

# Sibsey Free Primary School

## Security and Intruder Policy



Approved by:           Governors

Date:                       December 2022

Last reviewed on:       December 2020

Next review due by:     December 2023

# **Security and Intruder Policy**

## **General Statement**

Our first and foremost aim is to ensure that the children, parents, staff, volunteers and visitors in our school are safe and secure.

Whilst ensuring this aim is achieved we also wish to make the school warm and welcoming to all parents and visitors and that no one feels that the school or staff are inaccessible.

The Governing Body has overall responsibility to make the school secure as part of their Health and Safety duties.

The main risk to pupils, staff, volunteers and visitors is unauthorised access to the school premises. The other main risk is pupils going missing whilst attending school. For these reasons the Governing Body will ensure that the school is securely fenced, gates are locked, with access during the school day being via the access-controlled reception entrance.

The school ensures that there is adequate supervision is provided at break times and lunch times.

For the arrangement of specific open events (such as but not only) Sports Day, Christmas Fayre and Parent Open Afternoons, the usual school's security arrangements are adjusted. Any additional or alternative security measures will always be part of the planning for the specific event.

## **Entrances and Exits**

### **Gates**

The school has three gates along the perimeter fence. Two single access and one double access.

The double access gate is locked all day every day and is only opened by an adult member of staff if contractors or deliveries, and/or visitors with large vehicles require access.

The two single gates are locked at all times and are opened only when access is required by pupils, staff or visitors. The single gate nearest the electricity substation is used as access to BrightSparks Playgroup and is only unlocked by BrightSparks staff in order to allow pupil/visitor access to BrightSparks. The single gate opposite the school office is electronically controlled by the office to allow access to the school site. This gate is only released when access is required by pupils, parents, or other visitors. School staff have a fob which allows them to access this gate. There is an additional side gate between the front playground and BrightSparks that is locked by school staff or staff from Bright Sparks and secures access to the rear of the school site. Teachers and midday supervisors are responsible for ensuring that the gates are locked when they are on duty.

No child is allowed to leave the premises once they have entered the school gates unless they

have permission and are accompanied by an adult. Children leaving the premises during the school day are logged in the Confidential School Sign Out book kept in the school office.

Should vehicles wish to enter the double access gate e.g. for deliveries etc. then permission must be obtained from the Headteacher. Wherever possible, vehicles will not enter when children are in the playground. If this is unavoidable then the children will be moved to the rear of the school for their safety.

### **Doors**

All outer doors can only be opened from the inside or by the use of an access fob. This is to ensure that no one can enter the building undetected.

The Main Entrance is locked with a security lock and is monitored by the Administrators so that all who enter the school are seen. The Administrators can release the security lock from their office to allow access for people they recognise or those wishing to gain access for business reasons.

A CCTV system is used to monitor visitors. This is not a recording system.

Signs direct visitors to the Administrators' office where they can be identified and their business in school established.

### **Children arriving at school**

Children should arrive at school at 8.45 am. All children enter the school by the main pupil entrance and met at the school gate by relevant members of staff.

Parents are responsible for their child/children until the gate is opened at 8.45 am.

Some children attend the Checking In Club and arrive at school at 8.15 am. Staff from the Club give access to the school for these children by being present at and releasing the school gate.

From time to time there may be activities taking part e.g. school trips, when children will need to gain access to the school earlier than normal. This access will be given and monitored by the relevant staff.

Once children arrive at school, they are supervised by staff as they enter their relevant classes.

### **Children leaving school**

At the end of the school day, the following arrangements should be adhered to:

- ❖ Parents/Carers of children should wait outside the school gate ready for school leaving time at 3.15 pm.
- ❖ Children from Pines, Poplars and Redwoods will be escorted to the front playground to the double access gate, and will be 'handed over' to parents/carers on an individual basis once the Parent/Carer has been seen and identified.
- ❖ Children from Maples, Oaks and Cedars will leave the school via the pupil entrance and meet their parent/carer at the gate opposite the main entrance to the school. The children

will be 'handed over' to parents/carers on an individual basis once the Parent/Carer has been seen and identified.

- ❖ Children are reminded on a regular basis by staff to remain in the playground/return to staff if their parent/carer is not there to collect them. Children are reminded that they should not leave the school premises unless their parent/carer is there.
- ❖ Parents of children in Years 5 and 6 who wish their child/children to walk home unaccompanied should notify the Headteacher in writing.
- ❖ When there are bus/taxi children they will be escorted by a member of staff from the taxi company to the bus/taxi, or collected by the bus/taxi driver from the pupil entrance.
- ❖ Children who have passed their 'Bikeability' training, and who are wearing the appropriate safety equipment, will be allowed to bike to school. Cyclists should leave the school by walking with their bike to the double access gate. This should be confirmed through notification to the Headteacher in writing.

## **Visitors**

In the Administrators' office there is a Visitor's Book and badges. Visitors to school must always sign in indicating whom they wish to see and their time of arrival.

They will then be issued with a visitor badge (lanyard) and escorted to their appointment. Parent helpers, and Governors who are in school on a regular basis will sign in and be given a badge and will usually make their way to their appointment unaccompanied.

In the case of the LA, professional visitors, sales representatives or delivery persons they may be asked for identification when they arrive at reception. If the Administrators are unwilling to allow the visitor access to the school they will contact the Headteacher, or senior member of staff in his absence, and call for support to deal with the situation.

Sales representatives are always encouraged to make prior arrangements for appointments.

Parents wishing to speak to teachers about their child/children should make an appointment through the school office. Short messages can be passed to teachers/staff at school arrival time if this is convenient and appropriate. Any parent wishing to access the school at 8.45 am, e.g. to complete a medicine administration form, should seek permission before entering the playground/school building. We wish to encourage parents to feel they can speak to staff openly and without hindrance but we must ensure the safety of all concerned.

## **Maintenance and Building Workers**

When the Caretaker is on site she will take responsibility for ensuring that all maintenance and building staff book in even though they may only be on site for a short visit. The Caretaker will also be responsible for directing them to their place of work.

During such times as the Caretaker is off site, the Administrators will ensure that such workers have booked in and that they are aware of the movements of children and how their work may come into contact with the children. All building workers are obliged to read the Health and Safety Policy and the Asbestos Report for our school. Before beginning their business they must sign the appropriate book in the Administrators' Office before going about their work.

If the school has a major capital or maintenance scheme, we will discuss security aspects with the contractor, architect and all involved to ensure that their arrangements satisfy the needs of the school for a safe and secure environment.

## **Challenging Visitors**

A person or persons on the school premises who have not followed the correct visitor procedures can best be described as intruders. An intruder is a person who is on the premises without any authorisation or attachment to the school.

Staff need to assess whether the intruder is or is not a security risk before challenging the individual(s) to establish their identity and the reason for their presence on the school premises.

Children will be instructed by the staff to inform them of any 'strangers' in school without identification.

If a visitor to the school is unwelcome or becomes aggressive then they will be asked to leave the premises immediately.

If this course of action fails then the member of staff will contact the Headteacher, or a senior member of staff, who will then attempt to deal with the situation.

In all cases the safety and security of the children should be the first consideration. Staff will make every attempt to remove the unwelcome visitor from the proximity of the children and then call for assistance.

Staff should follow the procedure below when dealing with an unidentified person on the school premises or in the school grounds:

- Be polite, calm and non-confrontational;
- Ask the nature of their business;
- Escort or direct the person to the school office if the nature of their business is legitimate school business;
- Ensure the person signs the Visitors' Book and is given the appropriate visitor badge;
- Establish how the person breached school security;
- Ask the intruder to leave if the reason is not legitimate;
- Act calmly and non-confrontationally if the intruder appears to pose a threat by acting in an agitated, irrational manner and refuses to leave the school premises;
- Seek support from other school personnel who should call the police if the intruder refuses to co-operate;
- Remain calm and display non-aggressive body language while remembering that the safety of the children is paramount;
- Not use force to evict or restrain the intruder;
- Try to direct the intruder away from areas occupied by children;
- Back away from the intruder if the intruder displays a weapon, but do not try to disarm them. Ensure the intruder that the weapon is not necessary and should be put away;
- Ensure enough information is available in order to give a detailed description of the intruder to the Police (if the intruder leaves prior to the Police arriving).

All staff who are not dealing with the intruder but have been notified of his/her presence must

remain with the children in their care reassuring them, if need be, that they are safe and secure and not in any danger.

The school has the priority to keep the Single Central Record up to date and this includes regular visitors, staff members and also other visitors working with or in proximity of children. The expectation with staff is clear that the right information is shared with the school upon request or access to the school cannot be granted.

## **Role of Parents**

Parents will be asked to comply with this Security Policy when visiting the school. They must:

- Comply with school security arrangements;
- Make arrangements with the school office if they wish to speak to a member of staff;
- Must not 'wander' around the school premises or enter classrooms unless they have been invited to do so.

Parents will be banned from the school premises if they cause a disturbance, are abusive or violent in any way.

## **Working late in school**

There are many occasions when teaching staff and the caretaker are in school after normal school hours either in an evening or at holiday times.

Each member of the Teaching Staff has a gate/main door access fob and knowledge of the correct procedure for the intruder alarm. It is an individual's responsibility to ensure that if they are the last to leave the premises that they check that no lights have been left on and that no windows or doors are left unsecured.

On leaving they should set the intruder alarm, which then activates the lock on the main door. All staff working in school at night or at holiday times should ensure that the main door has the security lock switched on whilst they are inside or if they leave the building temporarily to ensure no one can enter undetected. Anyone working on their own in school should have notified another person when they will be arriving home after finishing work.

On leaving the school at any time, all staff should ensure that the gate access is closed and is secure.

## **Cash Handling**

The school office as a 'cashless' office, which means that there should be no cash kept in the office or school premises whenever possible. On the rare occasion that cash is on the premises, the school secure safe should be used to secure the cash. Staff should whenever possible avoid handling cash in visible areas. Any cash requiring banking should be banked at irregular times.

## **Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff (paid

and volunteer) and pupil personal property. Staff and pupils are discouraged from bringing any valuable personal property onto the school premises.

Lost property will be handed to the school office.

It is the responsibility of all to guard against theft of personal property, and also to safeguard school property.

### **Unusual Events/Circumstances**

It is the responsibility of all members of staff to report to the Headteacher any suspicious or unusual events/ characters that may threaten the safety and security of the children and staff of the school. By so doing, an incident may be prevented.

The Headteacher will always report to the police any thefts of major school property and any incidents of vandalism.

### **Review of Policy**

This policy will be reviewed annually and/or when the need arises.

Updated December 2022