



Cilffriw Primary School

Security Policy

Reviewed on:	30.3.23
Signed by Headteacher:	<i>M. Quin</i>
Signed by Chair of Governors:	<i>D. Jones</i>
Date of next review:	March 2024

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POLICY FOR SECURITY PROCEDURES

At Cilffriw Primary, the pupils work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

At Cilffriw Primary, we are aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the need for security seriously. Cilffriw Primary takes stringent measures to reduce the risks and support fully members of staff and pupils.

Roles and Responsibilities

Overall school security is the responsibility of Neath Port Talbot LEA. The Headteacher is responsible for day to day implementation.

Headteacher

The Headteacher at Cilffriw Primary is responsible for implementing the Security Policy. He should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher should ensure parents and older pupils are fully informed of the security policy and encouraged to help.

There are regular surveys of security every term and regular routine security checks. Advice is obtained from the Police on security matters and any crimes are reported to the Police. The Headteacher reports regularly to the Governing Body and where appropriate, the LEA.

Staff

Teaching and non-teaching staff should be fully aware of the security procedures and know how to:

- ◆ protect pupils from harm
- ◆ guard against assault
- ◆ safeguard property
- ◆ contact the police/emergency services
- ◆ implement the emergency procedures

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at Cilffriw Primary are kept informed of security procedures, and of their responsibilities when visiting the school, in the:

- ◆ Prospectus
- ◆ Pre-school Parent's discussion
- ◆ Governors' Report to parents.

Police/Local Community

Cilffriw Primary values co-operation from the local community police and the neighbours of the school in assisting security arrangements for the school site and the surrounding area.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately if a child goes missing, either during or after school. Do not wait until a search has taken place.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school. We also inform Llangatwg if any of their children are seen outside.

Control of Access

Cilffriw Primary has a policy of welcoming visitors; however, we realise that problems can occur. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

Parents are not allowed to drive their cars into the school car park and are asked to wait outside the main or early years entrances so that children may be handed over by their teachers and support staff.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger is asked to leave.

Access to the School Building

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside).

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the main office which is clearly marked. In the first instance, visitors will be met by the clerk or headteacher. They will be asked to sign in and give the reason for their visit.

Visitors are escorted by the clerk to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

If parents wish to take their child/children out of school during the school day, they should report to the school office. A request to take a child out of school should normally be made in advance.

Trespass

Cilffriw Primary is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

Trespass is not a criminal offence but if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving School

All children enter and leave the school by pedestrian gates. If a child arrives after 8.50am they should report (that they are late) to the office.

Due to the steep nature of the site with its many steps, parents and carers are welcome to bring younger pupils down to the entrances, but parents and carers of older pupils are asked to wait outside the gates until their class is called at the beginning and end of the school day.

Supervision of School Grounds

Breakfast club is open to all pupils from 8.20 to 8.50am. Two members of staff are on duty each morning from 8.40am so that parents and carers can leave their child in safety. Teachers collect their classes from the playground when the weather is fine. The Caretaker makes sure that the outside doors are closed securely at 9.50am.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning breaks and by support staff at lunchtime breaks. Children are never permitted to use the large play equipment or wheeled toys without supervision.

Leaving School at the End of the Day

At the end of the school day, the children are led by teachers through various doors. All of them know that if the adult who should collect them has not arrived they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see

what the delay might be. The child is able to be cared for in after-school club until parents arrive. No child is allowed to leave unless we are sure they are safe.

Some children go home by taxis and minibuses. All drivers and escorts are authorised by the LEA.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property.

Security of Cash

Any cash on the premises is kept in a secure cabinet but money is banked every week. This is done on a different day every week to ensure that there is no observable pattern for banking.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. Individual areas can be isolated from the alarm circuit when an after-school activity is being held.

The Headteacher and the Caretaker are designated key holders and are responsible for the security of the building. The deputy Headteacher is also a key holder.

Caretaker

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are securely closed.

Contractors in School

When contractors are working in Cilffriw Primary, the following precautions should be taken:

The Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place. The Caretaker/Headteacher should check that the work is being carried out safely.

Contractors should report to the main office on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance sheets when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Cilffriw Primary is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a phone.

Fire Detection Systems

At Cilffriw Primary, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

Fire detection and alarm systems are in place throughout the school and tested regularly every week and a log kept. Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

Security Threats

Any warning Cilffriw Primary receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

If Cilffriw Primary receives a security warning, all staff have a duty to prevent panic among the pupils and their colleagues.

Please refer to the Emergency Evacuation and Lockdown Policy for details on the process to follow for specific threats.

This policy is subject to regular review.