



Security Policy

FULLWOOD PRIMARY SCHOOL

Governing Body Statement of Intent

The Governing Body of Fullwood Primary School, working in co-operation with Redbridge Education Services, is committed to taking all reasonable action to achieve the safety and security of its staff, pupils and all those people who use the site.

It is further committed to taking all reasonable steps to protect the physical environment in which education takes place as well as all valuable items kept on educational premises; this includes not only items of monetary value but also individual records and pupil's work.

The Governing Body is committed to providing help so that, in the event of things going wrong, staff and pupils will be supported and the disruption of the delivery of education will be minimised.

In seeking to achieve these aims for security, the Governors expect the help and co-operation of all staff and pupils - the strategy and the working practices to assist staff in so doing are set out in the remainder of this document.

In addition, the Governing Body affirms its commitment to the contents of the booklet, which gives Council Policy and Advice on the Personal Safety of Staff (March 2002).

Organisation

Co-ordination

The Health and Safety Co-ordinator will be responsible for coordinating security matters in the school and reporting to the Executive Headteacher/Head of School if not the same person. S/he has the following specific responsibilities regarding security matters and to ensure that:

- all staff appreciate the importance of security and understand the school policy and their own responsibilities.
- staff training needs are kept under review and training is arranged as appropriate.
- parents are informed of the security policy and encouraged to help.
- regular reports are made to the Governing Body and, where appropriate, the LEA.
- mechanisms are in place for continuing liaison with the police and there is an agreed method of contacting the police in the event of an emergency.
- all serious crimes are reported to the police.
- there is an internal system in place for recording and reporting incidents.
- there are termly surveys/risk assessments of security reported to the governors' buildings committee.
- there are regular routine security checks.

Security and Personal Safety Functions

Everyone is expected to be actively involved in monitoring and improving levels of security and personal safety in our school.

The following members of staff carry out specific functions either themselves or by overseeing their staff.

Teaching staff

All teaching staff are expected to support the school security policy by:

- asking any “unbadged” visitors to report to the school reception.
- directing visitors to reception if they are on playground duty or taking an outdoor PE lesson.
- reminding parents of the need to collect pupils from reception, if they have appointments during the school day, and to sign them out.
- ensure that late arrivals are marked in the register.
- informing the Head of School or the site manager if they intend to work late after school; and
- reporting any incidents that causes concern as soon as possible.

The Site Manager

The Site Manager will ensure that:

- the school site is secure at 9.05a.m. each day.
- the building is secured, and the alarm set at the end of the day.
- any breaches of security or incidents of vandalism are reported and logged in the site manager’s file – stored in the school reception.
- any contractor coming on site during school hours reports to the school reception and is issued with a visitor’s badge.
- routine maintenance is carried out promptly to reduce the risk of vandalism.
- any graffiti which appears on the school site is removed quickly.

The Reception and Office Staff

The office staff will ensure that:

- all visitors reporting to reception sign in and are issued with visitor badges.
 - contractors and visitors are escorted to other parts of the school site.
 - all burglaries are reported to the police and the authority in accordance with Borough guidelines.
 - an up-to-date inventory of school equipment is maintained, and any thefts are recorded.
 - all valuable equipment is security-marked.
 - any money collected in school is stored in the school safe at night and banked at the earliest opportunity.
 - computer records are backed up routinely each evening.

Parents

All parents are asked to support the school security policy by:

- reporting to the school reception and “signing in” if they are helping in school.
- coming to the school reception to collect children for appointments during the school day and ensuring that their child is signed out before leaving.
- reporting to the school reception first if they have arranged to meet with a member of staff.

Lockdown Procedures

If there is an incident or civil disturbance in the local community which poses a risk to the school, or an intruder on the site with the potential to pose a risk to the school, we will instigate a Lockdown Procedure.

All staff are aware of the procedure (see appendix 2) which will ensure that all children and staff are secured internally, and that school is compartmentalised to restrict access until the emergency services arrive.

Security and Personal Safety Arrangements

The following procedures have been developed to improve the security of the school site. Security is an attitude of mind, and the success of any security system depends on its proper management and the personal commitment and training of staff and pupils.

Risk Assessments

A security survey is conducted annually, by the site manager, using

the form suggested by the DFE "Self-Assessment Emergency Incident Planning Checklist". Individual security risk assessments are then undertaken for items identified in the survey as carrying higher levels of risk and this information is used to inform the security plan for the coming year.

Risk assessments will be reviewed as and when necessary – i.e., if there is an incident related to the area in question, if the LEA advises of incidents in other schools, if the law requires it and, in any event, annually.

Risks assessment will be completed by visits organiser and checked by the Educational Visits Coordinator for each off-site visit.

Copies of the security surveys and security risk assessments are kept in the Health and Safety Folder.

Training

All staff will be provided with security and personal safety awareness raising training in Autumn Term.

All staff receive a briefing on school security as part of their induction training. Security issues are discussed termly or when needed at staff meetings.

Specialist training in techniques to improve security, e.g., resolving conflict and risk assessment, will be made available by the authority and details will be passed to appropriate staff.

Visitor Reception

- During the school day the only entrance to the buildings is via the school office door, which is controlled from reception.
- Signs direct visitors to the reception area where they are asked to sign in and state the reason for their visit. Once they have signed in, parent helpers go directly to the classroom where they report to the class teacher.
- All visitors are required to wear school visitor badges, unless they have identification badges issued by the Authority or another organisation.
- A member of the reception staff escorts visitors, going to other parts of the site, to their destination.

- Those who are “visiting alone” e.g., OFSTED inspectors/SEND staff are given a visitors safety sheet which gives details of fire procedures, first aid facilities, etc.
- Any member of staff who encounters an “unbadged visitor” should ask them to report to the school reception and accompany them there if appropriate.
- Volunteers who have DBS clearance will wear a blue lanyard ID badge. Those who are not yet DBS cleared will be issued with a red lanyard ID badge. All non-cleared volunteers will work under the supervision of a fully cleared member of staff. All staff should report to the SBL (School Business Leader) if appropriate procedures are not being followed.
- Parents who need to collect a child during the school day for pre-arranged appointments or special circumstances report to the school reception. A member of the reception staff collects the child from the classroom and he or she is “signed out”, in the class register, at reception.
- Delivery drivers report to reception so that their goods can be signed for.

Lone working

There are occasions, especially during the holidays, when members of staff may be working alone in the building. The Site Manager is especially vulnerable in this regard and the following steps are taken to reduce risks:

- Only one door is open to control access.
- Staff are encouraged to tell someone else that they are working in school and when they expect to return home.
- Hazardous tasks e.g., work on high ladders or heavy lifting are not undertaken when working alone.
- Telephone contact is available – via mobile phones.

Those working alone must ensure that the site manager is informed when they leave so that any part of the premises in which they have been working is properly locked when they leave.

Seeing parents

The school prospectus/website informs parents that if they wish to see a member of staff, they should telephone the reception and

make an appointment. Appointments are usually made after school when other colleagues are on site. The Executive Headteacher/Head of School should be informed of any appointments made for after 4.00 p.m. If a member of staff is concerned about meeting a parent, they should ask a colleague to accompany them. The Executive Headteacher/Head of School should be informed where the meeting is to take place and how long it is expected to last.

An open evening is held each term when appointments are offered to parents. The Executive Headteacher/Head of School and Deputy Headteacher/Assistant Headteacher patrol the site at this time, speaking informally to parents, but are available to intervene if the situation demands. The site manager is also on duty on these occasions.

Data protection

Pupil information and details of financial transactions are managed in Horizons MIS/RM Unify which are password protected programs stored on a cloud based server. All data is backed up each night and stored remotely as part of our Soft Egg package. The school is a registered user under the Data Protection Act 2018 and data is only passed to authorised users, such as the LEA and the DFEE. All external webservices used must comply with the Data Protection Regulations 2018 that came into operation on 25th May 2018.

Personal details of pupils and staff are not disclosed. In the event of a parent wishing to contact another parent or a member of staff, the reception or office staff will telephone and pass on a message.

Storing pupil records

Pupil records are kept in secure filing cabinets, the keys are kept separately, and only authorised school staff have access to these records. Parents may request to see a child's records but are not permitted access to the filing cabinets (Please see the Data Protection Policy, Subject Access Request.

Valuable items

Valuable items such as computers, printers and videos are security-marked with the school address and postcode. When not in use efforts are made to store these items out of sight. The buildings are fitted with intruder alarms, which have passive infra-red detectors, linked to a central control station. The alarms are always set when the buildings are unoccupied. The Fire alarm is also monitored externally.

Money is stored in the school safe and is banked as soon as possible after receipt. Money is collected and entered onto a spreadsheet and then placed in the safe. It is then recounted and matched to the spreadsheet before banking. No money is left unattended, money waiting to be dealt with is placed in the locked wall box until registered and placed in the safe.

The personal safety of staff always takes priority in the event of an attempt being made to steal money from the school. All staff are reminded of the need to keep their own valuables safe. Pupils are discouraged from bringing valuable items to school.

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The school may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The school is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds, or the police called.

An incident that involves physical force.

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults, or children involved in school activities):

- The school may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases the school will refer to the police any assaults which appear to involve bodily harm. The school will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or pupils.

- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The school will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the school premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Headteacher, followed if necessary, by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Pupils are discouraged from bringing valuable items to school and if they do so the school accepts no liability. If this is unavoidable on some occasion, then special arrangements should be made in advance with the Head of School regarding temporary safe keeping. Student mobile phones are only allowed for those students who walk home alone. They should be checked into the office on arrival and collected at the end of the school day for safe keeping. School does not accept responsibility for these items.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment, or which is not under regular surveillance.

Criminal incidents of this sort require reporting to the police and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked, and the alarm is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

Staff are responsible for their personal property.

Site Security

All staff are responsible for the security of buildings and property.

- At the end of the school day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by site staff.
- Risk assessments are in place and are reviewed by the health and safety representatives annually.
- Property of the School is marked clearly and permanently and this is publicised

Contractors

- Contractors on School site are required to observe the school's security policy/procedure, and this is overseen by the relevant site staff.
- Building materials and equipment must not be left lying around.
- When not in use scaffolding should not be given access to previously secure roof areas.
- Alarm systems must not be disrupted.
- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as School staff.

Procedures to support security and personal safety

The Health and Safety Co-Ordinator will monitor compliance with the procedures set out in previous sections.

Outcomes

All incidents will be recorded and reported using the internal Security/Personal Safety Incident log managed by the Health and Safety Co-Ordinator.

The Health and Safety Co-Ordinator will investigate as necessary (where appropriate involving the relevant trade union safety representative,) and ensure that, when required, the necessary form is returned to the LEA as per standard procedures.

Each term the Executive Headteacher also the Health and Safety

Co-Ordinator examines the incident log to see if any patterns are emerging and consider the need for consequent action.

A summary of incidents will be prepared and provided as part of the Leadership team's termly report to the Governing Body.

Signed: Danvir Visvanathan - Executive Headteacher

Signed: Dipti Streatfield – Chair of Governing Body

Date: March 2024

INCIDENT REPORT FORM

APPENDIX 1

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence, and intentional damage to personal property.

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

Employees details	
Name:	Email Address:
Work Address:	Tel No:
Position:	

Personal Details of person assaulted/verbally abused (if appropriate)		
Name:		
Work Address:		
Position (If a member of staff):		
Class:	Age:	Gender:

Details of trespasser/assailant(s) (if known)	
Name:	Address:
Name:	Address:

Witness(es) (if any)	
Name:	
Address:	
Gender:	Age:
Other Information:	
Relationship between member of staff/pupil and trespasser/assailant:	

Details of Incident

Type of Incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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Location of Incident: (attach sketch if appropriate)

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Other details (describe incident, including where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.)

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Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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Any further information/sketches, etc (as attachments)

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Signed: _____

Dated: _____

EMERGENCY LOCKDOWN PROCEDURE

Tanoy call – ‘Code Red’

INSTRUCTIONS

The emergency lockdown is used when it is necessary to restrict movement around the school site.

Everyone in a teaching space supervised by a member of staff must stay where they are, doors should be closed and locked (lock from inside if able) and windows and blinds should be closed. Pupils should remain seated and quiet and follow instructions from the member of staff.

Pupils in a common space, for example, a corridor area or outside, should proceed to the nearest supervised teaching space as quickly as possible, and in silence.

Support staff, staff who are not teaching and visitors and contractors should proceed to the nearest office or classroom as quickly as possible or remain in their indoor space.

Staff should wait for further information to come over the Tanoy.

Pupils must always follow the instructions of staff and stay away from windows and doors.

Pupils are not permitted to use internet devices during a lockdown, or until otherwise instructed to do so by a member of staff.

When it is safe to do so, the ‘all clear’ signal will be sounded. This will be a Tanoy message of ‘Code Green’. Staff are to wait for further instructions from ULT after assessment of the incident.