



## SECURITY POLICY STATEMENT

We are committed to developing a safe and secure environment where teaching and learning can continue in as pleasant a physical environment as possible. There are two main considerations:

- The safety of people (adults and children)
- The security of buildings and its contents

Security involves everyone concerned with the school.

It is acknowledged that contravention of this policy by members of staff could constitute a disciplinary offence.

### **Children and Families**

- To maintain an overall policy and to support and monitor our implementation of the policy.
- To support the Governors and Head Teacher through the provision of guidance, information, specialist advice and training.

#### **Cambridgeshire County Council Insurance**

- To ensure that relevant insurance cover is in place to meet the requirements of schools, together with the provision of appropriate support through advice, guidance and information.
- To provide operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.
- To ensure that premiums recharges are kept to an acceptable level given the nature of the risk.

### **Governing Body**

- Regularly review this school policy.
- Consider security regularly through the Resources Committee of the Governors and as part of consideration of the wider Health & Safety Policy.
- Delegate implementation of this policy to the Head Teacher.
- Monitor the effectiveness of this policy.
- Ensure that procedures are in place to report incidents to Children and Families and Insurance.

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### **Head Teacher**

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identify and review staff training needs.
- Inform parents of this policy and encourage them to assist.
- Report to the Governing Body
- To liaise with police and report all crimes and losses to ensure that there are regular security checks.
- Ensuring regular completion of incident report forms and monitoring and analysing incidents.

### **Delegated Responsibilities**

#### **Site Manager**

- Daily security checks including the exterior areas of the school site
- Routine security checks.
- Annual security survey and assessment of risk.
- Reporting crime and all losses to the police.
- Providing insurance claim information for completion of the Office Manager.
- Securing the school site at the end of the school day
- Managing contractors on site including discussing with them School Security Procedures.

#### **Office Manager**

- Completion of inventories.
- Completion of insurance claims and minor incident forms.
- Controlling visitors when they arrive on site ensuring they sign the visitors' book and are issued a badge and appropriate child protection/safeguarding guidance.

#### **All Staff**

- Protecting pupils from hazards.
- Guarding against assault.
- Safeguarding property.
- Be security conscious and help to develop security conscious pupils.
- Implementing this policy and the strategies employed to ensure a secure School
- Securing their own classroom on vacating it including closing windows and doors and switching electrical and lighting appliances off.
- Keeping the site tidy and reporting any waste.
- Involved in decision making regarding security issues.
- Reporting security weaknesses/near misses/damage to the Head Teacher.
- Challenging visitors who are not wearing a visitor lanyard.

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### **Parents / Carers**

- Parents/carers will be informed of relevant security measures.
- Adhering to the School's security arrangements.
- Ensuring that the pedestrian gate is kept closed at all times.
- Updated information will be given to parents/carers in letters/newsletters.

### **Pupils**

- Security measures and the reasons for them will be explained to pupils
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should report all strangers and intruders immediately to the nearest member of staff.

### **Visitors**

- The main entrance to school is clearly marked from the car park.
- Drivers have to "buzz" the security panel and speak to staff in order that the secure vehicular gate is opened for them.
- There is a secure waiting area for visitors, the reception hatch is in this area and it from here that visitors sign in and are issued with a visitor badge.
- The visitor badge includes information relating to safeguarding and visitors are signposted to this.
- Visitors are never left unsupervised with school children.
- Visitors exit the school via the same secure system.
- All other school gates are locked during the school day so that there is only one entrance to school, which is visible to the office staff

### **Drop off / Pick up**

- Children enter the school ground through the pedestrian poppy gate.
- The poppy gate is locked at 9.05.
- Children arriving after 9.00 have to sign in as late at the main school entrance.
- Early leavers during the day are collected from class by admin staff and are signed out at reception by their parent
- Parents are not allowed to park on the school car park at any time
- If children are not collected at 3.15pm they are brought to wait in the School office, where staff wait with them whilst office staff contact Parents.

### **Car Park**

- The car park is not deemed to be a secure site and therefore access is prohibited without parental or staff supervision.

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## ORCHARD PARK COMMUNITY PRIMARY SCHOOL

- Pupils are unable to gain access to the carpark from the school building, playground or field.

### **Unauthorised Visitors**

- Any outsiders on the school site should be directed to the main school office.
- Any visitors who have not gone through the visitor reception programme should be treated as an intruder.
- Pupils should not approach any stranger who is not wearing a lanyard and should be told to report all strangers and intruders immediately to the nearest member of staff.
- Members of staff approaching anyone believed to be on site without legitimate reason should:
  - Approach whenever possible with a colleague
  - Be polite and assertive but avoid aggressive gestures/language
  - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
  - Make a mental note of any abusive or threatening behaviour and record this on paper with a description of the individual
  - Notify the Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the LA if further advice is required or where schools in the local neighbourhood need to be informed.

### **Appointments with Parents / Carers**

- All parents/carers have to sign in at the school reception before being able to come into school. School staff pre-warn the office staff about visitors expected into school each day
- Parents/carers are seated in the reception area, until they are collected by the member of staff with whom they are meeting
- Staff members do not meet with parents in school alone if there is a cause of concern.

### **Aggressive Behaviour by Adults**

Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:

- Immediately alert a member of staff.
- The additional member of staff should remain with the victim.
- The Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The assailant should be calmly asked to leave the site.
- The Headteacher has the right to ban the assailant from the school site.

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### **Intruder Alarm Response**

- When the alarm is activated it sounds at the Red Care Alarm Company. Red Care contacts the Site Manager or a Governor that lives local to the school. Either the site manager or the Governor will then attend the school site. For his own safety they access the situation before he enters the building. If concerned for his own safety or the security of the school he contacts the police.
- If necessary the Site manager contacts the Head teacher or Deputy Head teacher.

### **Contractors**

All contractors are expected to sign in the "Visit Log for Contractors and Visiting Workers".

This includes:

- Signing in and out rules.
- A Health and Safety briefing and Induction for visitors
- Details of any hazards including a statement about the PV panels.
- A commitment to the school's security requirements, and sharing of any information regarding their safety measures that may impact of the school's own arrangements and day to day operations.

### **Training**

The school Induction Policy and procedure clearly outlines security arrangements for all newcomers to school.

### **Lettings**

The school hall is let to Cambridge Kids Club from 3.00pm til 6.00pm. The community room is let from 7.45 to 8.50. Contracts between Orchard Park Primary and Cambridge Kids Club identify any health and safety issues and methods for sharing concerns relating to pupils. Cambridge Kids Club ensures that all their staff have had the appropriate checks and have shared DBS check details with the school.

### **Minor Incident Reporting**

The School will report minor incidents of attempted theft, theft, vandalism, graffiti and fire on a Minor Incident Report Form. If appropriate these are forwarded to the Insurance and Risk Management Dept.

This policy needs to be read in conjunction with the policies below:-

- Health & Safety Policy
- Child Protection Policy
- Staff Handbook
- Charges and remissions policy

This policy is reviewed annually.

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