Norwood Green Junior School

Security Policy

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Policy statement

The Governors recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to Norwood Green Junior School. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Responsibilities

General

- The Health and Safety at Work etc. Act 1974 places a duty of care upon staff to ensure the safety of themselves and those in their care.
- The legislation places a duty upon Governors and other staff in school in accordance with their appointment to lead in the delivery of a safe working environment.
- The school is supported and guided in the delivery of all aspects of health and safety by an independent Health and Safety Advisor.

Organisation

All members of staff have a responsibility for the safety and security of themselves, students and visitors. However, the following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors

The Governors will ensure that the school has a security policy and that it has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved:

- Via the headteachers reports to governors
- By all governors observing its implementation when they visit the school.
- Governors will triennially review the school's security policy.
- Governors will delegate the day-to-day implementation of the policy to the headteacher.

Head Teacher

The Headteacher will:

- Set up arrangements in school which comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Staff

- Staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.
- Staff should sign in via the InVentry system in reception and wear a photographic identification badge. They should also sign out if they leave the school site at any point during the day, and/or at end the of their working day.
- Teachers must ensure registers are taken accurately. It is a legal requirement that students are registered morning and afternoon. In the event of any student found 'missing' from the site, a member of the SLT must be informed immediately.
- Staff should be vigilant at all times to the risk of intruders on the school site and report any such incidences immediately.
- Those listed below have been given specific responsibilities for school security.

Management of School Security

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Full Governing Body	• Agree policy • Review every **36 months** or sooner if there is a security issue
Day to day implementation and management of policy.	Head Teacher /School Business Manager	• Inform staff • Monitor performance • Review arrangements
Safeguarding	Designated Safeguarding Lead/ Deputy Designated Safeguarding Leads	• Lead on the safeguarding training for staff
Securing school entrance/exits as detailed in this policy	Automated System	Unlock/Lock gates at the directed times
Checking the condition and maintaining the safe operation of	Headteacher / School Business Manager / Contractors	Part of normal duties to

physical and electrical security devices (locks, gates, key pads, all fences including perimeter).		check physical integrity of security devices.
Cyber Security	ICT Network Manager	Ensure adequate systems in place to protect network. Training for all staff
Control of visitors	Admin staff	Follow signing in procedures, check identity etc and Issue badges **via Inventry System**
Control of contractors	Headteacher /School Business Manager	All contractors complete the necessary signing in & out, have their ID's checked and wear ID badges. Contractors working on site while school is operating and without a current DBS check, are escorted on site. Contractors working outside will wear a designated hi-vis vest
Security of money etc	Headteacher/School Business Manager	Ensure restricted access to the school safe
Security risk Assessment	Head Teacher/ School Business Manager	Review triennially and inform govs of findings to use as part of policy review
Access to Building	All staff	Ensure external doors of school closed unless area fully supervised e.g. classrooms during playtimes

Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

Staff induction will include the school's security policy.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play e.g. when visiting the school.

Controlled access during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Norwood Green Junior School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main school entrance has only single access entrance via electronic gates operated by administration staff after the start of the school day. Visitors are allowed access via intercom only. Signage directs all visitors to the school entrance. Children will also be safeguarded by supervision. All gates to the school grounds will be locked during the school day.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Playgrounds are fenced on all sides preventing access, with automated access gates to control visitors.
- The school field has secure fencing around the perimeter to prevent public access.

The access arrangements for the grounds are –

- School field – access to school field via courtyard or classroom external door – always under control of staff. Staff will challenge any person not wearing a school visitor badge.
- Lunchtime – children use school field/playground which has hedging, trees and fencing. Always under control of staff. Staff will challenge any person not wearing a school visitor badge.
- Playground – No access for unauthorised persons due to fencing.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of pupils, staff and property.

Our policy is that –

- All visitors report to the school reception on arrival.
- All visitors **are required to sign in using the Inventry system and** are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the school office or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Playgrounds

- Start of school day – gates are open from 8.50am to 9.00am.
- Lunchtime – all parts of the school site are supervised

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures – parents leave their children at the school gates from 8.50am. Staff are on duty at the gates from 8.50am. Children arriving late report to the main entrance where administration staff or staff at the gates log their arrival. At 9.00am all gates are locked. The electronic pedestrian entrance gate allows access to the main reception only.

- Collection procedures – staff accompany children to the designated area for collection by parents. Children stay with their teacher until parents collect them. Staff are aware of those children who walk home alone. Any children not collected will be taken to the school office and parents contacted; children will stay with the administration staff until parents arrive.
- Children who use transport are brought to the main door each morning by the escorts and met by staff that, at the end of the day, bring children back to the main door for collection by the escorts. Staff will always check that escorts have relevant identification and will follow up any concerns before they will allow the child(ren) to leave.

Cooperation with third parties, extended services and community groups

Our school security arrangements have considered other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.

Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be **required to sign in using the Inventry system and given a school badge, which they will be expected to wear at all times.**
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Lone-working can be described as;

“Those who work by themselves without close or direct supervision” (HSE definition)

Some jobs may on the face of-it, not be obviously lone-worker jobs, however, can have a significant lone-working element.

<u>Hazards</u>

For any particular task, the hazards faced by the lone-worker are generally no different to those faced by any worker and can include, for example.

- Slips/trips/falls

- Violence
- Noise
- Manual handling
- Heat/cold
- Fire

Although the hazards are common the risks faced by lone-workers can be much greater, for example, violence is more likely if there are no colleagues nearby to act as a deterrent.

Solitude can also increase the risk particularly if an accident/injury or ill-health occurs and the individual is unable to summon assistance.

Our school has Lone Working guidance available and a risk assessment is completed for staff where there is a security risk due to the need to work alone.

Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main Pedestrian gates – This is controlled manually every day. The gate is open every day at 8.50am to 9.00am and at 3.25pm to 3.40pm for parents to drop and collect their children. They remain locked all night and at weekend.

Car Park - gate has a security lock which can only be opened by a 4 digit security code or via intercom to the school office.

Other gates – The second pedestrian gate is opened manually every day at 8.50am and locks again at 9:00am. These gates will be opened again at the end of the day between 3.25pm – 3.40pm when they will be locked. At all other times these gates are locked.

Buildings – All entrances have security locks in place.

CCTV

There is a CCTV system in place that is managed by the School Business Manager and maintained at regular intervals. Signage throughout the site inform people that the school has a CCTV system.

Cash Handling

The school does not keep large amounts of cash on the premises, any cash is kept securely locked away. Cash is not handled in visible areas and banking is done at irregular times.

Valuable equipment

All items above the value of £100 will be recorded on the school inventory. For asset purposes any item above £500 is recorded with a value and depreciation calculation on the Asset register.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Data Security

The school's Managed Service monitor for any data breaches and recommend any action that is required. Data backups are held fully offline and not connected to any systems.

The Arbor MIS is fully cloud hosted in Amazon Web Services UK's London servers. All personal data is physically stored in the UK. Backups are also stored in the UK.

All architecture is housed in a private firewalled network to reduce external access and increase security. Data is segregated from other customers. All servers are updated routinely with the latest security patches. Industry standard encryption methods are used for data in-transit and at-rest using the AES-256 algorithm.

The school's finance package uses a cloud-based system and data is backed up in the cloud.

All staff sign an Acceptable User Agreement for use of the internet.

The school has a Data protection, Information Sharing and Confidentiality Policy which covers this area in greater depth.

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.

Lost property should be handed to the school office.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be kept in the school's medicine cabinet.

Arrangements for the administration of medicines are detailed in the Supporting Pupils at School with Medical Conditions policy.

Risk Assessment

A security risk assessment will be completed as is deemed prudent (e.g. following any concerns or new building adaptations for example) by the Head Teacher/ School Business Manager. The findings will be used in the review of this security policy.

Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Personnel Committee.

Governors will monitor performance via the Headteachers termly report to governors and when visiting school.

Link Policies

This policy should be read in conjunction with:

- Health & Safety Policy
- Child Protection & Safeguarding Policy
- Data protection Information Sharing and Confidentiality Policy
- Lockdown Policy
- Fire Safety Plan

This policy will be reviewed triennially by the Headteacher and GB