



Ravenshall

all different | all equal | all important

Ravenshall School Security Policy

Reviewed September 2019

This policy has been prepared after consultation with staff and will be presented to Governors for their approval. Parents/carers have been informed of the contents of this policy via the school website. The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

1. Roles and Responsibilities

Overall school security is the responsibility of the employer. At Ravenshall School, this is the school governing body. The Headteacher is responsible for implementing the security policy.

Governing Body

The Governing Body of Ravenshall School has drawn up and agreed the Security Policy with the school community.

Headteacher

The Headteacher at Ravenshall School is responsible for implementing the Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher should ensure parents and older pupils are fully informed of the security policy and should be encouraged to help.

The school undertake an annual review of security risk assessments and undertake regular routine security checks. The Headteacher reports regularly to the Governing Body.

Staff

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Site Services Officer/staff

The Facility Management company is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

The DSL must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ Looked After Children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

Parents/carers

The parents/carers of pupils at Ravenshall School are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School prospectus
- School newsletter
- Individual letters
- School website

Police/Local Community

Ravenshall School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. There is regular contact with the local area PCSO.

Where appropriate, the Police are called if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

Health and Safety Services, with assistance from the Police will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

Ravenshall School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, procedures to limit access to the school site are in place.

School Grounds

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors, parents and deliveries. Most pupils arrive by minibus each morning, with school staff on duty to ensure safe practices.

On arrival at the school gate all visitors are required to contact the office via a call button on the school gate. If the visitor is accepted, the school gate will be remotely opened from the office. This applies to both pedestrian and vehicular access. By default, the school gates are closed and may only be opened remotely.

Where practicable, parents/carers want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

All visiting professionals e.g. supply staff are required to supply photographic evidence to confirm their identity. Following signing-in they then are required to evidence they had read the school's safeguarding procedures. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger will be asked to leave.

Access to the school buildings

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has a secure access control system installed.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents/carers have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties. If parents/carers wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

Trespass

Ravenshall School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent/carer is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Headteacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected.

Where appropriate, the police should be called if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Supervision of main school grounds

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning break and at lunchtime.

If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas.

Leaving School at the End of the Day

At the end of the school day, most pupils are taken home by mini-bus. Some children are collected by an authorised adult. If towards the end of dismissal the adult has not arrived, a teacher will take the child to the office and telephone to see what the delay might be. The child stays in reception until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

All minibuses are checked and 'signed off' before departing to ensure all children who should be present actually are on board.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

No pupils are allowed to leave the site during the school day without notification to the school from the parent/carer.

Educational Visits

Risk assessments using the LA's Evolve system will be completed and approved before **all** off-site visits. The timescale for approval is submission of risk assessment 2 weeks before the proposed visit. Risk assessments will be authorized by the school's EVC lead and Head of School. Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents/carers will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a locker.

Security of Equipment and Cash

Most items of school equipment, for example computers, TVs, videos, are security marked using Parago (a digital scanning software programme). Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away. All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of Buildings

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed. CCTV is used internally and externally.

It is the responsibility of the site services officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. Similarly, they are also responsible for locking the gates and setting the intruder alarm at the end of the day.

Facilities Management Representative

It is the responsibility of the above representative to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored by ESU.

Before leaving the premises, the FM representative has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working on site, the following will apply:

- The FM will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
- When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
- Contractor work on site will be outside of school hours except in emergencies.
- If contractors are on site during the school day they will be supervised by FM.
- Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Ravenshall School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone/walkie talkie and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Fire

At Ravenshall School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each half term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

Bomb Threats

Any warning Ravenshall School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the fire and emergency plan and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

Injury

Health and Safety Services must be informed of any serious injury caused to a pupil or member of staff.

Conclusion

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary. This policy will be evaluated during the summer term of each academic year and governors and parents/carers informed of any changes. New intake parents will be informed of the contents of the policy during parents' meetings.