Granard Primary School

Security Policy

January 2025

Review Due: January 2028

Policy Statement

The governors and staff of Granard Primary School recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to the school site.

The premises 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 Board will monitor and oversee the provision of sufficient resources, information and training to staff to enable them to implement the security procedures. The Governing Board 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 members of the Granard Primary School community.

Responsibility for security at Granard Primary School is held by the Headteacher and Site Manager.

All staff have a statutory obligation to co-operate with the requirements of this policy.

Aim

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure
- Ensuring focus is strongly on personal awareness and responsibility
- That the latest recommendations of the DfE, Government guidelines and the advice of Wandsworth Council's Children's Services are adhered to
- Identifying and minimising the risk as far as reasonable, practicable and sensible
- Controlling access to and movement within the premise and its grounds by people and vehicles
- Responding effectively and in good time to identified security issues

Scope

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises
- Lock up and unlock procedures
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance
- Offensive weapons
- Identified threats to the safety and wellbeing of the school's community from those with criminal intent
- Emergency procedures
- Visitors, contractors, volunteers or other persons involved with children
- Cash handling

Authority

Governors will:

- Ensure that the school has a Security Policy and that this has been implemented.
- Will monitor and review the performance of the site security measures. This will be achieved by:
  - Monitoring performance on visits via the Headteacher
  - By all Governors observing its implementation when they visit the school, the Site Manager and/or Headteacher

- Ensure that staff 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, volunteers and agency staff adhere to the Security Policy
- Consider particular risk situations (e.g. home visits, lone working)
- Governors will periodically review the Security Policy
- Governors will delegate the day-to-day implementation of the policy to the Headteacher and Site Manager

All Staff will:
- Comply with this policy and the arrangements made by the Headteacher or Site Manager to ensure the safety of children, employees and others on the site
- Report any shortcomings to SLT

Pupils will:
- Be encouraged to exercise personal responsibility for the security of themselves and co-operate with the arrangements made for the security of the school

Parents, Volunteers, Contractors and Visitors will:
- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report problems to the staff

Arrangements

Controlled Access and Egress During the School Day

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as gates and fences, has been decided by the site security risk assessment of the site; taking into account the risk presented by visitors, general public and contractors. The security measures put into place at Granard Primary School have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

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

The access control procedures for the building are:
- Only authorised visitors are allowed access. Visitors gain access through the main door, are issued with a visitors pass and required to sign in via InVentry
- All gates are locked during the school day
- Designated entrances, restricted for staff use are only accessible by fob access
- Visitors with no badge will be challenged by staff
- The school operates an efficient registration system for the monitoring of absenteeism. Parents are contacted before 10 a.m., if their child is not in school.
- The school operates a signing in/signing out system for all parents, visitors, volunteers and pupils who are late/leaving early
- The Site Manager closely monitors the movement of vehicles whilst present on the premises and is responsible for contractors on site
- Contractors comply fully with site procedures at all times

- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site

The access arrangements for the grounds are:

Playground

This area is only used under staff supervision at break and lunch times and staff would challenge any person not wearing a photo ID or visitor badge.

Control of Visitors

The control of visitors is a fundamental part of our Security Policy for the safeguarding of both people and property.

Our policy is that:

- All visitors must report to the reception desk on arrival
- All visitors must sign in via InVentry and are issued with a badge to be worn at all times. This includes parents, volunteers, contractors and any other person who is not staff
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception in order to "sign out"
- 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 Headteacher
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of the school property without the express permission of the Headteacher
- For their own safety, authorised visitors will be given appropriate information regarding health and safety procedures

Supervision of Pupils

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

Locations where supervision is part of our safeguarding procedures

- Playground – children are always supervised when on the playground during break and lunchtime
- End of the day – children who are not collected in a timely manner will be kept at the front office under supervision until a parent/carer arrives (or sent to After School Care if the parent is more than 20 minutes late)

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

- Breakfast club – Parents drop off their children between 7.30 a.m. and 8.20 a.m. at the Cedar Building electronic gate.
- Start of the school day:
    - Gates for Base pupil access are opened at 8.30 a.m. and are supervised until 9 a.m.
    - Gates for mainstream pupil access are opened at 8.40 a.m. Members of staff are present at the gate and in the playground until 8.50 a.m. Children who arrive after that time must be brought to the main school office to register.
- Lunchtime – all parts of the site without access control are supervised by duty teams.
- Children are dismissed from classes to their designated playground at the end of the school day. Each class is accompanied by a member of staff. Some children have written permission to walk home without supervision.

Supervision of Contractors

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

- All contractors will be expected to sign in via InVentry at reception and will be issued with an ID badge which will be clearly displayed whilst on site
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed
- Contractors will be supervised by the Site Manager

Lone Workers

Our school follows the procedures and policy set out in the Health and Safety Policy for lone workers.

Physical Security Measures

The Governors will consider the need to use physical measures such as fencing and electronic access controls and CCTV 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 site 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

Where justified by consideration of the risk, the Governors will ensure that physical security measures are installed. Where physical controls are not justified, the Governors 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 according to the manufacturer's specifications.

Security of the Building

- An effective intruder alarm is in operation. This is always set when the site is not in use
- Security lights are on whilst the premises is occupied after dark
- A separate list with the names of the key holders who are responsible for the security of the building is retained
- It is the responsibility of the class teacher to make sure that their classroom is secure before leaving the premises:
  - all windows and exit doors are securely closed
  - all heaters are switched off
  - all equipment is switched off and nothing is left powered 'on' from plug sockets
  - all pupil iPads and Chromebooks are accounted for and cabinets locked
  - all laptops and other IT equipment to be locked away
  - all blinds to be left up and curtains left open

Unlocking and Locking Arrangements

The site will be unlocked daily and this will be the responsibility of the Site Manager or a designated member of staff during term time. During school holidays, the school will only be unlocked if prior arrangements have been made with a key holder and the Health and Safety Policy is adhered to regarding Lone Workers. The daily locking of the building entry doors will be performed by the Site Manager or Cleaners.

Emergency Call Outs

If a key holder is contacted as a result of a "Person Present", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone. If a keyholder cannot attend then Wandsworth Emergency Control will come on site.

Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Staff should avoid handling cash in visible areas; any money requiring banking should be carried out at irregular times, particularly where substantial sums are involved.

Valuable Equipment

All items above the value of £50 will be recorded in the asset register.

Items of value, including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible, valuable items will not be left where visible from outside.

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

Vehicle Movement

Due to the limited space on site, parents' vehicles are not permitted to enter it. Vehicles are not allowed to enter or leave the school grounds when pupils are arriving at the beginning and end of the school day.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil's personal property. Both are discouraged from bringing any valuable personal property to school. Lost property (not including school uniform/clothing), should be handed to the office.

Staff and Pupil Involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings
- Safeguarding the school, they should be told:
  - The school procedure on reporting assaults, disturbances, theft, damage and burglary
  - The cost of crime in and to the school

Risk Assessment

A site security risk assessment will be completed and reviewed annually. The findings will be used in the review of this policy and shared with Governors.

Reviewed: January 2025

Review Due: January 2028

Approved by: Chair of Governors: ……

Name: …….. Date: ……

Headteacher: ……

Name: …….. Date: ……