

Adapted May 2020 – Covid 19 – See Appendix One



LIMES FARM JUNIOR SCHOOL- **School Security Procedures and Policy**

1. PURPOSE

The Governors and Staff of Limes Farm Junior School are very aware of the importance of maintaining a high level of personal security within the School as well as reducing the potential for arson, theft and vandalism.

The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

2. ORGANISATION

2.1 Responsibilities

Management responsibility for School security is shared between the Governing Body, the Headteacher, Business Manager and the Resident Caretaker. The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Headteacher. The following employees have responsibilities for ensuring the security of the School site and premises:

SECURITY ISSUE

RESPONSIBLE PERSON SPECIFIC DUTIES

Perimeter fencing, access routes- **Caretaker (Mr G Geraghty)**

- ☐ Locking community shared playground gates at 8am and unlocking them at 3pm on non club days or 4pm on club days (gates adjacent to field).
- ☐ Monitoring and cleaning up playgrounds daily at 8am- **(G. Geraghty)**
- ☐ Proposals for upgrading security as necessary

Main entrance gates- **Caretaker (Mr G Geraghty)**

- ☐ Activating gates at 9am and deactivating gates at 2.50-3.15pm and activating them again at 3.15pm-6pm.

Security School Entrance / Exits- Caretaker (Mr G Geraghty)

- ☐ Daily unlocking/lock-up routines
- ☐ Log and report incidents
- ☐ Building access cards & ID badges.issued to staff
- ☐ Entrance buzzer installed where office staff grant access into building

Control of visitors

8.00 am – 5.00 pm Monday-Friday term time **(School Office Staff)**

All other times:

- ☐ Sign in / sign out
- ☐ Control of visitor passes

Control of contractors- Caretaker (Mr G Geraghty) and Business Manager-Mrs S Vajushi

- ☐ Check credentials of contractors prior to appointment **(Mrs S Vajushi)**
- ☐ Brief contractors on School Security requirements and arrangements
- ☐ **(Mrs S Vajushi)**
- ☐ Day-to-day supervision of contractors on site **(Mr G Geraghty)**

Emergency Procedures

Fire:

Caretaker **(Mr G Geraghty)**, Premise/Health and Safety Officer **(Miss C Andrews)** and Headteacher **(Mrs S Pardalis)**

First Aid / Accidents:

- ☐ Designated/qualified First Aider: **Miss C Andrews, Mrs S Pardalis and Miss D Symes**
- ☐ Duties and responsibilities in accordance with School's Fire Awareness policy and procedures
- ☐ Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery.

2.2 Consultation

The School will discuss security arrangements regularly as follows:

Method Frequency

- ☐ Governor meetings Termly
- ☐ Senior Management Team meetings Fortnightly
- ☐ Staff briefings Weekly
- ☐ Health & Safety committee meetings Termly

3. ARRANGEMENTS

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

3.1 Information and Communication

Written information: Procedures and arrangements for security are detailed and regularly updated in:

- ☐ Staff meetings/update sessions
- ☐ The School's Fire Awareness policy and procedures
- ☐ The School's Health & Safety policy and procedures

3.2 Training

Security matters are addressed in

- ☐ Induction Training for all new staff
- ☐ Regular updates as necessary during staff training days, held at the beginning of each term
- ☐ Specific training on new equipment and systems as required

3.3 Supervision

Arrangements for the supervision of pupils are as follows:

Start of the School day

7.40-8.40 am

- ☐ External run Breakfast Club- In the school Hall (**Sports Savvy**)

8.40-8.55am-

- ☐ Pupils enter school and catch up on a good read. All class teachers in their classrooms. Miss K Bishops stands by the external wooden gate to monitor pupils entering into the building at 8.45am-8.55am.

8.55am

- ☐ Main bell rings. Registers are taken.

Breaks

- ☐ Class teachers / LSAs directly supervise all pupils within clearly defined and secure play areas.

Lunchtime

- ☐ Class teachers escort their class to the playground where 5 Midday assistants supervise lunch time. One of the 5 Midday assistants takes

numbers in the school hall and another leads pupils into the hall from the playground, also supervising in the hall up to 12.30pm. The remaining 3 midday assistants supervise play outside from 12noon to 1.55pm.

- ☐ Pupils take supervised lunch in the School Hall in a staggered system from
- ☐ 12.00 to 12.30 pm. During lunch break pupils remain on the playgrounds, unless attending other supervised activities. Three midday assistants remain on the playgrounds throughout dinner.

End of the School day

- ☐ Yr 3, 4 and 5 pupils will be collected by their parents/carers from their back classroom doors at 3pm. **Only Yr 6** pupils will be escorted by their class teachers to the main gates where their parents will collect them. Teachers are expected to close class doors and windows when not in their classrooms. Pupils remaining for after school activities are directly supervised by duty Class Teachers where attendance is taken. Pupils not collected by 3.20 pm are escorted to the Main Office and directly supervised by the Class Teacher or handed over to the Headteacher/School Business Manager, where they are directly supervised until signed out by their parent / guardian. Children with written permission from their parents/carers to walk home alone will only be allowed to leave the school premise; otherwise, teachers will bring pupils who have not been collected to the school office where contact will be made to families. Equally, the school will **only** release pupils to named adults given to the school (by parents).
- ☐ away fixtures / trips: All pupils participating in away sports fixtures or other
- ☐ trips/activities off-site (where they have not been transported to the venue by parents) will be brought back to School.
- ☐ Parents wishing to collect their own and/or other children directly from the away venue must arrange this, in advance, with the teacher in charge, who will then sign these pupils out upon returning to the School.

3.4 Registration procedures and controls

General:

- ☐ 8.55-9.05am All pupils are required to attend for registration in their classrooms.

Late book:

- ☐ pupils who are unable to attend registration for any reason are required to sign in at the main office.

Trips / visits / away sports fixtures:

- ☒ responsible staff are required to complete a risk assessment (Evolve) in accordance with the School's policy and procedures for Trips and Visits.

Ad hoc absence:

- ☒ individual pupils leaving the school site during the day for any reason must be signed out by their parent / guardian and signed back in again in the School Office upon their return.

3.4.1 Procedures for collating information and for checking absentees:

Registration

- ☒ parents / guardians are requested to contact the school between 8.00-9.15am to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.
- ☒ any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the school office.
- ☒ Admin officer is required to monitor registers through SIMMS and input absence messages accordingly. Where N code is added for absence unknown to the school, admin officer will change code to a circle by the end of each week. The parents of any pupils not accounted for will be contacted by the school office via parent mail, schools comm or by phone.

3.5 Visitors

Procedure for management of visitors is as follows:

- ☒ all visitors are required to check in and out at the school office and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure.
- ☒ visitors will be provided with an identification badge which also provides them with health & safety information and this badge must be displayed by the visitor at all times whilst they remain on the School premises.
- ☒ if this is the first visit, or the visitor is not personally known to the school office staff, he/she must remain in the main reception area until collected by their host at the school. Visitors will be restricted to designated areas in accordance with their business at the school and will not be allowed unsupervised access to pupils.
- ☒ all contractors are required to check in and out each day with the caretaker and to comply with all other management controls as detailed in the school's policy and procedures for Management of Contractors.

3.6 Access and Egress

3.6.1 General

- ☒ the main school gates are open during term time from 7.35 am to 9.00 am, and then from 2.50- 3.15pm- Monday to Friday. Visitors must communicate with the office via telecom at the main school gates to gain

access into the school site between 9am and 3pm. The main doors to the reception can only be opened by a code. A code is issued only to the Caretaker, Headteacher and School Business Manager. All staff enter and exit the school building from the main entrance using their access control badges. Staff are required to keep their badges safe and to inform the school office if it is lost.

- ☐ nine doors throughout the School are fitted with manual locks. The doors in the school hall remain locked throughout the school day. Staff must ensure that they maintain security in their own areas by locking doors, closing windows and putting lights off when they leave. The main doors in the reception area are linked to an access control device, removing all risk of non-employees or approved contractors entering into the school building.

3.8 Emergency arrangements

- ☐ fire emergency arrangements are detailed in the Schools Fire Awareness policy and procedures. Other emergency arrangements are detailed in the Schools Crisis Management policy and procedures.

3.9 Intruder lockdown alarm

- ☐ in the event that an intruder(s) is known to be on site but outside of the building, a lockdown alarm will be made known to staff and pupils so that correct and prompt lockdown procedures are followed (staff and pupils under tables and blinds closed)

3.91 Intruder alarm

- ☐ if an intruder is in the school the fire alarm must be pressed The fire alarms are located in the following places: In the main reception, outside classroom 3 and 4, in the hall beside the kitchen and opposite the upstairs toilets.

4. RISK ASSESSMENTS

- ☐ as required by the Management of Health and Safety at Work Regulations 1999 an assessment of risks posed by security has been carried out. The risk assessment will be reviewed annually by the Headteacher, governors and Business Manager.

The policy will be reviewed every two years unless as required.

Summary for Security Procedures

1. Main gates to be locked at 9am and unlocked at 2.50-3.15pm and locked again until 6pm. Visitors must communicate with the office via intercom to gain access during the school day.
2. Hall door leading to the car park will be locked throughout the day with no access made from outside. All staff and visitors to enter through the main reception door. (Mr G Geraghty to be responsible for this)
3. SMT will supervise outside door leading to the playgrounds (outside classroom 3 and 4) from 8.55am-9.00am and at 1.00pm.
4. Children attending the breakfast club will only have access to the school hall. Children will go in pairs to the pupil toilets. All children to leave the hall at 8:40am and go straight onto the playgrounds. (D Heath and SMT to be responsible for this)
5. Children are not to open outside doors. (All staff to monitor)
6. Playground gates on furthest side are to remain locked until 3pm. (G Geraghty responsible for this).
7. All visitors to wear a visitor's pass. (Office staff to administer but all staff to monitor)
8. Classrooms doors leading outside must be locked when class is not in the room (Teachers and LSAs)
9. If an intruder is in the school the fire alarm must be pressed (All staff). The fire alarms are located in the following places: In the main reception, outside classroom 3 and 4, in the hall beside the kitchen and opposite the upstairs toilets.
10. Children must have a pass when leaving the classroom (Teachers and LSAs)
11. Outside sporting clubs are to ensure that pupils have all their equipment/clothes/belongings with them either in the hall or on the playground. (PE subject leader to monitor and club providers).
12. All teachers to collect pupils on the playgrounds after play times.

13. Only Yr 6 pupils will be led by their teachers to the main gates at the end of each day. Yr 3/4 and 5 teachers to release pupils to their parents' care from their classroom (parents will wait at the back door of their child's classroom). Children with written permission from their parents/carers to walk home alone will only be allowed to leave the school premise; otherwise, teachers will bring pupils who have not been collected to the school office where contact will be made to families. Equally, the school will **only** release pupils to named adults given to the school (by parents).

14. Year 6 children to only collect footballs which have gone over the fence at playtimes. One Midday on duty outside to take the key for the fence gate with her. Children collecting the football will be supervised by a midday standing at the fence gate.

Appendix One

- Access for pupils will only be through main playground gates where SLT and class teachers will be directing pupils to their allocated learning areas. SLT to unlock and lock playground gates after arrival and departure times.
- Main gates will remain locked at all times, preventing all access without the authorisation of the school to enter.
- Staff will enter through the main gates only.
- Deliveries to continue to enter through the main gates but will be requested to deliver material outside of arrival and departure school times.
- No collection of pupils to be made on school grounds. One parent is expected to collect their child outside the main playground gates (on the opposite side of the pathway)
- Caretaker to not be positioned outside the main gates to control the volume of cars entering the area.
- Learning area doors in use to remain open during the day along with all internal doors to minimise risk of infection.

