



**Cockton Hill Junior School**  
**Security Policy and Procedures 2022-2023**

## **1. Policy statement**

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Cockton Hill Junior 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 children and staff.

## **2. Organisation**

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### **2.1. 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 head teachers reports to governors
  - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

### **2.2 Head Teacher**

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- 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.

### **2.3 Staff**

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Personnel committee	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>
Day to day implementation and management of policy.	Head Teacher / School business manager	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Caretaker	
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges
Control of contractors	Admin staff	
Security of money etc	Admin staff	
Security risk Assessment	Head Teacher	Review annually and inform govs of findings to use as part of policy review

## **2.4 Children**

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- 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 Respectful Relationships Policy.

## **3. Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

### **3.1 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 inductions will include the school's security policy and will be recorded on the employees training profiles. Records of which are 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 shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

### **3.2 Controlled access and egress 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 a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Cockton Hill Junior School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

#### **Buildings**

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

The access control procedures for the building are – (please complete with your own details, examples are given below)

- The main building has only single public access entrance via reception desk. Entry to the school is via a fob only entry system from Reception to upper school.
- At opening and closing the school day open entry and exit points are manned and covered by CCTV
- All doors cannot be opened from the outside.
- Teachers have fob access to doors leading from yard.
- Signage directs all visitors to the main entrance.
- Pupils are safeguarded in the hall and adjoining rooms by supervision; they are well informed of how to keep themselves safe.
- Unauthorised visitors will be challenged by staff.

#### **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Rear garden area is fenced in on all sides by 6ft fence.
- Sports field is fenced on all sides, access through small gate on car park and across public footpath.
- Entry to the site is via the small gate on McIntyre Terrace, which leads straight into the reception.
- The yard is heavily supervised by at least 6 staff each morning and break time to max 120

pupils.

- The gate is manned by staff at entry and exit times.
- Nine CCTV cameras ensure pupils are monitored and kept as safe as possible.
- At lunch time staffing remains high
- Pupils know they must not play near the fence or talk to strangers through the fence when playing
- Pupils are regularly taught how to keep themselves safe
- Pupils are aware of procedures if they leave the school site; they understand the dangers of Cockton Hill Road.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

- School sports field: access to school field for PE is via the small gate, across the public footpath. This is always under control of staff. Staff would professionally challenge any person not authorised to be there. Staff take two staff and communication tool for the office. Once on the field pupils are not allowed to return to school independently, they return as a class under supervision. The gate is locked with teacher having key to ensure pupils are safe from trespassers or passers-by.
- School yard PE lessons: these take place at the lower end of the yard. Pupils are not allowed to speak to any visitors entering the site. PE lessons are well supervised.
- Lunchtime: Yard inaccessible to public except via climbing over a fence. Lunch is in two sittings. This is always under control of staff. Staff would professionally challenge any person entering the yard. CCTV cameras record incidents. Pupils are aware of no go areas and the schools expectations of not leaving the site.
- Playground –This area is heavily supervised whilst pupils are at play. Visitors who would need to climb over fencing will be professionally challenged and directed to the appropriate schools reception area. CCTV records incidents.
- Reception – only has access to school with a fob. Reception window double glazed and locked for protection of staff.

### **3.3 Early Years Outside Areas – not applicable**

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

### **3.4 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.

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff. Lanyard colour dictates level of clearance.
- 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 Head Teacher. 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.

### **3.5 Supervision of pupils**

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 – no access to play ground other than by mounting a fence or wall. Children are always supervised in this area and visitors challenged.
- Movement around the outside of the building e.g. to the hall, sports field, back garden and return is always supervised by staff.

#### **Times of the day when supervision is part of our safeguarding procedures –**

- Start of school day: The small gate is open to allow access and is supervised from 8.45am to 9.00am. Parents are regularly informed of these arrangements and that supervision does not start till 8.45am.
- Morning break: all TAs are on duty plus 1 teacher. Pupils are not allowed to play near fence adjoining McIntyre terrace or speak to passers-by through fencing.
- Lunchtime: supervised by MDSAs and TAs. Pupils are well supervised. Senior managers are available over lunchtime.
- End of the school day: the main gates are used for exit; this yard is heavily manned with at least 8 members of staff on the yard at one time. All teaching staff present on the yard at this time of the day.
- After school clubs: are all dismissed from the reception
- Breakfast club: all pupils enter via main entrance which is manned by a member of staff at all times.

Our security arrangements also include the handover arrangements for the start and end of the school day.

- Drop off procedures: 8.45am until 8.55am- Parents are encouraged to bring children to the school gate which is manned, cars are not allowed onto the yard at any time. Parents are

asked to park and walk to school. The staff car park does not have facility for parent drop off.

- Collection procedures: 3.15 pm- Pupils are escorted from class to the yard, all staff are present on the yard and pupils are supervised on exit by their class teacher, school has a gate supervisor who controls pedestrian flow for a safe exit. Any child not collected returns to reception and is dismissed by the HT/DHT. Reception staff make calls to parents for any pupils not collected.
- Out of hours external club collection: some pupils attend external after school clubs. They are dismissed from the middle doors where they are signed for by teaching staff.
- Extra-curricular clubs in house: all pupils dismissed from office doors.
- Breakfast club: all pupils enter via main entrance which is manned by a member of staff at all times

### **3.6 Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account any other third parties that 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.

Breakfast club: opens at 8.00am and closes at 8.30 am and takes place in the main school building. Entry is via main reception which is supervised. Parents are not permitted to enter, if they wish to speak to a member of staff the HT/DHT is informed and will attend. Pupils remain in the club until 8.45 am when they are supervised taken to class

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked as they should 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.
- 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.

### **3.8 Lone Workers**

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

The governing body has considered 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.

### **3.10 Locking arrangements.**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – Unlocked by the caretaker for deliveries and collections. Left locked at all other times. CHIS and CHJS both have keys for emergency access.

Side pedestrian gate- Unlocked throughout day to allow for visitors to enter both schools reception areas. This gate is viewed by a CCTV camera.

Main Building –the school is not accessible throughout the school day apart for via the main entrance.

All entrances except main reception are accessible from the inside at break and lunchtimes to allow access and egress to playgrounds.

### **3.11 CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

### **3.12 Cash Handling**

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

### **3.13 Valuable equipment**

All items above the value of £1000 will be recorded in the school asset register.

Items of valuable 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. These are also logged in the asset register.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### **3.14 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 6 months before disposal.

### **3.15 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 in the main office or in fridge in the medical room which is locked. The key and code is available from a member of office staff.

Arrangements for the administration of medicines are detailed in the medication in school policy.

## **4. Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

### **Monitoring**

This is a whole school policy of which staff, children and parents have ownership and therefore working together as a whole is essential for it to work effectively.

This policy was ratified by the Full Governing Body in the autumn term 2022.