins are locked by chains/padlocks to prevent them being moved to the buildings and set alight or being used as a means of access to the roof.
- The school has no letterbox.

Offensive Weapons

It is a criminal offence to carry an offensive weapon onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.'

At Thundersley Primary School, the Head Teacher ensures that all staff know how to deal with incidents involving an offensive weapon. If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search, in the presence of a witness, might be the least inflammatory way to prevent violence. When a child refuses to co-operate, only the police can carry out the search. At Thundersley Primary School, we will make every effort to ensure a parent or guardian is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police are informed and they carry out the search and an appropriate investigation.

Bomb and Bomb Threats

Any warning Thundersley Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

If Thundersley Primary School receives a bomb warning, the Head and Deputy should alert all staff immediately and ensure that the procedure below is followed. All staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure:

- Alert everyone in the school by using the fire alarm system and evacuate the building.

- All staff and pupils should assemble well away from the school car park and buildings and use the fire muster points where possible.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.
- An overriding priority is the supervision of the pupils.
- Pupils should not return to the building, until the police declare that it is safe.

Critical Incident

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the **Emergency Plan**, is implemented with staff and Governors responding to the procedures. A digital copy of the emergency plan can be found on the main office computer. A paper copy is kept in both offices.

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Rationale - As part of our Health and Safety policies and procedures, the school has a Whole Site Security Policy. On very rare occasions, it may be necessary to seal off the school so that entry from the outside is not possible. 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.

Aims

A lockdown is implemented when there is serious security risks of the premises due to, for example, near-by chemical spillage, proximity of dangerous dogs, serious weather conditions or attempted access by unauthorised persons intent in causing harm/damage.

NaCTSO (National Counter Terrorism Security Office) ****Guidance**** In January 2016, NaCTSO provided the following advice to leaders of schools and other Educational Establishments for Reviewing Protective Security.

Bomb threats Procedures for handling bomb threats: Most bomb threats are made over the telephone and the overwhelming majority are hoaxes, made with the intent of causing alarm and disruption. Any hoax is a crime and, no matter how ridiculous or unconvincing, must be reported to the police. Be alert, but not alarmed! On receipt of a "bomb threat" - Dial 999 and police will respond. You should always consider police advice before a decision is taken to close or evacuate.

Notification of Lockdown

□ Staff will be notified, lock down procedures are to immediately take place stating "ATTENTION WHOLE SITE SECURITY TEST" Procedures

□ Senior Leadership Team staff report to the Office

□ These signals will activate a process of children being ushered into the school building if on the playgrounds as quickly as possible and the locking of the school's offices, fob connecting doors and all outside doors where it is possible to remain safe

□ At the given signal, the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, smart boards and computer monitors to be turned off

□ Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets. If a class is in the hall they are to go to one of the nearest rooms e.g. Key Stage 1 classrooms 2

□ A register will be taken and any child not present will be notified to the office staff who will arrange a search for the missing child

□ NO ONE SHOULD MOVE ABOUT THE SCHOOL

□ Staff to support children in keeping calm and quiet

□ Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or SBM in person that there is an all clear

□ As soon as possible after the lockdown, teachers return to their base classrooms, conduct a roll call, and notify the office immediately of any pupils not accounted for Staff Roles

□ Front office staff ensure that their office(s) are locked and police called if necessary

□ In the event of the need to call the emergency services, the office staff will dial 999 and request the emergency service required

□ Head or office staff member locks the school's front doors and entrances

□ Site Manager to head to the Reception Area

□ Individual teachers/LSAs lock/close classroom door(s) and windows. Nearest adult to check exit doors in KS2/KS1/EYFS classroom doors are locked down

□ Staff in staff room on PPA to lock down in this room

□ Catering Staff to lock back door to kitchen and turn off lights

Communication with Families

□ If necessary parents will be notified as soon as it is practical to do so via the school's established communication network - website/ text message / telephone

□ Depending on the type and severity of the incident, parents may be asked NOT to collect their children from school as it may put them and their child at risk

□ Pupils will not be released to parents during a lock down

□ Parents will be asked not to call school as this may tie up emergency lines

□ If we are still under a warning at 3:20pm the children will only be released from school if their parents, or a nominated representative, are there to collect

□ If the end of the day is extended due to the lock down, parents will be notified and will receive information about the time and place pupils can be picked up from office staff or emergency services

Lockdown Drills

Lock down procedures will be shared with children and practices will take place a minimum of once a year to ensure everyone knows exactly what to do in such a situation. Monitoring of practices will take place and debriefed to staff so improvements can be made.

If a bomb scare is announced then normal evacuation procedures will be put in to operation as if there was a fire alarm. Police will be notified and we will await further action.

If there is a threat to school security via the following

□ nearby chemical spillage,

□ proximity of dangerous dogs,

□ serious weather conditions

□ attempted access by unauthorised person's intent in causing harm/damage.

Then we will be in a state of 'lockdown' Notification of Lockdown Staff will be notified that lock down procedures are to take place immediately on hearing the continuous ringing of the school bell.

Procedures:

Follow the CLOSE procedure:

Close all windows and doors

Lock up

Out of sight and minimise movement

Stay silent and avoid drawing attention

Endure.

Be aware you may be in lock down for some time

1. The above signal will activate a process of children being ushered into the school building as quickly as possible and the locking of the school's classrooms, offices, connecting doors and all outside doors/ shutters where it is possible to remain safe.

2. At the given signal the children remain in the room they are in and the staff will ensure the windows and doors are closed/locked and screened where possible and children are positioned away from possible sightlines from external windows/doors. Lights, Screens and computer monitors to be turned off. Mobile phones are put on silent mode.

3. Children or staff not in class for any reason will proceed to the nearest occupied classroom and remain with that class and class teacher e.g. children using toilets when lockdown procedure is engaged.

4. NO ONE SHOULD MOVE ABOUT THE SCHOOL

5. Staff to support children in keeping calm and quiet.

6. Staff to remain in lock down positions until informed by key staff e.g. Senior Management Team, Chair of Governors or Office Staff in person that there is an all clear.

7. As soon as possible after the lock down teachers return to their classrooms and conduct a register and notify the reception immediately of any pupils not accounted for.

Reporting Incidents

All incidents of crime and losses, near-misses or potential security threats should be reported to the school office or directly to the Head teacher. Information on the date, time, location, cost, staff, parents involved, action taken, should be recorded. The Police and LA are notified. Governors and parents will be notified of any such events.

Searching, screening and confiscation

The headteacher or authorised staff have statutory powers to search pupils or their possessions without consent and can seize prohibited items found as a result of the search. Where we have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items are:

- knives or weapons
- alcohol
- illegal drugs
- stolen items
- tobacco and cigarette papers
- fireworks
- pornographic images
- any article that the member of staff reasonably suspects has been, or is likely to be, used:
 - to commit an offence, or
 - to cause personal injury to, or damage to the property of, any person (including the pupil).

Headteachers and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

Confiscation

Staff can seize any prohibited item found as a result of a search. They can also seize any item, they consider harmful or detrimental to school discipline.

Recovery & Evaluation

Business continuity plans are an integral part of a school security policy and should set out how a school will recover in the event of any security related incident. Any business continuity plan should consider what will happen if an incident occurs and describe how a school will react to it. The plan should define individual roles and responsibilities, explain how to respond to an incident and provide details of what

steps a school will take in order to be able to get back to business as usual. (EMMA PERHAPS NOT THIS PARAGRAPH _ A PLAN WOULD BE DIFFICULT TO SET OUT)

The difficulties faced by schools in restoring normality following a traumatic event should not be underestimated. Those leading the recovery will not only be facing and dealing with their own personal challenges but will also be dealing with the impact on staff, pupils and parents. The business continuity plan should explain what will be done to handle the emotional impact of such an event and include information about the professional and specialist help available. Similarly, planning how to deal with extensive social media and press interest should be considered.

28. Post incident evaluation is essential and time must be made to bring together key players to review and evaluate how the security plans in place stood up to the task. Time should be invested to debrief and elicit feedback from all those affected, including staff, pupils and parents. Undertaking such a critical review of the security and business continuity plans should identify lessons learnt, any actions needed to improve and ensure the ongoing development of the school security policy and plan.

The Royal Society for the Prevention of Accidents (RoSPA) in the Safety and Disaster Management - RoSPA guidance provides a step by step approach to preparing, managing, recovering and learning from a serious incident.