



Site Security Policy

Updated: 19 August 2022

Date of next Review: 19 August 2023

Policy Lead: Estates Co-ordinator / Bursar

Policy Statement

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

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The governing body will provide staff with enough resource, information and training to implement the security procedures.

The governing body will, where appropriate, be informed of breaches and failures of policy to enable them to take any correct action as is necessary to ensure the safety of members of the school community.

The Headteacher has the overarching responsibility for site security at Beachborough School, however the Bursar manages the day to day responsibility for the security of the site.

All staff have a statutory obligation to co-operate with the requirements of this policy.

Aims & Objectives

Our policy requirements will be achieved by:

- Ensuring children and all those who work at or visit our school feel safe and secure;
- Ensuring focus is strongly on personal awareness and responsibility;
- Identifying and minimising the risk as far as is reasonable, practicable and sensible;
- Controlling access to and movement within the school and its grounds by people and vehicles;
- Responding effectively and in good time to identified security issues.

Scope

This policy covers the following areas:

- Site access, on-site traffic controls, general building security, movement around and outside of the premises;
- Lock-up and unlock procedures
- Visitors, contractors, volunteers or other persons involved with children;

ROLES & RESPONSIBILITIES

Governors will:

- Ensure that the school has a security policy that has been implemented
- Monitor the performance of site security measures

This will be achieved by:

- Monitoring performance on visits via Christian Pritchard, Head
- Feedback from the H&S and Buildings and Estates sub-committees
- All Governors observing its implementation when they visit the school

The Head will:

- Implement the security policy by the Governors;

- Ensure that staff receive information, instruction and training in the security policy and procedures;
- Ensure that all visitors, contractors and agency staff adhere to the security policy;
- Consider particular risk situations eg, home visits, lone working etc;
- Monitor and review the implementation of the policy and security arrangements.

All Staff will:

- Comply with this policy and the arrangements made by the Head, to ensure the safety of children, employees and others on the site;
- Report any concerns to the Head or Bursar in a timely manner.

Children will:

- Be encouraged to exercise personal responsibility for the security of themselves and, to co-operate with the arrangements made for the security of the school.

All visitors and members of the school community are expected to respect the measures taken by the school to improve and ensure security. They are encouraged to report ideas and concerns to a member of staff, SLG or Governors as appropriate.

ARRANGEMENTS

Controlled access & egress during the school day

Controlled access is a combination of measures to ensure that the risk to children, staff and visitors from unauthorised visitors is minimised.

The extent of physical controls, such as electronically controlled doors have been decided by a security risk assessment of school and site, taking into account the risk presented by visitors, general public and contractors.

The security measures put into practice at Beachborough School have taken into account the need to balance these controls to remain a welcoming environment, whilst ensuring the safety of all our children, staff and visitors.

Use of lanyards

Employees are issued with a security badge and a blue lanyard upon joining the School and these must be worn at all times whilst on the School premises.

Visitors to the School are issued with a red lanyard, whilst contractors that have appropriate checks in place are issued with green lanyards. The different colour lanyards allow both staff and pupils to identify individuals on site. Pupils are made aware of the significance of the lanyard colours through assemblies and tutor sessions. All people wearing red lanyards must be accompanied whilst on site. Anybody wearing a red lanyard who is not accompanied should be politely approached taken directly to the School Office.

Door Security

All external outside doors, apart from the main entrance via reception have limited access. They are fitted with electronic access devices which restrict access via an electronic swipe card or code.

Electronic swipe cards are issued to all staff at their point of induction to the school, and are enabled to use on all outside doors to the buildings. Staff are required to confirm their arrival and departure to school on a daily basis by swiping at either the main reception or the Boardman reception.

Cards will be issued to all permanent and semi-permanent staff only and to the Chair of Governors. Casual and supply staff should enter and leave the building via the school's main reception, to ensure that they have signed-in and have read and understood the school's health and safety procedures.

Children will be issued with a door code at the start of each new term to be used to access the buildings. The code issued to children is time limited so that access is controlled outside of the school day (and outside of term time).

Buildings and Grounds

Beachborough School will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

- The main building has a single access entrance via the reception area; all visitors are to be registered on arrival where they will be met by their host;
- All other entrances have restricted access; all staff are expected to sign-in and out each time they leave the school site for emergency evacuation purposes;
- The school has close links with the Parish Council through which they can report any issues or concerns, or request assistance;
- Unauthorised visitors will be challenged by all staff;
- The school operates an efficient attendance and registration system which monitors and records absenteeism.
- Grounds and Maintenance staff closely monitor the movement of vehicles whilst present on the site and are responsible for contractors on site;
- Contractors must complete an induction before starting work on site, and comply with any instructions whilst on site (see below).

The following areas are accessible by the public, and risks are controlled by the site supervision arrangements and how the school deals with visitors.

- **Lower school field** – There is a public right of way through the lower school fields. Children are not allowed unaccompanied in this area, and children are supervised at all times. Signs on the stony bridge indicate restricted access.
- **Visitors toilets** – Parents and visitors are permitted to use the visitor toilets. Access is gained via the receptionist who will monitor the use.

Control of Visitors

The control of visitors is a fundamental part of site security for the safeguarding of both people and property.

Our policy is that:

- Visitors must report to the reception desk on arrival
- On arrival at the site visitors should report to the reception desk where they will be asked to confirm their attendance via our digital sign-in system, at which point a photograph will be taken. Visitor's will then be issued with a relevant lanyard, which must be worn at all times, and wait to be collected by their School Representative.
- Visitors must be accompanied by a member of staff at all times whilst on site.

- Visitors will not remove any items of school property without the express permission of site staff.

Supervision of Children

The schools overall safeguarding strategy requires that at all times the security of children is achieved using competent supervision by all staff.

Locations where supervision is part of our safeguarding procedures –

Playgrounds and fields – children are always supervised when on the playground and playing field during break and lunchtimes.

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

Start of the school day – as the grounds have open access, duty staff are deployed to designated areas from 8:00am

Break and lunchtime – all areas of the site are supervised by duty teams;

End of the school day – duty teams are deployed at the end of the school day.

Throughout these times communication between on duty staff will be via battery controlled radio via **channel 2**.

Supervision of Contractors

Contractors and maintenance personnel who have not completed the necessary safeguarding checks will not have any unsupervised access to children , and must be accompanied by a member of staff at all times whilst on site.

- Contractors will be expected to sign-in at reception and will be issued with an ID badge, which should be clearly displayed at all times whilst on site.
- Contractors will only carry out work agreed at the beginning of the contract and during the times agreed;
- Contractors will be supervised by school staff;
- Contractors will comply with the contractors risk assessment.

Risk Assessment & Review

The site security risk assessment will be completed and reviewed annually, or sooner if deemed necessary. The findings will be used in the review of this security policy and shared with staff and Governors.

Title: Site Security		
Date Effective:	Supersedes: N/A	Policy No:
Next review:	New Procedure	
Prepared by: Tracey Gascoigne	Approved by: Charlotte Wallace	Approved by: Christian Pritchard
Signature:..... Estates Coordinator	Signature:..... Bursar	Signature:..... Headmaster