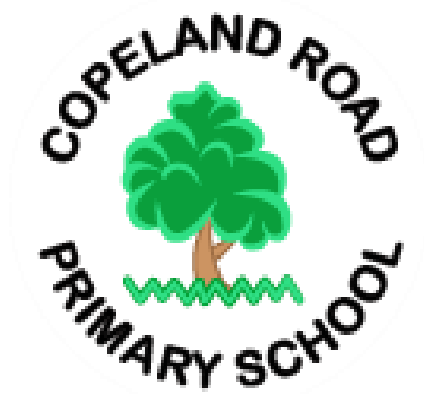


Copeland Road Primary School

School Security Policy



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| Approved by: | Finance & Premises | Date: 1 st March 2023 |
| Last reviewed on: | March 2023 | |
| Next review due by: | March 2024 | |

PRINCIPLES

Copeland Road Primary is committed to-

- (a) Providing a secure, safe and stable environment for the education of our pupils;
- (b) Minimising the risk of theft, criminal damage and arson;
- (c) Reducing losses in terms of buildings, sites and contents;
- (d) Ensuring the safety of staff, pupils and visitors.
- (e) Ensuring the continuity of education;
- (f) Co-operating and consulting with Police, Fire Service and other enforcement authorities.
- (g) Assisting the Governing Body in the development of security strategies;
- (h) Encouraging all users of our building and site to be fully aware of their responsibilities for ensuring a safe and secure environment.
- (i) Ensuring that a partnership approach to security is established with any external providers within school such as childcare provision.

VISITORS

Notices direct visitors to the main entrance to the school. The main entrance is secured via electronic fob system at the main doors to reception. Visitors will need to buzz the call button for entry and cameras are situated at the entrance. An electronic signing in system is situated in the main entrance foyer. This system provides information around health and safety, safeguarding and other key detail visitors will need to know when visiting the school. Visitors will be administered with a badge, which must be worn at all times.

All security checks will be followed before any adult is let into school. Identification of all visitors is vital and information on DBS's will be taken. Staff should be very careful about approaching trespassers on the school grounds. If in doubt at all, mention suspicions to Head Teacher or Office staff who can summon assistance.

PERSONAL PROPERTY

Personal property, such as handbags and wallets, should never be left unattended. are discouraged from bringing valuable items, such as watches, jewellery, mobile phones into school.

If possible, park cars in car park. All drivers are responsible for the security of their own vehicle. Any damage to vehicles / property whilst on school premises is not the responsibility of the school. All valuables must be removed from the vehicle or hidden from view.

SECURITY CAMERAS

CCTV will be in operation at key points around school for further security.

MAINTENANCE

It is important that the school looks well maintained and has a friendly, caring atmosphere. The quick removal of graffiti and fast repair of broken windows etc. will help to create and maintain this atmosphere.

Well kept schools suffer less crime. Neglect encourages, theft, vandalism and arson.

CASH

The school are currently converting to cashless status. Any cash still on site or taken in the interim will be locked in the school safe, banked accordingly, and collected by a security company (Loomis).

SCHOOL GROUNDS

All litter is collected as soon as possible.

Security fencing around school will be checked regularly for breaches.

VALUABLE EQUIPMENT

All valuable items should be stored securely. They should be in secured areas during out of school hours. There is an inventory of equipment in school. Please make sure it is added to when new equipment is obtained.

PROPERTY MARKING

All portable property is marked clearly as well as invisibly.

TRESPASS

Security fencing will reduce trespass but it may still be an issue. Please be wary of trespassers and inform the Head teacher or member of the SLT immediately. All perimeter fences have warning signs attached notifying of the dangers of climbing over the fencing.

INTRUDER ALARM

The intruder alarm is an important component of a school security system but too many false alarms could destroy its credibility and lead to the withdrawal of police response.

The system should be set by the caretaker only. Before setting the system, check:-

- (a) All windows and doors are properly closed.
- (b) Mobile displays will not set off the detectors. Remember, blow heaters will move some displays during out of school hours.
- (c) The building is empty.

Visits by the maintenance engineer are noted in the logbook in the school office.

LOST AND FOUND PROPERTY

The class teacher should deal with all lost and found property in the first instance. Please take steps to safeguard property. Discourage children from bringing valuable possessions to school, lock doors, supervise cloakrooms and check equipment a few minutes before the end of lessons.

Losses should be notified to the Class Teacher or Office Manager as soon as possible.

COMMUNITY RESPONSIBILITY

Try hard to develop good relations with the local community and encourage neighbours to report incidents of intruders. Speak to the children regularly about crime and its effect on the school.

FIRE PRECAUTIONS

General

Fires are disruptive, destructive and costly. They are often caused or made far worse by carelessness, failure to take account of obvious hazards or ignoring basic fire precautions. Everyday management and vigilance by staff and pupils together with regular fire drills could reduce fire risks.

Furnishings and displays

Fire retardant materials are used for all furnishings, fittings and curtains.

Displays and other decorations can increase the rate at which a fire spreads.

They should not:-

- (a) Block exits
- (b) Be placed close to light bulbs or other sources of ignition
- (c) Be made of expanded polystyrene or plastics which can produce large amounts of toxic, black smoke and considerable heat.
- (d) Make up more than 20% of the overall surface in corridors.

Storage

Readily combustible material such as paper is stored in areas where they are secure against unauthorised entry. Flammable liquids are kept in locked cupboards. Refuse from school and kitchen is stored in secure compounds outside. Bins are secured and stored a reasonable distance from the school building.

Electricity

All electrical apparatus is installed by a competent person. If it develops a fault, it is repaired quickly. All electrical installations are checked regularly and all portable electrical equipment is checked on an annual basis.

All electrical equipment not required when the school is closed should be switched off and the plug removed from the socket.

Smoking

School will operate a strict no-smoking policy.

Fire Drill

- On discovering a fire, notify the school offices.
- The buzzer will be sounded.
- All staff will be notified and staff and children will leave the premises by the nearest safe exit
- No person should go back into the school for belongings.
- Do not put yourself at risk trying to fight a fire. The office staff will summon the Fire Service and inform the Education Authority.
- All classes and staff will assemble at their assembly area and a roll call of the day's register will be called. The person in charge at the time will make a sensible visual check to see the building has been cleared.
- Fire drills will take place once per term and will be entered into the Log Book.
- Extinguishers and escape routes are checked annually.

CONCLUSION

- There is no such thing as total security.
- There is a need to assess the risk and determine the extent of the problem before deciding on the types of security devices to introduce.
- Any form of security must be cost-effective.
- All school users should be security-conscious.

School Safeguarding Procedures

School admin staff will ask to see your identification. They will not permit you to enter the building if they are unsure of who you are. Please do not be offended: we make no apologies for taking the safety of our children very seriously.

The Designated Safeguarding Leads in our School are:

Victoria Summerson, Acting Headteacher

Joanne Murray, Acting Deputy Headteacher

Sabrina Hughes, SENCO

If you are concerned about the safety or welfare of any child, please ask to speak to one of the lead staff. You should also complete a form giving details of your concerns. These are available from the main office.

If you are not satisfied that your concerns are being taken seriously it is your responsibility to take action. Please ring First Contact on 03000 267979 and tell them your concerns.

The school will clearly display any rules relating to the use of visitor's mobile phones or devices. Visitors are encouraged to ask if they are unsure of any particular rules.

In order to protect the privacy of our children visitors must not take photographs or recordings inside the school without the express permission of the head teacher.

Either visitor mobile phones should be turned off unless needed for work purposes or visitors' mobile phones should not be used when children are present. Visitors are requested not to post anything on social media which would damage the privacy of children.

Thank you for taking the safety of our children seriously.

The electronic signing in screen displays the following information:

Safeguarding

If you have any concerns about a child:



Do listen to and reassure the child.



Do not question or investigate.



Do write down concerns.



Do speak to the safeguarding leads:

Mrs Summerfield and Mrs Murray



Do not delay.

We are committed to safeguarding and promoting the welfare of children and expect all staff, volunteers and visitors to share this commitment.

It is everyone's responsibility to keep children and adults safe.

Health and Safety: Your safety and well-being during your visit are important to us. As a visitor you have a legal duty to care for the Health and Safety of yourself and others.

Emergency: If the Fire Alarm sounds, leave the building by the nearest exit and proceed to the designated Assembly Point (**Playground**). Do not re-enter the building until you are told it is safe to do so.

Accidents: Any illness, injury or accident must be reported to **Mrs Summerfield or Mrs Murray**

We are committed to keeping everyone safe and all staff, volunteers and visitors to share this commitment.

Appendix 2

Policy on Visitors / Volunteer Helpers

This document is intended to give **all visitors** a brief overview of Safeguarding and Child Protection procedures.

Safeguarding and Child Protection is extremely important to all the schools' staff and pupils. All visitors should make themselves aware of the procedures outlined in this document.

As a Visitor to the School please ensure that you follow the following procedures:

- ☐ Sign in at the main reception and sign out when you are leaving
- ☐ Ensure your visitors badge is clearly displayed on your clothing at all times whilst you are in the School or a visitors lanyard worn.
- ☐ You are accompanied by a member of staff (unless otherwise advised)
- ☐ All visitors that are working on the site must report to main reception and arrange for their identity to be checked before they start work or accompanied by a member of staff at all times

What to do if you have a safeguarding or child protection concern:

In the event that you are concerned about the protection or safeguarding of a child please contact one of the Child Protection Team at the School

As a visitor, please contact the Main Reception with any issues or queries. The issue will immediately be addressed and communicated to our Child Protection Officers.

Introduction

We want schools to be open and welcoming to all who would like to support the children. We also want to encourage parents and other adults to help teachers in a variety of ways. However, our overriding concern is for the safety of the children in our care. This document sets out a school's policy, which is to ensure that the children benefit from as much help and support as possible, and are provided at the same time with the best possible security.

Policy on Visitors / Adult Volunteer Helpers

A school has a variety of adults working on the premises at any one time. They can be categorised as follows:

Paid full- or part-time staff employed by the school:

- ☐ teachers;
- ☐ teaching assistants;
- ☐ apprentices
- ☐ caretaker;
- ☐ cleaners;
- ☐ dinner supervisors;
- ☐ school secretaries;
- ☐

Adult workers employed by another organisation:

- ☐ peripatetic music teachers;
- ☐ trainee teachers;
- ☐ LA advisers and inspectors;
- ☐ health visitors;
- ☐ grounds maintenance staff;
- ☐ contract workers (e.g. an electrician or heating engineer).

Volunteer helpers:

- ☐ parents or other adult helpers working alongside teachers;
- ☐ students on work experience.

This policy sets out the arrangements for volunteer helpers only.

Volunteer helpers

1.1 Volunteer helpers support the school in a number of ways, including:

- ☐ supporting individual pupils;
- ☐ hearing pupils read;
- ☐ helping with classroom organisation;
- ☐ helping with the supervision of children on school trips;
- ☐ helping with group work;
- ☐ helping with library sessions;
- ☐ helping with art or subjects involving other practical activities.

1.2 Volunteer helpers are **not** allowed to do the following activities:

- ☐ take responsibility for all or some of the whole class;
- ☐ change very young children, or supervise them changing;
- ☐ supervise children engaged in PE or other specialist activities;
- ☐ take children off the school site without a teacher in charge.

The responsibility for the health and welfare of the child remains with the class teacher at all times.

Expectations and Code of Conduct of Adults working in School

We expect all adults working in school to:

- ☐ be positive and recognise good behaviour by giving examples e.g. – “That was kind because”.....”I liked it when you “.....
- ☐ be polite to the children, to staff and to each other
- ☐ listen to each child’s point of view
- ☐ be positive and recognise achievement and effort
- ☐ reinforce appropriate behaviour following the school’s Behaviour Policy
- ☐ respond appropriately when addressed by name by a child
- ☐ model appropriate courtesy
- ☐ stay calm
- ☐ show commitment by attending the sessions that you have arranged

Adults working in school should not:

- ☐ wear inappropriate clothing, for example T-shirts with logos, which may cause offence, revealing clothes,
- ☐ smoke anywhere on the premises
- ☐ speak about staff or pupils inside or outside school
- ☐ speak to pupils in a familiar way, even if they are related
- ☐ touch pupils in any way, reassurance can be given to an upset child by smiles and positive body language
- ☐ be alone with one child
- ☐ use mobile phones, electronic devices cameras or phone cameras
- ☐ call staff by first names in front of children

Please note: If as a volunteer you be unable to attend a planned session, please inform school as soon as possible. Your help and support is highly valued.