

Tow Law Millennium Primary Security Policy and Procedure

Policy Statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Tow Law Millennium Primary 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.

Organisation

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 this has been implemented. Governors will monitor the performance of the school security measures. This will be achieved:

- By the health & safety governor monitoring performance on their special interest visits
- Via the head teachers reports to governors
- By all governors observing its implementation when they visit the school.

Governors will periodically review the school's security policy. Governors will delegate the day to day implementation of the policy to the Head Teacher.

Head Teacher

The head teacher will:

- Set up arrangements in school that 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

All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site. Those listed below have been given specific responsibilities for school security.

Security Issue	Name	Specific Duties
Agreeing and reviewing the school security policy	FGB	Agree policy Review every 12 months
Day to day implementation and management of policy	Head Teacher/Second in charge/ Office Manager	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Lock gates
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences)	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office Manager via InVentry signing in system Headteacher	Monitor technology. Ensure labels in machine/ order replacements. Monitor visitors via software alerts.
Control of contractors	Office Manager	Supervise contractors or alert caretaker to their presence and give responsibility for supervision to them.
Security of money etc	Office Manager	Money kept and transported in accordance with CASH HANDLING POLICY. Money for budget transported via Loomis. All cash locked in safe.
Security risk Assessment	Head Teacher/Health and Safety Governor	Review annually and inform govs of findings to use as part of policy review

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 & Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play. All staff inductions will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the personel files.

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

Parents will be informed about the school security arrangements and what is expected of them, for example, when visiting the school or at handover times.

Controlled access & egress 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. Tow Law Millennium Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

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 building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside.
- All doors cannot be opened from the outside.

Grounds

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

School site – fenced in on all sides by 6ft fence (mix of metal, chain and wooden fencing).

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- School field – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.
- Lunchtime/Playground – our main access route to the reception desk is via the playground. The gate to the playground is locked by the duty teacher at playtimes and the dinner supervisor at lunchtime. All visitors who come to the gate will be challenged and only allowed access if identity and purpose are confirmed.

Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision. This area is not adjacent to where members of the public have unsupervised access. The extent of fences will be decided by risk assessment.

Control of Visitors

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

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are signed in via InVentry and 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 reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. 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.

Locations where supervision is part of our safeguarding procedures:

Playground – the access to the main reception is through playground. Children are always supervised in this area and visitors challenged. The gate is always locked when children are playing in the front yard.

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

- Collection Procedures – All EYFS and KS1 pupils will be handed to a KNOWN ADULT only. Parents are notified that if a different adult is collecting their child, they MUST notify the school in advance and introduce the adult in advance to key staff (see porcedures for dismissing a child). An ADULT is defined as 18 year +
- KS2 pupils, ONLY with prior consent, can walk home.

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any 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.

We currently have no third parties using the school or grounds.

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 given school badges and be expected to wear them.
- 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

Our school has Lone Working Risk Assessments 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 gate – Unlocked by the caretaker on entry, 6.30am, and locked again, on exit, at 6pm. They remain locked all night and at weekend.

Main gate – The main gate is closed between 2.45pm to 3.30pm.

Side pedestrian gate – locked when the children are in the yard.

Main Building – All entrances except main reception locked by caretaker at 9.00am and only unlocked at break and lunchtimes to allow access and egress to playgrounds.

Class 3 & 4 gate locked from 9.00 am – 3.10 pm.

CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

Cash Handling

At TLMPs we avoid keeping cash on the premises wherever possible. A safe is used and kept locked. We avoid handling cash in visible areas, any money requiring banking are collected via Loomis in accordance with DCC policy. School fund is banked at irregular times, particularly where substantial sums are involved and transported to the Post Office by 2 members of staff..

Valuable Equipment

All items above the value of £1,000 will be recorded in the school stock book as well as IT devices. We use the SIMs electronic stock book and a printed copy is kept in the safe. Portable equipment with a value above £250 should not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside. The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

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 where it will be kept for 6 months before disposal.

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 locked in the schools medicine safe/fridge in the staffroom. The key is available from the school office. The exceptions to this are for inhalers and EpiPens. These need to be accessible to children who are diagnosed as asthmatic or epileptic; their medication is to be kept in the child's classroom.

Arrangements for the administration of medicines are detailed in the medication in school policy.

Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/Second in Charge. The findings will be used in the review of this security policy. The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the FGB unless delegated to a Working Party.

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

This policy will be reviewed annually by Lisa Jackson/Nicola Mawson.

Head Teacher:

Signed –

Date – 10.6.25