



# Brookfields School Security Policy

This policy has been prepared after consultation with all staff and will be presented to Academy Councillors for their approval. Parents/carers have been informed of the contents of this policy via the school website. The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

## 1. Roles and Responsibilities

Overall school security is the responsibility of the employer. At Brookfields School, this is the school Academy Council. The Headteacher is responsible for implementing the security policy.

### **Academy Council:**

The Academy Council of Brookfields School has drawn up and agreed the Security Policy with the school community. The school's Health and Safety team meets at least twice a year to review safety, including security, and reports to the full Academy Council.

### **Headteacher:**

The Headteacher at Brookfields School is responsible for implementing the Security Policy. She will 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 should be encouraged to help. The school undertake an annual review of security risk assessments and undertake regular routine security checks. The Headteacher reports regularly to the Academy Council. The Headteacher is responsible for the security of the premises during the school day; in their absence, a member of the leadership team assumes this responsibility. The Headteacher is also responsible for all aspects of Child Protection and this is a key aspect of keeping children 'secure' during the time that they are in the schools care.

### **Staff:**

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

- protect pupils from harm (including all aspects of the schools Safeguarding / Child Protection Policy)
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities as part of Induction.

### **Maintenance Officer:**

The MO is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week.

It is the responsibility of the Maintenance Officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored by Amalgamated (intruder alarm) and Chubb (fire)

**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. The pupils will be taught about personal safety and social responsibilities. The Headteacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be at risk of being abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

**Parents/carers**

The parents/carers of pupils at Brookfields School are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School newsletter
- Individual letters
- School website
- Safeguarding leaflets

**Police/Local Community**

Brookfields School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. Where appropriate, the Police should be called if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately if a child were to go missing.

The Health and Safety Team at Halton LA, with assistance from the Police will keep local schools informed of current matters of concern, within the local area for example if there is intelligence about strangers being spotted outside schools etc.

**2. Security Strategies for Brookfields School****Control of Access**

Brookfields School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

**School Grounds**

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the main car-park / pedestrian entrance. During the school day, visitors and late arrivals should enter through the security gates into the main car park and front entrance, reporting directly to the administration office, signing-in and presenting credentials. All visitors will have to wear a visitor pass during their visit.

When attending appointments, parents/guardians should enter through the main entrance and sign-in / sign out.

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 should be asked to leave.

## **CCTV**

The school has CCTV cameras installed that provide additional security for the car-parks, main playground / perimeter boundary. This is in line with guidance from The Information Commissioner's Office in that as a school has 'legitimate interests' in installing CCTV, there is no requirement to seek parental permission.

In the ICO's code of practice for surveillance cameras, which is intended to help organisations meet legal requirements in the Data Protection Act and elsewhere it states that:-

*You must let people know when they are in an area where a surveillance system is in operation.*

*The most effective way of doing this is by using prominently placed signs at the entrance to the surveillance system's zone and reinforcing this with further signs inside the area.*

## **Access to the school buildings**

To prevent unauthorised or unknown visitors entering school it has a secure access control system installed that require fobs to enter. All office doors should be locked when not in use. All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit. A member of admin staff will then escort visitors 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. All visitors are expected to sign-in and wear a pass before they are allowed into the main part of the school.

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.

Parents/carers have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties. If parents/carers 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 in writing on a form requesting leave of absence.

## **Trespass**

Brookfields School 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. If a parent/carer is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher may revoke the parent's permission to be on the premises by taking the following action.

- The parent will be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises
- If the parent still refuses to leave willingly, the Police must be called.
- A formal letter will be sent from the Headteacher or Academy Council, confirming that the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as it can be considered that this would affect their human rights.

### **Entering and leaving the main school building**

All children enter and leave the school by the front entrance (or side car-park entrance) which are manned by a member of school staff. If a child arrives after the doors have been closed, then they must sign in at the office. Pupils arriving on transport will be accompanied to their classroom. If required school staff will support their arrival at school by meeting them either in the car-park or foyer.

### **Supervision of main school grounds**

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff at morning, afternoon breaks and at lunchtime. If it is the case that a pupil remains in class for any reason, then it is the class teacher's responsibility to ensure there is appropriate supervision for that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in any circumstance, anywhere or at any time during the school day.

In the rare event of school staff having to take pupil's home by car, another member of staff must always accompany them and this must have been agreed by the Headteacher.

### **Leaving School at the End of the Day**

At the end of the school day, children are collected by an authorised adult (either parent or carer or transport staff) If the adult has not arrived, a member of staff will take the child to the office and telephone to see what the delay might be. The child stays either in the classroom with the class team or with a member of the leadership team until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

### **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. No pupils are allowed to leave the site during the school day without notification to the school from the parent/carer.

### **Educational Visits**

Before undertaking an Educational Visit a risk assessment must be completed and uploaded to Evolve (online system) along with all the other relevant information and risk assessments for the venue etc. The appropriately judged number of adults will closely supervise pupils during educational visits. The wearing of school uniform will generally be requested on all school visits and pupils will be provided with school named high visibility vests to wear for additional security. Before leaving the building the signing out book should be completed and a school mobile telephone collected.

The school office should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the minibus breaks down or there are traffic delays. Parents/carers will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

### **Security of Personal Property**

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a safe place in the classroom / office in which they are based.

### **Security of Equipment and Cash**

Portable ICT equipment (e.g. laptops, digital cameras, iPads) are not to be left unattended in an insecure classroom or office. Such items must be locked away and iPads should be returned to the charging trolley each night. The school is now a cashless school but any monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

### **Security of Buildings**

An effective monitored intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed. It is the responsibility of the Maintenance Officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The MO is also responsible for locking any gates, closing all shutters and setting the intruder alarm at the end of the day.

### **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm should not enter the school premises unaccompanied. Emergency Services can be called if the intruder alarm sounds to ensure that it is safe to enter the site. If no reason for the alarm presents itself, the alarm is to be reset and the premises locked and secured. The Leadership Team and Maintenance Officer are designated key holders and are responsible for the security of the building.

### **Contractors in School**

When contractors are working at Brookfields School, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
- Contractors must complete an exchange of risks form.
- When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member.
- Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils

### **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. Brookfields School 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 (mobile) 'phone/walkie talkie and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually. Curtains and blinds should always be closed in the evening, but especially if staff are working late.

### **Fire**

At Brookfields School, we acknowledge that a serious threat to the premises is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and are held away from the building.

### **Bomb /Terror Threats**

Any warning Brookfields School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the fire and emergency plan and the emergency services informed. 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. The school has a policy on Bomb and other threats and has a clear 'Lock Down Procedure' in place. This is rehearsed annually. The school has a Critical Incident Policy document.

### **Reporting Incidents**

All incidents of crime and losses should be recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and SET should be notified. A review of incidents over the year should be shared with the Academy Councillors.

All injuries and incidents must be reported in the school's log-books. Staffordshire County Council must be informed of any serious injury caused to a pupil or member of staff using their online reporting system. Please see the Accident/Incident Policy for full clarification of reporting guidelines.

### **Policies**

A number of other school policies and documents are relevant to this policy and should be read in conjunction, including; Critical Incident Policy, Bomb Alert Policy, Educational Visits Policy, Business Continuity Plan, Child Protection / Safeguarding Policy, E-Safety, DBS Handling Policy, Accident/Incident Policy, Staff Acceptable Use and Code of Conduct.

### **Conclusion**

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary. This policy will be evaluated during the Spring term of each academic year and Academy Councillors and parents/carers informed of any changes. New intake parents will be informed of the contents of the policy during parent's meetings.

**This policy will be reviewed Bi-Annually**

**Completed January 2017.**

**Reviewed January 2020, May 2023**

**Next Review May 2025**