



# St Martin's School

## Security Policy

### **Introduction**

This policy outlines the security measures taken in school and should be read in conjunction with all other St Martin's School policies, in particular: Safeguarding, critical incident, fire and lockdown. The personal safety of the whole school community is paramount; the school takes the threat of assault, arson and vandalism very seriously and takes stringent measures to reduce the risks.

### **Roles and Responsibilities**

Overall school security is the responsibility of Harwil Education Ltd.

The Head Teacher and The Operations Manager are responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes these responsibilities.

The Head Teacher is responsible for implementing the Security Policy. The Head Teacher 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 Operations Manager will ensure that all security measures and equipment are kept in good working order and carry out routine security checks during weekly site checks.

It is the responsibility of all staff to be fully aware of the security procedures and implement these at all times.

### **Staff training**

New staff are informed of the school's security policy and of their responsibilities during the induction process and updates to policies and procedures are shared with staff via e-mail in a timely manner.

All staff must be fully aware of the security procedures and know how to:

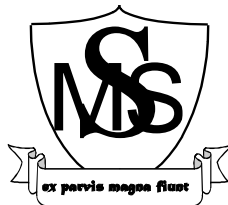
- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services
- Implement the emergency procedures and critical incident plan.

### **Pupils**

All pupils are aware and practice Lockdown procedures. (see Lockdown Policy) Within the PSHE and Citizenship curriculum, the pupils are taught about personal safety and social responsibilities.

### **Parents**

Parents are kept fully informed of security procedures, and of their responsibilities when visiting the school.



### **Working with the police**

Advice is obtained from the Police on security matters and all crimes will be reported to the Police. The school communicates regularly with the local Police Community Support Officer (PCSO) and residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police will be called immediately should a child go missing, before, during or after school.

### **Offensive Weapons**

It is a criminal offence to carry an offensive weapon onto the school site.

### **Control of access**

Access to the school is restricted to staff, contractors and deliveries. All children enter the school grounds via the pedestrian school gate. Visitors are by appointment only and should report to the school office. In the first instance, a member of the office staff will greet all visitors. They will be asked to sign in and give the reason for their visit. If visitors are working with children, this will be arranged prior to the visit with the correct DBS checks and visitor checklist in place.

A member of the office staff will escort visitors to the member of staff requested – or asks them 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 wear either a Red (no DBS) or Green (has a DBS) badge before they are allowed into the main part of the school

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.

### **Trespass**

St Martin's 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.

### **Entering and Leaving School**

All children enter the school grounds in the morning by the side black gate to the left of the main door. This gate remains locked from the inside throughout the day with 2 bolts and a security lock all out of reach of children. The children leave the school either through this gate or the main door. Teachers accompany their class out at the end of the day and ensure that children are picked up. Staff must make eye contact with the person collecting. If a child is being collected by someone other than their nominated person written agreement and a photo must be given to the school office.

### **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. Children who become unwell during the day have to wait with the office staff until an adult collects them.



### **Contractors in School**

When contractors are working in St Martin's School the following precautions should be taken:

- The Operation Manager agrees a convenient time for the work to be completed.
- This should be out of school time if possible.
- Upon arrival they must report to the school office signing in to the visitor book. When leaving they must sign out of the visitor book.
- When on the school site, badges identifying the company for which they work should be worn at all times as well as a red or green school badge.
- Contractors must complete the visitor check list, a risk assessment and provide details of insurance and DBS where applicable.
- The Operations Manager should check regularly that the work is being carried out safely and in accordance with the Health and Safety Policy.
- On completion of the contract the Operations manager must obtain any relevant documentation, for example electrical test certificates.

### **Access Outside School Hours**

On occasion, staff require access to the school out of normal school hours. If alone staff should have doors locked and staff should have access to a telephone. (see Lone Worker policy)

### **Security of Personal Property**

Children should not to bring anything of value to school. In exceptional circumstances, such as days of celebration, permission should be sought and arrangements made for items to be kept securely with the teacher or locked in the school office. Individual staff are responsible for their own property.

### **Security of Equipment**

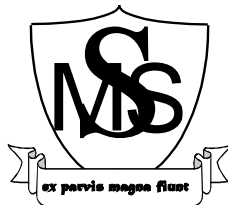
Main items of school equipment, for example laptops and tablets are placed in locked cabinets in a lockable room at the end of each day.

### **Security of Building**

The school has a full security alarm system which is set each night. CCTV has been installed at the front and rear of the premises and large warning signs have been placed on the outside of the school building. Security lighting has been installed both front and back of the premises. It is the responsibility of the class teacher to make sure that their classroom is secure, with the windows closed and equipment switched off before leaving the premises. Staff who have been assigned keys and alarm fobs must sign a key allocation agreement to confirm they have received them and agree to lock up the building securely. All staff are given instruction on locking up procedures during their induction. All alarm fobs are allocated by number to staff and these details are held by the Proprietor.

### **Site Management**

It is the responsibility of the Operations Manager to check that all locks and catches are in working order, the emergency lighting is working, the fire alarm has no faults and the CCTV and security system are working properly.



### **Summary**

St Martin's School regularly review and update security measures and procedures to ensure they are of the highest safety standard. If the security of the school is breached, leading to a critical incident the Business Continuity Plan will be implemented with staff and senior leaders responding to the procedures. We recognise that everyone must remain vigilant and take responsibility for the security of our school for the safety of our pupils, staff and visitors.

**Written by: Mrs Shannon (Operations Manager)**

**Ratified by: Governors**

**Policy date: 2<sup>nd</sup> February 2023**

**To be reviewed: February 2025**