

Seaham Harbour Nursery School

Security Policy and Procedures

1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Seaham Harbour 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 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.

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

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body/Health and Safety Governor	<ul style="list-style-type: none"> • Agree policy • Review every 12 months
Day to day implementation and management of policy.	Head Teacher	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits	Caretaker	<ul style="list-style-type: none"> • Doors and gates opened and closed
Main entrance door	Office Manager Teaching Staff (senior leaders)	<ul style="list-style-type: none"> • Ensure door is closed when someone enters or leaves the building • Door duty at beginning and end of sessions
Internal classroom door	Office Manager	<ul style="list-style-type: none"> • Door closed at beginning and end of session before parents arrive
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	<ul style="list-style-type: none"> • Part of normal duties to check physical integrity of security devices.
Control of visitors	Office Manager	<ul style="list-style-type: none"> • Front door controlled • Supervise signing in procedures • Check identity badges • Issue visitor badges
Control of contractors	Head Teacher/Office Manager/Caretaker (in holidays)	
Security of money etc	Office Manager/Head Teacher	
Security risk Assessment	Head Teacher/Health and Safety Governor	Review annually and inform govs of findings to use as part of policy review
Security of staff	Head Teacher	All staff sign in and out of staff signing in book

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 Behaviour 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 induction 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 sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example 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. Seaham Harbour Nursery 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 –

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via doorbell on wall outside.
- All doors except main entrance cannot be opened from the outside.
- Visitors are asked to identify themselves and sign in at the office.
- All visitors are issued with visitor badges. Staff will challenge people on premises if they are unsure of their purpose for being in the buildings.
- Visitors to the demountable building must go through the main nursery entrance. Visitors are escorted up and down to the building.
- The top gate (demountable) is opened before sessions begin and end and locked after sessions start. Late arrivals must report to the main nursery building.
- The small gates between the nursery garden and demountable building are locked and only opened when access is required.

Grounds

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

- Rear playground – fenced in on all sides by 6ft fence.

3.3 Early Years Outside Areas

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, this includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- All visitors are issued with a visitors badge and must sign in and out of the visitors book.
- 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.
- Visitors are not allowed to use mobile phones whilst on the premises. Photographs taken on cameras must be authorised at first by the Headteacher.
- 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 –

- Outdoor Area – Children are always supervised in this area and unidentified visitors challenged.
- The access to the outdoor play area is controlled through the conservatory door.
- The access to the main entrance door is controlled by an internal door, which is closed at the beginning and end of sessions. Staff (senior leadership team) supervise the children entering and leaving the building to ensure children leave with their identified adult.
- Start/End of session – parents are requested to wait in the entrance porch until a member of staff allows access into the main nursery classroom. Staff will supervise the arrival and collection of children. Any unknown collectors will be challenged by staff, any aggression will be reported to the police, any child protection/safeguarding issues will be reported to social care direct/social services.
- All adults working with children have an enhanced DBS check.

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

- Drop off procedures – all parents/named adults will remain in the entrance porch until a member of staff opens the internal classroom door and supervises the children into the classrooms.

- Collection procedures – all children can only be collected by the named adults on the child's individual card, any unknown collector will be challenged by staff and parents are contacted by senior staff for clarification. Any aggression will be reported to the Police and Social Services.
- No child can leave with any unknown person or anyone who is under 16 years.

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.

Schools work closely with many other agencies. The safeguarding arrangements outlined in this policy for visitors are applied to their visits. The identity badges of Durham LA workers also identify them as having current DBS checks in place.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been CRB 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 – Opened and closed by the caretaker at the beginning and end of the day. They are locked each night, weekend and holiday.

Side pedestrian gate – Only unlocked by the caretaker 6.30 am and locked at 5.30pm

Main Building –All entrances to internal rooms/secure areas are unlocked and locked at the end of the day by the caretaker.

Garden entrances – Opened by teaching staff at times when required by the children to access the outdoor areas. They are not accessible from outside the buildings.

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 £25 will be recorded in the school stock book.

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.

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 bring to school any valuable personal property. Staff are issued with a locker for the storage of 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 stored as required in the first aid cupboard or fridge.

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. The findings will be used in the review of this security policy.

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

Signed - (Chair of committee) Date -	Signed - (Head Teacher) Date -
Review completed by - Date -	Review Completed by - Date -