



## The Ashlands and Misterton Federation Church of England First Schools

*We are a school community with a Christian ethos, dedicated to providing optimum learning for each child in a happy atmosphere*

***Love of learning, love of life, love of one another***

*"Life in all it's fullness" John 10:10*

Version	November 2018
Owner	Ashlands and Misterton Federation
Approved	
Review Cycle	Annually
Next Review	November 2019 GB2

*Recognising its historic foundation, the school will preserve and develop its religious character in accordance with the principles of the Church of England and in partnership with the church at parish and diocesan level. The school aims to serve its community by providing an education of the highest quality within the context to Christian belief and practice. It encourages an understanding of the meaning and significance of faith, and promotes Christian values through the experience it offers to all its pupils. We aim to provide a happy and safe learning environment where every learner can achieve their full potential.*

## Security Policy and Procedures 2018

### 1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to The Ashlands and Misterton Federation First Schools. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

### 2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the schools.

#### 2.1. Governors

- The Governors will ensure that the Federation has a security policy and that this has been implemented.
- Governors will monitor the performance of the Federation security measures. This will be achieved;
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the head teachers reports to governors
  - By all governors observing its implementation when they visit the school.
- Governors will periodically review the Federation's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

#### 2.2 Executive Head Teacher

The Executive Head teacher will:

- Set up arrangements in each school that comply with the security policy agreed by governors.
- Ensure that all staff within each school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.

- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

### 2.3 Staff

- All staff will comply with this policy and the arrangements made by the Executive Head Teacher to ensure the safety of children, employees and others on each school site.
- Those listed below have been given specific responsibilities for individual school security.

Issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body and Executive Head Teacher	<input type="checkbox"/> Agree policy <input type="checkbox"/> Review every 12 months
Day to day implementation and management of policy.	Executive Head Teacher / School Business Manager	<input type="checkbox"/> Inform staff <input type="checkbox"/> Monitor performance <input type="checkbox"/> Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker / HLTA	Unlock gates/ door 8.45-9.00am (both schools)  Unlock gates 3.00 (both schools)  Secure all Doors and gates @ 9am SLT / Designated person
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Administration staff	Issue badges
Control of Contractors	School Business Manager	
Security of Money	Administration Staff	
Security Risk Assessment	Executive Head Teacher / School Business Manager	Review annually and inform governors of findings to use as part of policy review

### 2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the Federation's Behaviour Policy.

## 3. Arrangements

- The Federation has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using each school premises.

### 3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff inductions will include the Federation's security policy and will be recorded on the employees training profiles. Records of which are kept in each school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the Federation's security arrangements as a condition of shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

### **3.2 Controlled access and egress during the school day**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as secure gates, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The Ashlands and Misterton Federation First Schools has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

#### **Buildings**

Each school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main building has only single access entrance via reception area. Only authorised visitors allowed access via locked entrance.
- All doors cannot be opened from the outside.
- Signage directs all visitors to this entrance. Unauthorised visitors will be challenged by staff.

#### **Grounds**

The following parts of each school have been secured by means of physical restrictions such as fencing.

##### ***Ashlands Church of England First School***

- Playground – fenced in on all sides by fence or wall.
- The throughway at the bottom of the school is managed by an audible security system linked to the office at The Children's Centre. (The key pad code is managed by Children's Centre staff and school staff).
- The gate to the playground, Forest School area, side gates and Early Years entrance are all controlled by a combination lock.

##### ***Misterton Church of England First School***

- The side of the school at Misterton is managed by a locked gate to the playground and a locked gate to the field area.

#### **The access arrangements for the grounds are;**

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

##### ***Misterton Church of England First School***

- The field area has a raised locked gate. Children have access to school field for PE and playtimes. This is always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.

#### **The access arrangements for the grounds are;**

##### ***Ashlands Church of England First School***

- The school is not accessed from the lower gate during the school day.
- Any persons admitted by the Children's centre are signed in and out of the bottom site by the Children's centre. There is no access to the main school site.
- Any classes visiting the MUGA or Forest School are always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.

##### ***Misterton Church of England First School***

- access to school field for PE and playtimes – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge.

### **3.3 Early Years Outside Areas**

#### ***Ashlands Church of England First School***

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has suitable secured gates. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

This area is adjacent to the car park where members of the public have unsupervised visual access over a heightened wall. Staff are vigilant of any persons positioned at this wall during the school day and would professionally challenge any person loitering in this area.

#### ***Misterton Church of England First School***

There is restricted access to the Early Years Area from the school field – this area is always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge in this area.

### **3.4 Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

#### **Federation Protocol**

- All visitors report to the reception desk on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- All visitors are required to read the Safeguarding Procedures and School Rules
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information the schools Safe Guarding and Health & Safety procedures.

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

#### **Locations where supervision is part of our safeguarding procedures –**

##### **Misterton Church of England First School**

- Field Area – Children are always supervised in this area and visitors challenged

##### **Ashlands Church of England First School**

- MUGA Area – Children are always supervised in this area and visitors challenged
- Forest School Area - Children are always supervised in this area and visitors challenged

#### **Times of the day when supervision is part of our safeguarding procedures**

##### **Misterton Church of England First School**

- Start of Breakfast Club – side door and gate is unlocked at 8am. Children enter school via the side entrance. Upon entry, the Breakfast Leader registers all children.
- Start of school day; the side entrance leading through the library is unlocked from 8.45am to 9.00am.
- After 9.00 all late entrants are admitted through the main entrance which is managed by a designated person.
- Lunchtime – all parts of the school site without access control are supervised.

##### **Ashlands Church of England First School**

- Start of Breakfast Club – Main entrance is unlocked at 8am. Children enter school via the main entrance and walk through the corridor to the hall. Upon entry to the hall the Breakfast Club Leader registers all children.

- Start of school day - The front entrance is unlocked from 8.45am to 9.00am.
- Lunchtime – all parts of the school site without access control are supervised.

**Our security arrangements also include the handover arrangements for the start and end of the school day.**

- Start of school day – Breakfast club 8.00. (Main / Side entrance) School Day 8.45 (Main / Side entrance).
- End of the school day – school gates are unlocked at 3.00pm.

**3.6 Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.

**3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

**3.8 Lone Workers**

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

**3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

**3.10 Locking arrangements.**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

At Ashlands and Misterton the main / side door is unlocked at 8am for Breakfast Club by the Leader and locked at 9am by SLT / designated person.

**Ashlands Church of England First School**

Main vehicle gate – Unlocked by the caretaker at 6.30am and locked again by last member of staff on exit. They remain locked all night and at weekend.

Side gate, lower gate entrance and playground entrance unlocked at 7.30am by the Caretaker and locked at 9am by a designated person.

**Misterton Church of England First School**

The side playground gate is open at 7.30am to 9.00am (secured by designated person). The same gate is unlocked at 3pm by HLTA and locked by the Caretaker at the end of the day.

**3.12 Cash Handling**

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

**3.13 Valuable equipment**

All items above the value of £100 will be recorded in the school inventory.

Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

**3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept until the end of the academic year.

**3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in the main office or stored in the staffroom fridge where applicable. The key is available from the office manager.

Arrangements for the administration of medicines are detailed in the medication in school policy.

**4. Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the School Health & Safety Policy & Procedures Manual.

**5. Monitoring and Review**

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Board.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by the Head Teacher – Miss Nicola Ball

This policy was adopted by the Governing Body at GB2 2018

Executive Headteacher: \_\_\_\_\_ Miss Nicola Ball      Date \_\_\_\_\_

Chair of Governors: \_\_\_\_\_ Mr Richard Barratt      Date \_\_\_\_\_