KENSINGTON PRIMARY SCHOOL

Security Policy

Policy statement

Kensington Primary School recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Kensington Primary School. The school's security procedures will operate within the framework described in this policy.

Where appropriate the LAB will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The LAB 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 school community.

This policy is written in line with our responsibilities under the Health and Safety at work Act 1974 and the Management of Health and Safety at Work Regulations 1992. The policy should be read in conjunction with the TTLT Health and Safety Policy with reference to the TTLT General Risk Assessment.

Organisation

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

LAB

The LAB will ensure that the school has a security policy and that this has been implemented.

The LAB will monitor the performance of the school security measures. This will be achieved –

-   By the health & safety governor monitoring performance on their special interest visits

-   Via the Headteacher's Reports to the LAB.

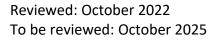-   By all LAB observing its implementation when they visit the school.

The LAB will periodically review the school's security policy.

The LAB will delegate the day to day implementation of the policy to the Headteacher and School Business Manager.

Headteacher

The Headteacher will:

Set up arrangements in school that comply with the security policy agreed by the LAB.

Reviewed: October 2022
To be reviewed: October 2025

Ensure that all staff within the 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.

This responsibility will be delegated to the School Business Manager.

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	LAB	- Agree policy - Review every 3 years
Day to day implementation and management of policy.	Headteacher / School Business Manager	- Inform staff - Monitor performance - Review arrangements
Securing school entrance/exits as detailed in this policy	Site Supervisor	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Site Supervisor	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	- Issue visitor badges - Ensure DBS check and identity is checked of all visitors
Control of contractors	School Business Manager/Site Supervisor	
Security of money etc.	Admin staff	
Security risk assessment	Headteacher / School Business Manager	Review annually and inform governors if necessary of findings to use as part of policy review

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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 will be dealt with under the school's Behaviour Policy.

Arrangements

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

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 induction will include the school's security policy and will be recorded on the employees training profiles.

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

Parents will be informed about the schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

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 fences, 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. Kensington Primary School has balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access and ensure the safety of staff and children. The same protocols will apply by keeping the site secure at all times to safeguard our children from leaving the site.

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The access control procedures for the building are:
- The main building has a main reception area with access control. Signage directs all visitors to this entrance
- The main building has only single access entrance via the main reception. Only authorised visitors will be allowed access via intercom on the wall outside.
- Unauthorised visitors will be challenged by staff.
- Lighting covers entrance and exit doors adjacent to the entrance and car park
- The school has close links with local police and the Community Police Officer. Police will patrol the school on request.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
  The School operates an electronic signing in/signing out system for all visitors
- Students who wish to leave the site during the school day must have written permission, sighted by appropriate staff.
- Site management staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- Contractors comply fully with school procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

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.

The access arrangements for the grounds are –
- School playground – access to the school playground is always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- Lunchtime – children use the school playground that is not accessible by any unauthorised person and is always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- Playground – our main access route to reception is adjacent to the playground. This area is only used under staff supervision at the start of the school, lunchtimes and at the end of the school day. This access route is kept locked at all other times. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.

Early Years Outside Areas
- **The nursery playground gates are kept locked at all times other than the prescribed times for when parents/carers drop off and pick up children in the Nursery and reception classes only.** Staff would professionally challenge any person who is not recognised as a parent/carer or not wearing a photo ID or school visitor badge.

Control of Visitors

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

Our policy is that:
-   All visitors report to the reception desk on arrival. Staff are encouraged to use the meeting room when conducting interviews with visitors.
-   All visitors, including staff from our partner schools at TTLT, London Borough of Newham and our partner agencies are expected to sign in to the electronic system which will issue them with a badge with their picture and is to be worn at all times. This includes parents, helpers, contractors and any other person who are not school staff.
-   Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to sign out of school. Visitors are those people that are issued with a pass from reception.
-   Any person on site without a badge will be asked to accompany a member of staff to the reception desk and asked to leave the site if they are unknown.
-   Any refusal will be reported immediately to the Headteacher. 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 on the school's health & safety procedures such as parking, fire safety and first aid.

For detailed visitor procedures, including DBS arrangements please refer to the Visitor Management Procedures.

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

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

-   Start of school day – as the school has an open playground, duty teams are deployed in designated areas from 8.45am to 8.55am.
-   Break times - At these times staff will be on duty rota and supervise the playground.
-   Lunchtime – all parts of the school site are supervised by duty teams – see rota for details.
-   Duty teams are also deployed at the end of school day.

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties who 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. Below are the additional security measures that apply.

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- Community use/extended school activities – Although not extensive use, community groups may use facilities at the end of the school day. When inside the building access to the rest of the building is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff. Only personnel with DBS clearance will be allowed on site for extended school activities.
- Community groups will be vetted to ensure they are registered charities or organisations and hold the correct licences and certificates to carry out registered activities.

Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked and 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 carry out work agreed at the start of the contract and at the times agreed.
- They 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.

Physical security measures

The LAB 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 LAB will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

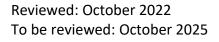The risk assessment will take into account –

- 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, the LAB will ensure that physical security measures are installed. Where physical controls are not justified the LAB 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 and as per the Service Level Agreement.

Locking arrangements

At different times of the day the school security arrangements require the locking of various entrances. The site supervisor is responsible for locking gates at different times of the morning and afternoon.

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The duty staff will control the security of the gates at lunchtimes. All other security gates must remain locked at all times.

CCTV

The CCTV system is in operation externally around the school grounds. The Governing Body will consider installing further CCTV systems where justified by consideration of the risk. Signage informs people of where CCTV is in operation.

Cash Handling

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

Valuable equipment

All items considered desirable or above the value of £1000 will be recorded in the school inventory list. Items of valuable portable equipment with a value above £1000 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 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.

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 for 6 months before disposal.

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 school property

They should be told:

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- the cost of crime in school

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Crime prevention – police/school liaison

Kensington Primary School keeps close liaison and communication with the East Ham North Safer Neighbourhoods Team. The school notifies the local police station and requests presence from police community support officers for events such as the sports day held at the local park and other events where large numbers of children will be participating outside of the school grounds.

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

Risk Assessment

The security risk assessment forms part of the TTLT General Risk Assessment and will be reviewed annually by the School Business Manager; any findings will be used in the review of this security policy.

Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the LAB.

The LAB will monitor performance via the Headteacher's Report.

This policy will be reviewed every 3 years by the School Business Manager and put forward for approval to the LAB.