PARK HILL SECURITY POLICY

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the LEA, Governing Body, Headteacher and all staff in school.

Role of the LEA

The main role of the LEA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.
Any key issues that arise are taken to the Full Governing Body and resource implications to the General Purposes Committee for discussion. Upon request from the main office, parents can have a copy of the policy on school security.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by staff responsible for safe guarding, the Safety Action group and the Governing Body.
The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and trained as necessary;
- parents are informed of the security Policy and encouraged to help;
- risk assessments are conducted by members of the Building group and updated on a regular basis.
- there are regular risk assessments conducted by the Headteacher and BSM
- in addition routine security checks are carried out on an on-going basis by the BSM;
- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- Staff based in school are the only staff to know the combination of the door locks;
- staff to contact the School Office or senior staff in an emergency, via red hand cards
- all staff must challenge visitors who are not wearing a visitors badge;

Visitors

- all visitors, including contractors, to come to main office entrance, report to School Secretary, sign in the visitors book and wear a visitors badge;
- all parents to make an appointment to meet with a member of staff. To follow the same procedure as above;
- all other services based in the School must sign in by the School Office;
- contractors reporting to Nursery entrance must report to School Office, sign in and wear a visitor's badge and CRB checks made;
- parents to be reminded of our security strategies on a regular basis through Newsletters written by the Headteacher;

All visitors on courses must:

- sign in at the School Office and wear a visitor's badge;
- follow the School's specified route to and from venues, ensuring they exit via the School Office;
- all staff must ensure that the people trying to gain entry to the School should enter via the **School Office** to sign in and be given a visitor's badge. They should not gain entry through any other entrance/exit;

Hardware

- there is a magnetic swipe system on the majority of external doors or push button code system;
- a camera and buzzer system on the front gate is linked to main reception office
- all external doors to be kept closed
- all upstairs windows to be secured. They do not open fully.
- Pupils must NEVER open doors to let any adult in onto school premises.

Outside School

- school gates to be kept locked out of school hours;
- school gates to be kept closed and locked during school hours;
- all staff to challenge visitors on the school grounds during playtimes;
- for inter-school sports and any out outside events, the internal doors must be locked so that access can be gained to the pupils' toilets from the playground without need to enter the main building.

Monitoring of strategies

- informally through verbal reports from staff, pupils and visitors;
- formally through weekly buildings group meetings

All staff take shared responsibility to ensure the security strategies are implemented.