

Yeadon Westfield Infant School Security Policy 2017

Review 2020

This school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff, governors, parents and volunteers to share this commitment. This policy should be read in conjunction with all other school policies.

This policy is part of, and should be read in conjunction with, the school Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

Organisation

Governors

The school governors are responsible for:

- (a) ensuring that they are organised to exercise their responsibilities. This duty has been delegated to the Resources Committee;
- (b) arranging to consult and inform all staff about security;
- (c) resource allocation and approving training for security in consultation with the Headteacher;
- (d) arranging to monitor and review the policy, including the frequency and nature of reports from the Headteacher;
- (e) identifying their own training needs to enable them to understand their responsibility for managing security.

Headteacher

The Headteacher is responsible for:

- (a) ensuring that this policy works, is understood by all staff and is reviewed annually;
- (b) ensuring that this policy is monitored as required by the Governing Body;
- (c) identifying training needs and arranging for training;
- (d) ensuring that regular routine security checks and annual/periodic survey/risk assessments take place;
- (e) raising awareness of pupils to security and personal safety issues
- (f) developing and encouraging close links with others

All staff members have a responsibility for ensuring

- the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
- that property is safeguarded;
- that they know when to contact the police;
- their own actions do not expose themselves or colleagues to unacceptable risks

Involvement of Other Groups

The Head teacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

Pupils

The Head teacher is responsible for ensuring the raising of pupils' awareness in relation to:

- their own personal safety and welfare and the safety of others in and out of school
- the safe use of the site (eg anti-bullying campaigns, school councils);
- the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

Arrangements

Risk Assessment

The Head teacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs).

Incident Reporting

All security incidents should be reported to the Head teacher and recorded. A copy of this form should be sent to the Director of Education at his request and reported to the Governing Body. All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

In addition the Head teacher will ensure that the appropriate accident report form is completed.

Training

As part of her responsibility for training the Head teacher will ensure that opportunities will be provided for:

- (a) specific training on security issues within the school's overall development plan priorities; and
- (b) training of new staff including supply and temporary staff. This is a restatement of the commitment contained within the school's Health and Safety Policy.

General

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

Local Security Practice

Registers to be marked at the beginning of the morning and afternoon session, as laid down by the LA and sent down to the office;

Visitors to school (including helpers in classrooms, temporary mealtime assistants, contractors) to enter via the main reception, to sign visitors book and wear visitors badges;

Any people on the premises not wearing badges to be challenged;

External gates and doors to be secured outside of normal drop-off and pick-up times.

It is important that we all maintain the levels of security at school: it is not one person's responsibility, but everyone's.