



Curdridge Primary School

SECURITY 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 achieve this aim.

ROLES AND RESPONSIBILITIES

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

Role of the Hampshire County Council

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

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

At Curdridge Primary School the "Resources Committee" of the Governing Body monitor the implementation of the policy. Any key issues that arise are taken to the Full Governing Body for discussion.

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 school's policy and their responsibilities
- staff training needs are kept under review and training as necessary
- as part of the monthly H&S checks, security checks are also carried out as part of the same process
- in addition routine security checks are carried out on an on-going basis by the caretaker
- termly checks are carried out with the Buildings Committee
- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- staff based in school have a code to gain entry to the internal school buildings
- staff in school are aware of the alarm combination code and lock up procedures.
- staff to contact the School Office or SLT in an emergency
- all staff must challenge visitors who are not wearing a visitors badge

Visitors

- all visitors, including contractors, to come to main office entrance, report to office staff, sign in the visitors' book and wear a visitors' badge
- all parents to make an appointment to meet with a member of staff and will follow the same procedure as above
- all other services who visit the school must sign in at the School Office

All visitors on courses must:

- sign in at the School Office and wear a visitors' badge
- follow the School's specified route to and from classrooms, ensuring they exit via the School Office
- all staff must ensure that the people trying to gain entry to the School should enter via the **School Office**. They should not gain entry through other access doors

Hardware

- all external doors to be kept closed.
- all rooms containing equipment that may pose a risk to be kept locked – caretaker's shed
- all windows and doors to be secured when the room is vacated

Outside School

- school gates to be kept closed out of school hours
- school gates to be kept closed and bolted during school hours
- all staff to challenge visitors on the school grounds during playtimes

Security of Equipment

Security strategies

Inside School Building

- all expensive, portable equipment to be marked as belonging to the School
- all valuable and recognisable equipment to be photographed
- the infra-red intruder alarm system to be in operation when the school is closed
- staff to be responsible for returning equipment to the secure area

Outside School Building

- security fencing to the front and side of the school to prevent intrusion
- CCTV cameras in place to monitor entry onto the school site

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening

- all CDs, cameras and personal belongings to be stored in secure area within classrooms or locked in a cupboard in the IT suite

Fundraising Events

- all rooms apart from those required to be locked
- all CDs, cameras and personal belongings to be stored in secure area within classrooms or locked in cupboard in ICT suite
- for outside events - Summer Fayre, external doors by toilets to be unlocked so people have access to toilet facilities without having access to main school building.

Monitoring of strategies

- informally through verbal reports from staff and visitors
- formally through termly checks by Resources Committee.

All staff to take shared responsibility to ensure the security strategies are implemented.