

**Highfield Hall Primary School**

**Security and Safety Policy**

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 carry out this aim.

The responsibility for school security is shared between the **Governing Body** and the **Head Teacher**.

The Head Teacher will be responsible for the implementation of this policy. Any issues that arise will be reported back to the full Governing Body who will work with the Head Teacher in order to resolve them. The Governing Body will be responsible for monitoring the implementation of this policy.

The **Head Teacher** will ensure that:

* all staff appreciate the importance of security and understand the school’s policy and their responsibilities
* staff training needs are kept under review and training carried out as necessary
* parents are informed of the security policy, through the school website, and their support is encouraged
* risk assessments are reviewed regularly and updated where necessary by either the Head Teacher or an appropriate member of staff
* routine security checks are carried out on an on-going basis by the Head Teacher and Caretaker
* the Head Teacher will carry out twice yearly Health and Safety checks, reporting back to the Governing Body – any security issues are highlighted as a matter of priority
* all crimes are reported to the police

**School Staff**

All staff have a responsibility to contribute to the security of the children and the building by being constantly alert to potential dangers.

All outside doors should remain locked during the school day, when the children are inside, and when they are not in use. Only staff and governors should know the combination of the door locks.

All staff must challenge visitors in school buildings who are not wearing a visitors’ badge and anyone on the school grounds who does not have a genuine reason to be there, the school office or senior staff should be contacted in an emergency.

Office staff should ensure that all visitors sign in and that those new to the school are aware of fire evacuation procedures.

All staff are made aware of the risks associated with lone working.

Class teachers should remind children regularly of all the safety rules that apply to them on a regular basis (stranger danger, home time routines etc) the frequency of this will vary with their age.

When taking children out of school all staff need to follow safety procedures laid down in the School Visits Policy.

**Visitors**

All visitors, including contractors, parents and work experience students, must come to the main office entrance, sign in the visitor’s book and wear a visitors’ badge at all times. Once the new electronic registration system is in place then all visitors must sign in using this system.

All parents/volunteers working in contact with pupils must have undertaken appropriate checks or be supervised by a member of staff when on school premises.

**Pupils**

Adequate supervision of pupils will be ensured whilst in school, particularly when visitors and contractors are on site. Pupils should be trained to go to the nearest occupied classroom and tell a member of staff if they see a stranger in school without a visitor badge. There will be exceptional times when large numbers of visitors are in school, plays/discos etc, teachers need to be especially vigilant at these times.

Pupils arriving late or returning after appointments must enter through main reception area, and report to the school office. Pupils leaving school during the day must be collected from the school receptionist and signed out.

At the end of the day pupils should stay with the grown up who has picked them up until they leave the school grounds or go straight home if their parents allow them to leave school on their own.

**Safeguarding children: during the school day**

It is important that children are supervised when they are not inside one of the buildings. There are times when sending two sensible children outside together unsupervised to take a message etc is perfectly acceptable; there are other times when this should be avoided.

These are the times when the gates are open:

7.45 – 9.10 Gates open for the beginning of the school day

11.30 – 12.00 Gates open for Nursery parents

3.15 – 8.00 Gates open at the end of school

All outside doors should be shut once the last person has passed through them, they should never be propped open and left.

**At break times** the teachers on duty should stand so that they are able to see the majority of the play ground they are supervising and on the junior yard any vehicles or pedestrians using the main drive. One teacher on the junior yard also needs to take with them a walkie-talkie from the bottom of the stairs to maintain contact with the office staff and the person on first aid duty who will also collect a walkie-talkie. They should check that any visitors are let in through the main doors to sign in as normal. It is important that the teachers on the junior yard check that the black gate by the swimming pool is locked or if this is not possible then they need to ensure they are situated in that area. As the gates are often open, e.g. for deliveries, it is also important that the staff members are vigilant with regards to children near the driveway.

There will be a number of reasons that children may be inside at break or lunchtimes (doing work, for medical reasons, doing a job etc). Children must not be left unsupervised inside at break or lunchtimes. This does not mean that the teacher will always be in the room with the children however they are still under that teacher's supervision and are their responsibility. The supervising teacher must ensure that the children have had an opportunity to go to the toilet, have a drink and have their lunch.

If another member of staff is supervising children for a colleague, or bringing the children to them, they must assume responsibility for their safety and well being until they have physically passed the supervision over.

**At lunch times** the outdoor midday staff will carry walkie-talkies and the gates will be controlled by one member of staff who will keep the others informed of vehicles entering the grounds.

**Safeguarding children** a**t the end of the school day**

All teachers need to follow the procedures laid down below:

**Foundation Stage (Nursery and Reception)**

The children should stay on the carpet until they are called by a member of staff. The member of staff should only call a child when their parent/carer is present to receive them. There should always be at least two members of staff with the children, one on the door to check parents arriving and children leaving and one with the children.

No child is allowed out of the door until their parent/carer is aware that they are coming.

The **teacher** must take responsibility for all children and stay with them until their carer arrives. When children are admitted to Nursery parents are asked to fill in a form with the names of everyone who has permission to collect their child. Anyone not on the list will not be allowed to collect them and the parent will be contacted.

**Key Stage 1 (Years 1 and 2)**

The children should stay on the carpet or in their seat, or lead outside to the top of the steps. They should wait there until they are called by a member of staff. The member of staff should only call a child when their parent/carer is present to receive them. If there are two members of staff, one should be on the door to check parents arriving and children leaving and one should be monitoring the children.

If the teacher has no additional adult with them they should be on the door to check parents arriving and children leaving (this should only be done by a teacher other than in exceptional circumstances).

No child is allowed out of the door until their parent/carer is aware that they are coming.

**Key Stage 2 (Years 3 – 6)**

The children should be brought onto the relevant playground by their teacher. Teachers should remain on the playground until all of their children have left. The last member of staff present should check the playground to make sure no children are left on their own. Any child still waiting at 3:35 should be taken to After School Club. If there is uncertainty around who is collecting then the school office should be informed to phone parents or carers.

If any pupil displays behavioural issues which could create personal safety and/or security issues, the school will assess this as an individual case. If any child presents a risk, the appropriate staff should be aware of any additional procedures that need to be put into place. This will be undertaken with the agreement of the Leadership team and the parent/ guardian of the child.

**Security inside the school buildings**

All external doors (except classrooms with external doors) should be kept closed at all times.

* where classrooms have external doors, these may be left open (e.g. for ventilation) while there are adults in the room. If the adults leave, the door should be closed. If there is an emergency, all external doors should be closed immediately.
* the intruder alarm is to be in operation when the school is closed. (The Head Teacher, Deputy Head, SLT members and Caretaker are the only staff to know the combination of the intruder alarm).
* staff to be responsible for returning equipment to its correct location
* staff to ‘sign out’ equipment which is taken home, e.g. laptops
* all assets are logged as part of the Asset/equipment inventory

**Outside the school buildings**

The school and grounds are private property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser and should be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the Head Teacher and/or notify the police. Staff should avoid any confrontation with the offender.

All gates and perimeter fencing are checked regularly by the caretaker and during Health and Safety checks by the Head Teacher, however there is no guarantee that the site will be secure as the gates regularly do not work.

Cameras are sited at strategic points around the site, their purpose is to protect the building and grounds from burglary and vandalism. The caretaker is responsible for setting the system each evening. The CCTV system is serviced annually.

**The Caretaker** will:

* lock and unlock doors and windows as required to ensure that the school buildings and grounds remain secure at all times
* check the playgrounds and grass areas for any broken glass or potential hazards
* maintain the intruder alarm systems
* carry out fire system tests
* carry out regular Health and Safety checks and report any areas of concern to the Head Teacher
* respond to any calls from the police regarding intrusions

**Personal Safety**

Verbal, non-verbal and threatening behaviour to staff or pupils are not tolerated and will be dealt with accordingly.

Any incident where the personal safety of a member of staff is threatened should be recorded on the incident reporting form, Appendix 1.

Offensive weapons are not permitted in school. It is a criminal offence to carry an offensive weapon. The police will be called to deal with any person on site who is not a student and is suspected of having an offensive weapon. The offender will be reported to the Head Teacher/police without confrontation by any member of staff. Personal safety of the staff member is paramount at this time. Appropriate procedures laid down by the Local Authority will be followed.

**Personal property**

All staff should be responsible for their own possessions. Valuables should not be left unsupervised.

This Security Policy should be read alongside the school’s current Health and Safety Policy.

**HHPS Spring 2023**

**Date of next review: Spring 2026**

**APPENDIX 1**

**HIGHFIELD HALL PRIMARY SCHOOL**

**INCIDENT REPORT FORM**

DETAILS OF INCIDENT (Please continue overleaf if required)

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Witnessed by: ....................................................................................................................................

Date: ………………………….

NB: This original form MUST be retained as it may be required as evidence.

If you regard what you have seen as urgent and requires immediate police attention - Dial 999.

If non-urgent hand this form to the member of staff responsible for security issues.

Time.......................................................... Date ..........…….............….................................

Place …………………………………………………………………………………………………

If the person or persons mentioned in this incident are not known by name it is important to write as clear a description of them as possible

DESCRIPTION

Gender ...........................Height ...........……....

Build .......................Age ........................

Hair .........................Dress ........................