



**SAXON WAY**  
— ◆ —  
PRIMARY SCHOOL  
AND CHILDREN'S CENTRE

## Site Security Policy

Last Reviewed: September 2020  
Next Review Due: September 2021

Reviewed Annually

## Statement of intent

Saxon Way Primary School is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures. The school recognises that security risks do not only take a physical form, therefore, e-safety and electronic control measures will also be used to effectively protect members of the school.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place, and encourage them to help ensure that these are implemented effectively.

This policy and the associated procedures apply to all individuals entering the school premises.

## Roles and responsibilities

The Head of School is responsible for:

- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Establishing a system to inform parents, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments in conjunction with relevant staff.
- Ensuring that the systems are in place to be a cashless school. Ensuring appropriate arrangements are in place for the storage and regular banking of money if any should be used at the school.
- Reporting any crimes to the police.

All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.

- Accessing the school premises in accordance with the school's Key Holder protocol. [Only staff who have been given training and guidance are on the key holder list]
- Acting in accordance with the school's Data Protection Policy, ensuring that data and information is secure.
- Reporting any security concerns to the Head of School.
- Their own property which they bring to the school site.

The Site Manager, Marc Cockerill, is responsible for:

- Maintaining the safe operation of physical security systems, including:
  - School fencing.
  - Securing school entrances and exits.
  - Ensuring that the school is effectively secured at the end of each day.
  - Carrying out security checks on a regular basis and maintaining a record of these checks.
  - Raising any security concerns with the Head of School immediately.

Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity which they believe to be suspicious or of a concern to a member of staff immediately.

Physical security arrangements

- The Site manager will undertake daily visual checks of the school fencing, gates and locks, ensuring that they are maintained to a high standard.
- An intercom system is used to minimise the risk of unauthorised people from entering the school premises.
- Between the times of 08.55am and 3:05pm, the school gates will be closed.
- Where access to the school is required, such as for a large delivery, permission is sought from the Head of School or School Operations Manager (SOM – Claire Saxton) prior to the event.
- Staff cars are safely secured in the school car park, which is locked between the hours of 9:00am and 3:30pm.
- All cars parked in the car park will be registered with the office.
- School security alarms are tested on a regular basis.
- The Site Manager ensures that the school alarm is set on a nightly basis.
- Confidential information is stored in locked filing cabinets.
- The school office will be secured whenever it is unattended.
- Where possible, CCTV cameras will be in use and monitored by the Site Manager.
- All visitors will be escorted to and from their destination within the school by a member of staff.
- The school premises security lighting will be maintained by the Site Manager.

- The Site Manager is responsible for ensuring that the school's security lighting motion detector is switched on every night but turned off each morning.

## Emergency Procedures

The school has 3 emergency drill procedures.

- Emergency evacuation – the school has a fire alarm for emergency evacuation in the event of for example a fire, a bomb threat or gas leak.
- Sheltering in the building procedures– On being alerted, staff will ensure their pupils are kept secure in the classroom and will shut windows and doors. If the pupils are in the playground they will be sent immediately to their class. Children will be sat away from the windows. The sheltering in the building procedures will be initiated by the SLT alerting staff. Pupils and staff will remain in sheltering in the building until the SLT inform them that shelter in the building protocol has ended.
- Run, Hide & Tell – Staff will inform their pupils to either run to safety or hide in this scenario. They will initiate run, hide and tell in the event of:
  - An intruder entering the building with guns/stabbing;
  - Being off site and the Police warning the public to run and hide in a building or street is given.

The office staff will open the school gates in the event of the run, hide protocol being instituted.

Instinctively telling pupils to run or hide is very challenging for staff because their instinct is to gather and collect pupils. However, risk assessments have shown that at key times the safest procedures for pupils, when for example someone is shooting or about to detonate a bomb, is for them to run and hide. They will be found later.

The school practices emergency procedures each term. However, run, hide and tell is not practised with pupils but they are taught about the procedures and are aware of what to do.

Staff will open the school gates if the run, hide and tell is initiated.

## Protecting Pupils from Inappropriate Materials or People

- The school has a secure firewall on our internet. This prevents access to inappropriate materials being accessed by pupils. However no system is fool proof and pupils need to be prepared for using the internet and know how to use it safely. Teaching safe use of the internet is therefore part of the school curriculum.

- The school has rigorous recruitment procedures. All staff employed have a DBS check. These checks are updated and reviewed for serving staff.
- Visitors with regular or unsupervised access to pupils all have a DBS check. Any visitors or contractors on site have to register at the reception and wear a visitor badge. Staff will challenge visitors or contractors not wearing a visitor badge.

### Educational Visits

The school has recently reviewed our educational visits procedures. In response to changes in London, including the terrorism threat and the increased congestion on the London Underground in Central London throughout the day, the following procedures have been implemented:

- Educational Visits will not take place when the terrorist threat level is at critical;
- If there are problems on the tube or there has been a recent major incident in London near or close to where the visit is taking place, the visit will be cancelled.

### E-security

- The ICT technician is responsible for ensuring that appropriate and effective online security systems are in place, including malware, firewalls and virus control software.
- The school uses a secure network which is password protected.
- Staff members and pupils are aware of the school's E-security Policy and the measures which are in place to effectively manage risks caused by internet use.
- Staff members receive e-safety related training on a regular basis.
- All staff members have a responsibility to identify risks posed to pupils, including those in relation to the use of the internet.
- Staff members and pupils will not use their personal devices for school related work.

### Equipment and belongings

- All electronic equipment is stored in a secure location.
- After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.
- Staff members are responsible for any personal belongings, including teaching equipment, which they bring to the school premises.
- Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.
- Pupils are advised not to bring valuable items to school unless absolutely necessary.

- Where a pupil requires a valuable item to be brought to school, they can arrange with the Head of School in advance for a secure place to store the item.
- Any equipment which someone wishes to take off the school site will be approved by the Head of School in advance and a record of the loan kept.
- Outside play equipment, as well as sporting equipment, will be tidied away and secured inside the building at the end of use.
- Lost property will be stored in the school office, where it will be kept for a term before disposal.

### School events

- During school events, all rooms except those required will be locked.
- Unless needed for the event, all equipment will be securely stored away.
- The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.
- The event organiser will carry out an extensive risk assessment for each event.
- Individual staff members will not be left alone on the school premises with a parent or visitor. Where necessary, a lone worker risk assessment will be carried out.

### Access to the premises

- The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.
- Upon arrival at the school, visitors will be directed to the Reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff.
- All visitors are made aware of, and are expected to act in accordance with, the school's safety and evacuation procedures.
- All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge which will be kept visible at all times.
- The office staff are responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.
- Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

### Removing people from the premises

- In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.

- Unidentified individuals who refuse to report to the school office, become aggressive or are deemed to be a threat to the safety of pupils will be escorted from the school premises and, where necessary, the police will be called.
- In terms of barring particular individuals from the school premises, a proposal to do so will be made in writing and all parties involved will be given the opportunity to formally express their views.
- Letters and documentation concerning barring an individual will be signed by the
- Head of School.
- Following formal representations being made by the parties involved, the bar will either be confirmed or removed.
- In the event that a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

### Reporting security concerns

- Missing or stolen equipment will be reported immediately to the school office.
- Unidentified individuals will be challenged immediately and reported to the school office.
- Concerns regarding the security of the school and the associated arrangements will be reported directly to the Head of School.
- The Head of School will discuss security concerns with the Governing Body in order to identify an effective resolution.
- Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

### Emergency procedures

- Staff members are aware of when it is appropriate to implement the procedures, which are outlined in the policy named above.
- All staff members are made aware of the school's emergency procedures as part of their induction, including that in relation to security alerts, trespassers and unidentified objects.
- All staff members have received training in the school's emergency procedures and are aware of what to do.
- The Head of School will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures.
- In the event that emergency procedures are carried out, the Health and Safety Coordinator is responsible for ensuring that these are properly recorded.