



Security Policy

Berkeley Primary School

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This policy should be read in conjunction with the Health and Safety Policy (for fire, lockdown and evacuation procedures), Security Risk Assessments and Cyber Attack Plan.

Objectives

The Governors and Staff of Berkeley Primary School are very aware of the importance of maintaining a high level of personal security within the School as well as reducing the potential for arson, theft and vandalism. The purpose of this policy is to set out the measures that will be adopted to ensure, so far as reasonably practicable, that pupils, employees and other non-employees are protected from risks to their Health and Safety.

Organisation and Responsibility

Management responsibility for School Security is shared between the local authority, Governing Body and the Headteacher, with the Headteacher being identified for the day-to-day responsibility for School Security. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged.

The following staff have responsibilities for ensuring the security of the School site and premises:

SECURITY ISSUE	RESPONSIBLE PERSON	SPECIFIC DUTIES
Perimeter fencing, access routes	Caretaker	1. Regular inspections 2. Maintenance and repairs 3. Proposals for upgrading security as necessary
School security entrance / exits	Caretaker and Cleaners	1. Daily unlocking/lock-up routines 2. Log and report incidents
Control of visitors	Administrative assistants and Business manager In their absence: Caretaker	1. Sign in / sign out books 2. Control of visitor passes 3. Control of security fobs
Control of contractors	Caretaker and Business Manager	1. Check credentials of contractors prior to appointment 2. Brief contractors on School Security requirements and arrangements 3. Day-to-day supervision of contractors on site
External doors	All members of staff	1. Ensure all external doors are kept closed, particularly after start of the school day, playtimes, and end of day. 2. Ensuring any requests for access to the school at external doors are taken to main entrance reception of the School.
Security of Money	Business Manager	Collection and banking of payments to the school
Emergency Procedures	Headteacher or Deputy	Duties and Responsibilities in accordance with the School's Fire Awareness Policy / Contingency Procedures / Health and Safety Policy
Building Security Risk Assessments	Headteacher and Resources Committee	Regular assessment / revision of requirements, installation of security systems, staff training and system maintenance

SECURITY OF CHILDREN AND STAFF

Aspects of this are covered in the separate Child Protection and Safeguarding Policy and Health and Safety Policy. The Headteacher and governors aim to ensure that all pupils are secure at all times. On the School premises, the side gates will be closed during the School day, from 8.50am to 3.10pm. Extra vigilance is expected of Foundation Stage staff to ensure that the playground gates



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are shut, with slider across and peg down. All external doors are closed once the School day has begun, and stay closed except for playtimes, when children are closely supervised.

All staff and volunteers are subject to an Enhanced DBS check and those working with Foundation Stage children also complete an Employee Disqualification Declaration, and will not begin work until these have been completed.

The caretaker, cleaning staff, and any teachers working before school and after school should lock themselves inside the school when undertaking their duties outside of school hours, ensuring security doors are locked. Anyone working alone in the school, must follow recommendations in risk assessment, and must carry a mobile phone on them at all times, ensuring all external doors are closed.

Visitors

Procedures for the management of visitors are as follows:

- All visitors are required to check in and out of the School Office and to sign in with details of their name, organisation, host/destination, car registration and time of arrival / departure.
- Once a security check has been made, visitors will be provided with an identification badge which must be displayed by the visitor at all times whilst they remain on the School premises. Staff should verify the particulars of any unknown visitor not wearing a badge.
- No member of staff or child should admit an unknown person, unless proof of identity has been obtained.
- If this is the first visit, or the visitor is not personally known to the School Office staff, he/she must remain in the School entrance until collected by their host at the school. Visitors will be restricted to designated areas in accordance with their business at the school and will not be allowed unsupervised access to the children.

Access and Egress

The School entrance door, and all external doors can only be opened with a security fob. A fob is issued to all employees. The Security doors from the school playgrounds are opened during peak usage i.e. arrival and departure of pupils and at playtimes, when children are being supervised, but at all other times any person who has not been issued with a fob can only gain access via the main entrance. Staff must ensure that they maintain security in their own areas by shutting security doors, locking doors (if they have unlocked them), closing windows and putting lights off when they leave.

Cash Handling

It is school policy that cash should not be handled within sight of visitors or members of staff. All cash is kept in a locked, secure place.

Where cash is taken to a bank, the risk of robbery should be minimised by;

- banking at different times of the day
- varying the route / bank

Personal Property

Staff should be vigilant in taking responsibility for safeguarding their personal property. Handbags and personal equipment should not be left unattended or in unsecured rooms.

SECURITY OF THE SITE

Security Fencing

The School has security metal fencing around perimeter. The fencing and gates are regularly checked for damage and repaired / replaced as soon as possible if needed.

Security Doors

All external doors that open from the outside have a 'fob' security system, meaning they can only be opened with a security fob. Fobs can be activated to only open certain doors or all doors.



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Fob holders are required to carry their fobs at all times. All fobs are person specific (log held in school office) and not transferable i.e. they must not be loaned to anybody. Staff are required to return their fobs to the Business Manager when they leave employment at the school.

In case of emergency, the doors release by means of a push button emergency override unit (similar to fire alarm panel) which is situated on the secure side of the door. Doors also release in the event of electrical failure.

Security Lighting

The school is fitted with security lighting in areas which can be seen from the road or nearby housing.

Key Control

The number of staff with keys to external doors and knowledge of the school alarm system is kept to a minimum. External door keys are only issued to those members of staff with a need to enter the building outside of the normal school day. The details of these keyholders are recorded on a list maintained by the Business Manager, and when the staff members leave the employment of the school they are asked to return all copies of the keys as recorded on the list. Lost keys must be reported immediately. This may involve appropriate locks being changed.

Alarm System and Intruders

The School has an alarm system which is both movement and sensor activated. If the alarm sounds, the Local Authority CCTV are contacted, they are keyholders and will come to the school to check. This is to ensure the security of the building.

The Caretaker has the responsibility to open and lock the building and premises.

SECURITY OF EQUIPMENT

All items of equipment in the school are the property of the school and as such must be kept well-maintained and secure at all times. If a member of staff wishes to borrow a piece of equipment (a laptop for example) full details must be recorded in the log book. If the item is dropped or damaged whilst it is in the possession of the member of staff, details should be noted and Headteacher informed. All equipment of significant value is recorded in an inventory and security marked.

VIOLENT OR ABUSIVE BEHAVIOUR ON THE SCHOOL PREMISES

The school has a zero tolerance approach to conduct of this nature and expect all adults and pupils on our premises to show respect towards one another. Arrangements for addressing issues of violence and challenging behaviour will be in accordance with the school's policy and guidelines. All situations where members of staff are likely to encounter violence or challenging behaviour from children should be the subject of a properly conducted risk assessment and appropriate control measures on a positive handling plan. The Behaviour Policy outlines this in more depth, including the use of reasonable force in schools.

Measures are taken to try to ensure the safety of staff and children from other adults, including security measures laid out in this policy, and other policies including the home visiting policy. Anyone behaving in an aggressive, abusive or insulting manner will be asked to leave the school premises immediately. If they do not / will not leave, staff should:

- ensure they remove themselves to a safe space
- inform a member of the leadership team and call 999 for help
- ensure the safety of other people in the school (starting lock-down procedures if necessary)

Records of all incidents of violence and those involving verbal abuse and threats are kept and followed up appropriately. We follow the 'Controlling Access to School Premises' DFE guidance, sending warning letters about threatening behaviour and if needed would bar someone from the premises if we felt their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened.