SECURITY POLICY

2023-25

Governing Body Statement of Intent

The Governing Body of Parkhill Junior School, working in co-operation with Redbridge Education Services, is committed to taking all reasonable action to achieve the safety and security of its staff, learners and all those people who use our school.

It is further committed to taking all reasonable steps to protect the physical environment in which education takes place as well as all valuable items kept on educational premises; this includes not only items of monetary value but also individual records and learners' work.

The Governing Body is committed to providing help so that, in the event of things going wrong, staff and learners will be supported and the disruption of the delivery of education will be minimised.

In seeking to achieve these aims for security, the Governors expect the help and co-operation of all staff and learners - the strategy and the working practices to assist staff in doing so, are set out in the remainder of this document.

Co-ordination

The Health and Safety Co-ordinator, Ms Reeves, will be responsible for coordinating security matters in the school and reporting to the Headteacher. They have the following specific responsibilities regarding security matters and to ensure that:

• all staff appreciate the importance of security and understand the school policy and their own responsibilities.

• staff training needs are kept under review and training is arranged as appropriate.

• parents are informed of the security policy and encouraged to help.

• regular reports are made to the Governing Body and, where appropriate, the LA.

• mechanisms are in place for continuing liaison with the police and there is an agreed method of contacting the police in the event of an emergency.

• all serious crimes are reported to the police.

• there is an internal system in place for recording and reporting incidents.

• there are regular routine security checks.

Security and Personal Safety Functions

Everyone is expected to be actively involved in monitoring and improving levels of security and personal safety in our school.

The following members of staff carry out specific functions either themselves or by overseeing their staff.

Teaching staff

All teaching staff are expected to support the school security policy by:

• asking any "unbadged" visitors to report to the school Reception.

• directing visitors to Reception if they are on playground duty or taking an outdoor PE lesson.

• reminding parents of the need to collect learners from Reception, if they have appointments during the school day, and to sign them out.

• ensure that late arrivals collect a *late ticket* from Reception, and are marked in the register.

• reporting any incidents that causes concern as soon as possible.

The Caretaker (John Cooper)

The caretaker will ensure that:

• the school site is secure at 9.05a.m. each day and main entrance gates are locked.

• the building is secured, and the alarm set at the end of the day.

• any breaches of security or incidents of vandalism are reported and logged in the caretaker's file – stored in the SBL's office.

• any contractor coming on site during school hours reports to Reception and is issued with a visitor's badge. The caretaker must accompany them while they are on site.

• routine maintenance is carried out promptly to reduce the risk of vandalism.

• any graffiti which appears on the school site is removed quickly.

Reception and Admin Team

The admin team will ensure that:

• all visitors reporting to reception sign in and are issued with visitor badges. (Inventry-printed photo badges)

• contractors and visitors are escorted to other parts of the school site.

• all burglaries are reported to the police and the authority in accordance with LA guidelines.

• an up-to-date inventory of school equipment is maintained, and any thefts are recorded and reported to Governors.

• all valuable equipment is security-marked immediately.

• any money collected in school is stored in the school safe at night and banked at the earliest opportunity.

• computer records are backed up routinely each evening in three different places.

Parents

All parents are asked to support the school security policy by:

• reporting to Reception and "signing in" if they are helping in school.

• coming to Reception to collect learners for appointments during the school day and ensuring that their child is signed out before leaving.

• reporting to Reception first if they have arranged to meet with a member of staff and signing in through *Inventry.*

Lockdown Procedures

If there is an incident or civil disturbance in the local community which poses a risk to the school, or an intruder on the site with the potential to pose a risk to the school, we will instigate our Lockdown Procedure. All staff are aware of the procedure (see appendix 1) which will ensure that all children and staff are secured internally, and that school is compartmentalised to restrict access until the emergency services arrive.

Security and Personal Safety Arrangements

The following procedures have been developed to improve the security of the school site. Security is an attitude of mind, and the success of any security system depends on its proper management and the personal commitment and training of staff and pupils.

Risk Assessments

Individual security risk assessments are then undertaken for items identified in the survey as carrying higher levels of risk and this information is used to inform the security plan for the coming year.

Risk assessments will be reviewed as and when necessary – i.e., if there is an incident related to the area in question, if the LA advises of incidents in other schools, if the law requires it and, in any event, annually.

Risks assessment will be completed by visits organiser and checked by the Educational Visits Coordinator for each off-site visit.

Copies of the security surveys and security risk assessments are kept in the Health and Safety Folder and e-filed.

Training

All staff will be provided with security and personal safety awareness raising training in Autumn Term.

All staff receive a briefing on school security as part of their induction training. Security issues are discussed termly or when needed at staff meetings.

Specialist training in techniques to improve security, e.g., resolving conflict and risk assessment, will be made available by the authority and details will be passed to appropriate staff.

Visitor Reception

• During the school day the only entrance to the buildings is via the school office door, which is controlled from reception.

• Signs direct visitors to the Reception area where they are asked to sign in and state the reason for their visit. Once they have signed in, parent helpers go directly to the classroom where they report to the class teacher.

• All visitors are required to wear school visitor badges, unless they have identification badges issued by the Authority or another organisation.

• A member of the admin team escorts visitors, going to other parts of the site, to their destination.

• Those who are "visiting alone" e.g., OFSTED inspectors/SEND staff are given a visitors safety leaflet which gives details of fire procedures, first aid facilities, etc.

• Any member of staff who encounters an "unbadged visitor" should ask them to report to the school reception and accompany them there if appropriate.

• Parents who need to collect a learner during the school day for pre-arranged appointments or special circumstances report to Reception. A member of the reception staff collects the child from the classroom and he or she is "signed out", in the class register, at reception.

• Delivery drivers report to Reception so that their goods can be signed for.

Lone working

There are occasions, especially during the holidays, when members of staff may be working alone in the building. The caretaker is especially vulnerable in this regard and the following steps are taken to reduce risks:

• Only one door is open to control access.

• Staff must tell someone else that they are working in school and when they expect to return home.

• Hazardous tasks e.g., work on high ladders or heavy lifting are not undertaken when working alone.

• Telephone contact is available – via mobile phones.

Those working alone must ensure that the site manager is informed when they leave so that any part of the premises in which they have been working is fully locked and secured when they leave.

Meeting Parents

The school home-school communication policy, prospectus/website informs parents that if they wish to see a member of staff, they should email or telephone Reception and make an appointment. Appointments are only made after school when other colleagues are on site. The Headteacher must be informed of any appointments made for after 4.00 p.m. (permission is granted only in exceptional circumstances) If a member of staff is concerned about meeting a parent, they should ask a member of SLMT to accompany them. The Headteacher should be informed where the meeting is to take place and how long it is expected to last.

A Parents Evening is held each term when appointments are offered to parents. The Headteacher and members of SLMT patrol the site at this time, speaking informally to parents and are available to intervene if the situation demands. The site manager, Mr J Cooper, is also on duty on these occasions.

Data Protection

Pupil information and details of financial transactions are managed in MIS/RM Unify which are password protected programs stored on a cloud based server. All data is backed up each night and stored remotely as part of our LBR package. The school is a registered user under the Data Protection Act 2018 and data is only passed to authorised users, such as the LA and the DfE. All external web services used must comply with the Data Protection Regulations 2018.

Personal details of learners and staff are not disclosed. In the event of a parent wishing to contact another parent or a member of staff, Reception will telephone and pass on a message.
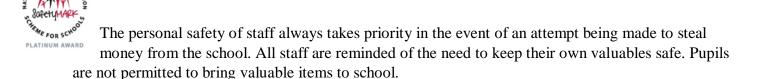
Storing Pupil Records

Pupil records are kept in secure filing cabinets, the keys are kept separately, and only authorised school staff have access to these records. Parents may request to see a child's records.

Valuable Items

Valuable items are security-marked with the school address and postcode. When not in use, all are locked away. The school has CCTV and intruder alarms. If the alarm is triggered and there is an immediate response from the Key Holding Company.

Money is stored in the school safe and is banked as soon as possible after receipt. It is then recounted and matched to the spreadsheet before banking. No money is left unattended and is stored in the safe until banked.

The personal safety of staff always takes priority in the event of an attempt being made to steal money from the school. All staff are reminded of the need to keep their own valuables safe. Pupils are not permitted to bring valuable items to school.

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The school is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds, or the police called.

An incident that involves physical force. In the event of any person assaulting or battering another person, (staff, learner, governor, other adults):

• The school may restrain the assailant with reasonable force to protect the victim.

• Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.

• The school will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the school premises.

When it is reasonable to believe that a learner is carrying an offensive weapon it may be appropriate for a senior member of staff to search the learner if the learner agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched. (see the Behaviour Policy)

When a learner declines to co-operate, the parents / carers must be summoned after the matter has been referred to the Headteacher, followed if necessary, by a referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Learners are discouraged from bringing valuable items to school and if they do so the school accepts no liability. If this is unavoidable on some occasion, then special arrangements should be made in advance with the Head of School regarding temporary safe keeping. Mobile phones are only allowed for those learners who walk home alone. They should be checked into the office on arrival for safe keeping and collected at the end of the school day. School does not accept responsibility for these items. When an intruder is thought to be present on the premises police help must be sought immediately.

Staff are responsible for their personal property.

Site Security

All staff are responsible for the security of buildings and property.

• At the end of the school day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.

- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.

- Adequate security lighting is installed and maintained/monitored by site staff.

- Risk assessments are in place and are reviewed by the health and safety representatives annually.

- Property of the school is marked clearly and permanently and this is publicised

Contractors

- Contractors on school site are required to observe the school's security policy/procedure, and this is overseen by the caretaker.

- Building materials and equipment must not be left lying around.

- When not in use, scaffolding should not be given access to previously secure roof areas.

- Alarm systems must not be disrupted.

- As far as possible, contractors and workers called to the site to undertake specific tasks, are screened in the same way as school staff.

Procedures to support security and personal safety

The Health and Safety Co-Ordinator will monitor compliance with the procedures set out in previous sections.

Outcomes

All incidents will be recorded and reported using the internal Security/Personal Safety Incident log managed by the Health and Safety Co-Ordinator.

The Health and Safety Co-Ordinator will investigate as necessary (where appropriate involving the relevant trade union safety representative,) and ensure that, when required, the necessary form is returned to the LA as per standard procedures.

A summary of incidents will be prepared and provided as part of the Headteacher's termly report, to the Governing Body.

Signed: Denise Hughes-Mulhall (Headteacher)…………………………………………………..

Signed: Chair of Governing Body…………………………………………………………………

LOCKDOWN / INVACUATION PROCEDURE

Lockdown procedures are a sensible, reasonable and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in our school. Procedures aim to minimise disruption to the learning environment whilst ensuring the safety of all our pupils and staff.

Lockdown procedures may have to be activated in response to any number of situations - some of the more typical might be:

· A reported incident / civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

· An intruder on the school site (with the potential to pose a risk to members of staff and pupils)

· A warning received regarding a risk locally, of air pollution (e.g. smoke plume, gas cloud)

· A major fire in the vicinity of the school

· The close proximity of a dangerous dog roaming loose

Parkhill Junior School's lockdown plan is as follows:

Signals	
Signal for lockdown	3 short rings of school bell and voice *announcement - **Code Parkhill, I repeat Code Parkhill.***
Signal for all-clear	2 long rings of school bell and tanoy voice announcement - *Parkhill All clear, I repeat Parkhill All clear*

Lockdown	
Rooms most suitable for lockdown	Classrooms
Entrance points (e.g. gates, doors and windows) which should be secured	All gates, doors and windows should be shut and blinds should be down. Put tables across corridor door to prevent entry. Lights off. All adults to action this – silence. Move to one area in the room – furthest from the corridor door.
Communication arrangements	▪ Two-way radios for *HT/SBM/Caretaker/Admin staff.* ▪ Classroom telephones ▪ Tannoy system

Following the lockdown signal, take the action below. Urgently.

Ref'	Initial response - lockdown	Tick / sign / time
L1	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety.	
L2	Lock / secure entrance points (e.g. doors, windows)	
L3	Dial 999. Dial once for each emergency service required.	
L4	Ensure all individuals take action to increase protection from all potential threats: ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Blinds – pull down ▪ Turn off lights ▪ Stay away from windows and doors.	
L5	Ensure that pupils, staff and visitors are aware of the closest exit point.	
L6	If possible, check for missing / injured pupils, staff and visitors.	
L7	Remain inside until the all-clear has been given, or unless told to evacuate by the emergency services.	