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Lanesend Primary School

School Security Policy Safeguarding and Welfare of Children Policy

Signed: Date:
(Headteacher)

Signed: Date:
(Chair of Governors)

Review Date: April 2019 (Every 3 Years)
Reviewed By: Site Manager and Child-Centred Group

Lanesend Primary **School Security Policy**

It is our aim at Lanesend Primary School to ensure that all children, staff and visitors are safe and secure whilst on our premises. School security is of paramount importance and is the responsibility of all staff in conjunction with the Headteacher and governors.

The safety of children is of the first importance and outweighs inconvenience to staff, families and visitors caused by security measures.

School Security

This will encompass:

- Intruders
- Theft/ loss
- Arson
- Vandalism
- Violence to children and staff, personal safety

We aim to take a preventative approach. It is important to recognise that complacency can cost the school money and can result in injury or distress to individuals. A well-managed and maintained school will convey a sense of security to all stakeholders and visitors.

Risk Assessment

The school and governors are committed to assessing risks and our Health and Safety consultant will support in this matter. The Headteacher, Progression Team, Site Manager and Governors regularly discuss risks and feedback to the staff. The Child-Centred Group will include school security issues; alternatively these issues may be discussed as appropriate at full governors' meetings or at the Money Group to determine expenditure to improve security.

Staff training will be provided as necessary. The school procures its own Health and Safety consultant who addresses school security with the Headteacher, Site Manager and School Development Manager to formulate Health and Safety actions which will also encompass aspects of school security. These actions will be discussed at staff meetings and Monday morning meetings.

Roles and Responsibilities

The governing body has responsibility for the school security policy whilst the Headteacher is responsible for the day-to-day management of security in the school. However, all staff are expected to adhere to the policy and to be aware of the need to report risks to the Headteacher. The Site Manager has responsibility for securing the premises and for cooperating with the Headteacher in implementing this policy. Any concerns regarding school security will be reported on the weekly newsletter..

Security Measures and Procedures

- Access to the main entrance is controlled through a buzzer system and internal viewing system.
- The front entrance door code will be changed regularly and always should any unauthorised person know it.
- Both side entrances are controlled by staff in the morning and afternoon. All teachers are responsible for their own classrooms during the start and end of the school day and must ensure external doors are locked throughout the day.
- Staff are responsible to ensure doors and windows are shut and locked when they leave the school building.
- The Headteacher or Family Liaison Officer will walk the school building after registration to ensure all adults have dropping off children have left the school site. The Site Manager will do a daily walk of the site to ensure the boundaries are safe.
- The Site Manager has his own maintenance programme to ensure the safety of the school site.
- The number of entrances and exits open between 8.25am and 8.45am and 2.40pm to 3.00pm are limited and always kept to the two side gates. All other visitors must enter through the main reception.
- Visitor badges are issued and visitors sign in; visitors are accompanied on site.
- Contractors report to the Headteacher or Site Manager on starting work.
- Valuable items are security marked and all equipment must be signed for if taken off premises (permission to do so must be granted by the Headteacher or deputy Headteacher in her absence.) Staff are responsible for returning all equipment to its place of storage.
- Only designated keyholders will have keys.
- The intruder alarm system number will be restricted to keyholders.
- Automatic fire detection, linked to the school office is in place and a fire procedure is followed if the fire brigade is needed to attend.
- The intruder alarm is set at all times when the school is closed.
- Weekly checks of the alarms are undertaken by the Site Manager.
- Internal telephones are available to staff in parts of the building. Hand held walkie talkies are available for all staff whilst on the school playground or field.
- The school inventory is kept up-to-date by the Site Manager. The school server is supported offsite as well.
- Staff can store personal valuables in a lockable cupboard located in classrooms.
- Cash handling procedures are in place and a safe is used for storing small amounts of cash only.
- Health and Safety regulations must be observed.
- Incidents are logged and investigated. Crimes are reported to the Police.
- CCTV cameras operate and incidents are monitored
- The schools Lone Working Policy is adhered to.
- Parents will be reminded of Health and Safety and Security measures on newsletters.
- Security will be considered in the planning of events and risks assessed in light of the aims of this policy.
- New staff/Students/ classroom helpers MUST complete an induction.

- Perimeter fencing, doors and windows will be kept in good repair.
- Parking will be restricted and gates locked between 8am and 3pm on a school day.

Equal Opportunities

This policy applies equally to all children, staff and visitors. It is recognised that security measures may need to be carefully considered and adapted to meet the needs of those who are disabled or have a particular additional need.

Review

This policy will be reviewed every three years and will also be amended to take into account incidents or changes to risk assessments if necessary.