

UPLANDS JUNIOR SCHOOL
SECURITY POLICY
June 2023

This policy should be read in conjunction with the Health & Safety Policy. The purpose of this policy is to define procedures and physical measures to safeguard:

- all pupils whilst in the care of the school to ensure they only leave the premises in authorised circumstances
- all persons authorised to be on Uplands School property from abuse by intruders, i.e. persons whose presence on school premises has not been authorised
- the property of authorised persons from theft and/or damage by intruders.

This policy has been written with regard for the UN Convention on the Rights of the Child article 3 (best interests of the child).

Entry Procedures to School

Anyone who enters the school premises including:

- Delivery person
- Pupils
- Members of staff
- Governors
- Regular Parent Helpers
- Sport Coaches
- Cleaners
- Volunteers
- Lunchtime supervisors

All visitors must –

- Enter by the main door, at the front of the school building
- Proceed directly to the school office and produced a current DBS if required
- Sign in using the electronic systems
- All relevant visitors must have the appropriate identification.

Whilst on the school premises:-

- wear a visitor's badge, which has been allocated by a member of staff
- be accompanied by a member of the staff unless specifically authorised to proceed unaccompanied
- read the fire evacuation information
- Sign out using the electronic system.

Organisation

Responsibilities

Management responsibility for school security is shared between the Governing Body, the Headteacher and the Caretaker. The school has drawn up the following arrangements to enable this responsibility to be effectively discharged.

The identified person for day-to-day responsibility for school security is the Headteacher.

The following employees have responsibilities for ensuring the security of the school site and premises:

Security Issue	Responsible Person	Specific Duties
Perimeter fencing, access routes	Headteacher Caretaker	<ol style="list-style-type: none"> regular inspections maintenance and repairs Surveillance and monitoring proposals for upgrading security as necessary
Security of the School entrances / exits	Caretaker Staff BBP Security Supply Caretaker	<ol style="list-style-type: none"> Daily unlocking / lockup routines Monitor entrances / exits Log and report incidences
Control of visitors	8.40 – 3.30pm Monday to Friday term time Office staff	<ol style="list-style-type: none"> Sign in / sign out control of visitor passes
Control of contractors	Caretaker and office staff Supply Caretaker Concept (may manage a project for Uplands Junior School)	<ol style="list-style-type: none"> Check credentials of contractors prior to appointment Brief contractors on school security requirements and arrangements Day to day supervision of contractors on site
Security of money	Office staff	<ol style="list-style-type: none"> Collection and banking payments to the school control of petty case floats
Emergency procedures	First Aid/ Accidents Mrs P Rai Mrs A Walker Mrs S Webster-Smith Mrs S Diamond Miss N Khatan Mrs R Kaur Fire :- Headteacher Deputy headteacher Assistant headteachers Caretaker Office staff Fire Marshalls	<ol style="list-style-type: none"> Immediate treatment of injuries or illnesses prior to arrival of emergency services to save lives, reduce effects of injury and speed recovery Duties and responsibilities in accordance with school's Fire procedures Business continuity plan
Buildings Security risks assessments	Caretaker	Regular assessment of requirements, installation of security systems, staff training and system maintenance

Consultation

The school will discuss security arrangements regularly as part of the 'Health & Safety' governors committee.

Training:

Security matters are addressed in

- Induction Training for all new staff
- Regular updates as necessary during staff meetings
- Specific training on new equipment and systems as required.
- Specific training courses for the caretaker.

Door Security

It is the responsibility of the staff to ensure that all external school doors remain shut during the period from ten minutes after the scheduled start of the school day until the end of the school day unless playground is being supervised by a person designated by the Headteacher to undertake that task.

All external doors are fitted with devices to enable immediate exit at all times in case of emergency.

The main door is equipped with a telecom entry system to enable authorised visitors to enter the building.

Lighting

Security lights are in place at the front of the school, side by the entrance and rear of the building.

Internal Security

All internal areas are monitored by an alarm system which must be set by the caretaker before leaving the premises, supply caretaker and BBP security.

Security Outside the Classroom & Supervision

Playgrounds are supervised between 8.40 a.m. and 8.50 a.m. and at break, lunchtimes and whenever pupils are using the playground.

Staff are located on the front and rear gates daily.

Children will be supervised at all times and checked back into classrooms at the end of breaks.

The duty adult will check the playground when all classes have gone in to ensure no one has been left outside.

At playtime children should not be outside the building unless they are supervised by a member of staff.

Children who are marked absent are monitored by office staff and telephone calls/text messages home are made if we have not been notified of absence. (See absence tracking)

If children need to leave school during the school day they must be signed in and out in the school office.

Responsibility for Security

- The Headteacher is responsible to the Governors for school security.
- Children will not be released to anyone other than a parent or carer unless the request is received from the parent or carer and included on contact details form.
 - Any member of staff needing to be in school during the holiday period should inform the caretaker or Headteacher, or a third party, so that someone is aware of their location.
 - Staff should inform the Headteacher/Senior Teacher that they have an appointment with parents
 - If a member of staff discovers an intruder, that person must be asked to leave the premises immediately unless:
 - The intruder is considered to constitute a physical threat, then the police should be called as soon as possible.
 - The member of staff has reason to believe that the intrusion is unintentional, when that person will, at the discretion of the member of staff, be asked to register as a visitor, or leave the premises as appropriate.
 - Each class teacher is responsible for security the external door/s adjacent to his/her classroom. Door monitors will ensure outside doors are closed during school time.
 - Staff will take all reasonable steps to assist authorised persons to locate and retrieve property lost on school premises but cannot be held responsible for such losses.
 - Parents are asked to play their part in ensuring that this policy is effective
 - Police will visit regularly to discuss issues of personal safety with the children
 - If an event of a serious intruder threat the fire alarm will be run and standard evacuation procedures should be followed including the new Lockdown Policy.

Any precautions are only as effective as the people using them. Be aware of any strangers in school; direct them to the appropriate authorities. Encourage children to find a responsible adult if approached in school by a stranger.

SECURITY OF EQUIPMENT

All electrical and non-consumable items apart from furniture will be security marked when they arrive at school and entered in the Inventory.

All equipment with a serial number will be recorded in the Inventory which will be filed in the school office. All property belonging to children should be marked by parents.

All equipment within school valued at more than £100.00 is entered on the Inventory. The Inventory is kept in the school office and updated regularly.

Date: June 2023

Review: June 2025