



The Fellowship of All Saints Kirkby Overblow and North Rigton Church of England Primary Schools

School Security Policy

History of document: To be reviewed annually and re-approved every two years, or sooner if deemed necessary.

Issue number	Author	Date written	Approved by Governing Body	Comments
1	A Andrews	Nov 2022		
2	A Foster	September 2024	3/10/2024	

AIMS

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between YCST, Governing Body and Headteacher.

Role of the Governing Body

The Governing Body is responsible for agreeing the Security Policy and monitoring its implementation.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the schools policy and their responsibilities;
- Staff training needs are kept under review and training as necessary;

- Parents are informed of the Security Policy and encouraged to support its implementation;
- Formal risk assessments are conducted by the Headteacher, Health and Safety Officer and Governor responsible for Health and Safety.
- Routine security checks are carried out on an on-going basis
- Termly reports are made to the the Governing Body and, where necessary, YCST
- Crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security Strategies in School

Staff

- Staff based in school are the only staff to know the combination of the door locks;
- Keyholders are the only staff to know the alarm code to enter the schools;
- Staff to contact the School Office, Headteacher or base leader in an emergency

Visitors

- All visitors, including contractors, to come to reception entrance, report to School office and sign in the visitors' book. All unknown visitors will be asked for ID and will be required to wear an identity badge.
- All staff must ensure that the people trying to gain entry to the School should enter via reception.
- All staff to challenge unknown visitors on the school grounds at all times.

Before and after school

- Parents bring their children to the car park (All Saints)/ playground (North Rigton) from 8.45am each day, once inside children are not permitted to leave the school building again before registration.
- Children in Reception and KS1 do not go out of the school grounds at the end of the school day until their parent/carers are there to collect them.
- Children in KS2 know to return inside school if their parent/carer has not arrived.
- KS2 children will only be allowed to leave the school grounds alone at the end of the school day if written consent has been given by their parents.
- Children who are not collected at the end of extra-curricular activities are brought back into school by the appropriate member of staff to await collection; parents/carers are contacted if they are more than 15 minutes late;

Children who go missing whilst at school

In the event of a child going missing from the school premises the following steps will be taken:

- school staff will search the buildings and complete premises;
- if the child is not on the premises, school staff will search the local vicinity maintaining contact with the school by mobile phone
- if the child was not found within minutes the school would phone the police and the parents/carers
- if necessary i.e. if the child is not found within a reasonable time, and with guidance from the police and LA, the school would follow its Critical Incident Management Plan.

Hardware

- Push button combination locks operate on the main entrance to both schools;

Outside School

- Security gates and railings prevent unauthorised access to the school sites during school hours. Access to the buildings is restricted to the main entrances only.
- There is security lighting in at the front and back of the schools
- Children are only allowed on the school fields if accompanied by an adult.

Security of Equipment

- All expensive, portable equipment is security marked with 'Select DNA'.
- The intruder alarm system is in operation when the schools are closed;
- iPads and laptops are kept in secure trolleys.
- All rooms equipped with blinds.
- Staff are responsible for returning equipment to the secure area;

Monitoring of strategies

- Informally through discussions with community police officer, discussions with caretaker who lives onsite, discussions with the Health and Safety advisor and verbal reports from staff and visitors,
- Formally through 'Health and Safety and premises' committee and full Governing Body meetings.
- All staff to take shared responsibility to ensure the security strategies are implemented.

CHILD PROTECTION STATEMENT

At The Fellowship of All Saints Kirkby Overblow and North Rigton Church of England Primary Schools, we believe that every child has the right to be safe and therefore to be cared for in a way that ensures her/his safety and meets her/his individual needs. We recognise that all children need protection at all times from anything or anyone that may cause them harm and work together following the Child Protection Policy to ensure this.