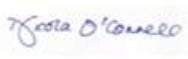
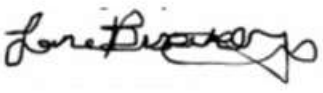
Holtsmere End Infant and Nursery School

Security Policy

Date: October 2024

Signed:

Nicola O'Connell – Headteacher 

Jane Bisseker – Chair of Governors 

Holtsmere End Infant and Nursery School

School Security Plan and Procedures

Policy statement

Holtsmere Infant and Nursery School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

All staff and volunteers are subject to an enhanced DBS check. Please refer to the school's Safeguarding Children policy.

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Holtsmere End Infant and Nursery 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 members of the school community.

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 Headteacher's Reports to Governors.
- By all Governors observing its implementation when they visit the school.
- By Governors periodically reviewing the school's security policy.

Governors will delegate the day to day implementation of the policy to the Headteacher and School Manager.

Headteacher

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by Governors.

- Ensure that all staff within the school receives information, instruction and training in the security policy and procedures – please refer to the school's Health & Safety policy.
- 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. This responsibility will be delegated to the Headteacher.

Staff

All 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.

Those listed below have been given specific responsibilities for school security.

Children

Children will be encouraged to exercise personal responsibility for the security of themselves and others. To further the safety of all our children, the headteacher will ensure that regular safety information is given through PHSE lessons, assemblies (such as stranger danger) and Protective Behaviour sessions.

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.

- All staff induction will include the school's security policy. Records of which are to be kept in the school's Risk Register.
- 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 sharing use of the building.
- Parents will be informed about the schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times – see Safeguarding Policy.

Controlled access and exit 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 assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Holtsmere End Infant and Nursery school aims to balance the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

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

The access control procedures for the building are

- The main access entrance is via reception, which has a security access control system. Only authorised visitors allowed access.
- Signage directs all visitors to this entrance.
- Access via playground and other external doors is prohibited between 9am and 3pm.
- Extensive security lighting covers entry/exit doors, all sides of the school building and car park.
- The school has close links with local police and the Community Police Officer.
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism -first day response.
- The School operates a signing in /signing out system for all parents and visitors /pupils who are late/ leaving early.
- We also operate a password system whereby parents allocate a password to their child and school staff will ask for it when anyone other than a regular and known individual picks up a child.
- Pupils leaving the site during the school day must be collected and signed out by parent/guardian.
- Contractors comply fully with school procedures at all times.

The access arrangements for the grounds are

- School field – access to school field for PE and playtimes – always under control of staff. Staff would professionally challenge any person not wearing a HMEI ID or school visitor badge.
- Lunchtime – children use school field always under control of staff. Staff would professionally challenge any person not wearing a HMEI ID or school visitor badge.
- Playground – used under staff supervision at break and lunch and staff would professionally challenge any person not wearing a HMEI ID or school visitor badge.

Early Years Outside Areas

- Outside learning area always used under control of staff.
- The outside learning area is fenced and has gates which are safeguarded to prevent the pupils leaving the area.
- At the end of the school day, parents wait outside the classroom doors.

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 (please also refer to the school's Safeguarding Children and H&S policies).

Our policy is that

- All visitors report to the reception on arrival and are signed in using our electronic signing in/out system 'Sign in'.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. LA staff will wear a HCC pass that will be visible at all times. LA staff include LA Inspectors, HIP and Advisory staff
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school using 'Sign In'.

- Visitors are those people that are issued with a pass from Reception. This procedure does not apply for LA staff or Supply 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 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.

For detailed Visitor procedures, including DBS arrangements please refer to the Visitors Policy

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 and fields – the access to the main reception is from the staff carpark area. Children do not enter/leave via this area. The Foundation Stage and KS1 children wait on the main playground with their parents. Gates are open from 8.20am and closed at 9am. Nursery children are allowed to directly enter the classroom from 8.50am.

As communication is not easily possible whilst on the field, supervisors in this location will use a walkie-talkie, supplied by the school office where necessary.

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties who 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. Below are the additional security measures that apply to the groups listed.

- Community use– Although not extensive use, community groups may use facilities at the end of the school day and/or weekends. When inside the building access to the rest of the school is restricted.
- Risk assessments as part of induction arrangements are carried out.
- No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment.
- Visitors in unauthorised locations will be professionally challenged by staff.
- Only personnel with DBS clearance will be allowed on site for extended school activities.

Supervision of contractors

Contractors and maintenance personnel during school time will be DBS checked. However, they will 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; LA staff to wear their own badges, visible 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

Our school has a Lone Worker Policy and carries out Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Physical security measures

The Governing Body will consider 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.
- All class doors are locked during the school day.

Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

Valuable equipment

- All items above the value of £50 will be recorded in the school equipment register.
- Items of value and portable equipment with a value above £250 will 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 1 month before disposal.

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- Safeguarding school property.

They should be told:

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- the cost of crime in school.
- Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

Crime prevention – police/school liaison

Police operate a Police/School liaison service where police community support officers regularly visit schools.

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 cabinet located in the Hub area. 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 Headteacher/ School 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 Governing Body.

Governors will monitor performance via the Headteacher's Report to Governors and when visiting school.

This policy will be reviewed annually by the Headteacher and members of the Buildings and Finance Committee.

Signed –

(Chair of Governors)

Date –

Signed –

(Headteacher)

Date –