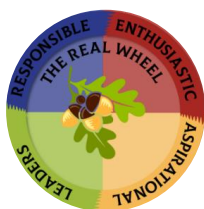





Site Safety Policy

(Approval delegated to Resources Committee)

Revised and adopted by Governing Board:	Spring 2022 New Policy
Review Date:	Spring 2023 Spring 2024
Changes:	Spring 2023: Change to timings of school day; formatting changes
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<p>Safeguarding Duty</p>	<p>Keeping Children Safe in Education Jan 2021: "Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child." "Safeguarding and promoting the welfare of children is defined for the purposes of this guidance as: • protecting children from maltreatment; • preventing impairment of children's mental and physical health or development; • ensuring that children grow up in circumstances consistent with the provision of safe and effective care; and • taking action to enable all children to have the best outcomes."</p>
<p>UN Convention on the Rights of the Child</p> 	<p>Article 3- best interests of the child Article 11 – abduction and non-return of children Article 19 – protection from violence, abuse and neglect Article 28- right to education</p>

1. Policy statement

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

Where appropriate, Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Board will provide staff with enough resources, information and training to implement the security procedures.

The Governing Board will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governing Board

Governors will ensure that the school has a security policy and that this has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved:

- by the Health & Safety Governor monitoring performance on their special interest visits
- via the Headteacher's termly Reports to Governors
- by all Governors observing its implementation when they visit the school.

Governors will regularly review the school's security policy.

Day-to-day implementation of the policy is delegated to the Headteacher.

2.2 Headteacher

The Headteacher will:

- set up arrangements in school that complies with the security policy agreed by Governors.
- ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- ensure that all visitors, contractors and agency staff adhere to the security policy.

- monitor the implementation of the policy and security arrangements.

2.3 Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Local Governing Board	Agree policy Review every 12 months
Day-to-day implementation and management of policy.	Headteacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Open & lock gates
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office staff	Issue badges Ensure visitors are signed in and out
Control of contractors	Office staff	Issue badges Ensure contractors are signed in and out
Security of money etc	Office staff	
Security Risk Assessment	Headteacher	Review annually and inform Governors of findings to use as part of policy review

2.4 Children

Children will be encouraged to exercise personal responsibility for the security of themselves and others.

Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 Information and Communication

All staff must be aware of the school's security procedures, especially members of staff who have been given a specific role to play.

All staff inductions will include the school's security policy.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, has been balanced with the need to remain a welcoming environment to the community and safeguarding pupils.

3.2.1 Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are as follows:

The school has one entrance for visitors. This entrance has a reception desk and access control. Visitors are directed to this entrance by signage. Although visitors can access the reception area, they are unable to enter the main school without authorisation from a member of staff as a key pad entry / fob exit system is installed.

The children's entrances are located in each classroom/ cloakroom, at the bottom of the Main corridor and at the end of the New corridor by the Ball Wall. These are manned by a member of staff during times when children are brought to and picked up from school. The member of staff is familiar with the children and adults who bring them.

All unauthorised visitors will be challenged.

The main entrance doors (front entrance, bottom entrance, ball wall entrance) cannot be opened from the outside without a fob or by entering a keypad code.

Cloakroom doors and classrooms doors are locked from inside.

3.2.2 Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing:

- Playground areas – fenced
- Field – fenced in addition to defensive planting along the bottom edge.

The side gate and double gate are locked apart from between 8.35 – 8.45am and 3.05 – 3.30pm. When there are after school clubs, the gate is locked at 4.10pm.

3.3 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that all visitors report to the School Office on arrival.

The school uses InVentry, an electronic entrance system which records contact details of all visitors and issues badges with photos. All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person who is not school staff. Staff sign in and out each day by means of this system. All personal data gathered by the system is treated in accordance with the Data Protection Act and according to the principles of UK GDPR.

Any person on site without a badge will be challenged.

Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.

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

For their own safety, any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

3.4 Supervision of pupils

The school's overall safeguarding strategy requires that, at times, the security of pupils is achieved by competent supervision by authorised school staff.

Adult-to-child ratios are always adhered to as part of our risk assessment procedures for school visits.

Our security arrangements also include the handover arrangements for the start and end of the school day.

Drop off procedures:

- Children may enter the buildings from 8.35 am.
- Two members of staff stand at the side entrance and main entrance gates to maintain the one-way system.
- A member of school staff will greet the children at the classroom door / ball wall entrance.

Collection procedures:

- All classes apart from Classroom 9 exit from their classrooms supervised by the Class Teacher.
- Children in Classroom 9 exit via the ball wall under the supervision of their Class Teacher.

If children are dropped off late or picked up early from school, Office staff ensure that parents sign them in and out using the InVentry system.

3.5 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- All contractors should contact the school beforehand to arrange a time to attend.
- All must sign in via the InVentry system and must wear the InVentry-issued badges at all times on-site.
- They will only carry out work agreed at the start of the contract and at the times agreed.
- They will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.6 Lone Workers

Our school has Lone Working Policy for staff where there is a security risk due to the need to work alone. This is shared annually with all staff.

3.7 Physical security measures

Governors will review the provision of physical security measures on a regular basis. They will take into account:

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified, the Governing Board will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained through a service level agreement. Annual Service Level Agreements are purchased to cover Security Patrol, Intruder Alarm

Maintenance, Intruder Alarm Monitoring, Alarm Response, Key Holding, Fire Alarm and Emergency Lighting, and Gates and Barriers Inspection.

3.8 Locking arrangements.

At different times of the day, the school security arrangements require the locking of various entrances and exits as detailed below.

Main road gate and side road gate: Unlocked by Caretaker at 6.30am and locked again at 6pm (5.30pm on Fridays). These gates remain open all day to enable pedestrian and vehicular access.

Side gate and double gate: Unlocked by Caretaker at 8.35am and locked again at 08.45am. Then unlocked at 3.05pm and locked again at 3.30pm. (4.10pm on days when there are after school clubs). These gates remain closed all day.

School Building: Front entrance unlocked by Caretaker at 6.30am and locked at 6pm (5.30pm on Fridays). The bottom entrance and the ball wall entrance can only be accessed from the outside by using a fob, while the door by the Water Tower cannot be accessed from the outside. They therefore do not need to be locked. All classroom doors are locked from the inside.

3.9 Cash Handling

The school's use of the 'ParentPay' online payment system minimises the need to keep cash on the premises. Any cash on site is kept in the school safe, along with a box of blank cheques for printing.

3.10 Valuable equipment

The school's valuable assets are recorded electronically on the FMS Equipment Register. An annual audit is conducted in the Autumn term by the School Business Manager.

3.11 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the School Office where it will be kept for 6 months before disposal.

3.12 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in their original containers and complete Form 3A 'Request for school to administer medication'. Medicines are stored in a lockable cupboard in the School Office.

Some medicines need to be stored in a fridge. Any such medication will be stored in the fridge in the Hub, which is not accessible to children.

Inhalers and emergency medications are stored in the 'Inhaler bag' in each classroom.

4. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security-related incidents to Governors.

Governors will monitor the performance of this policy via the Headteacher's termly Report to Governors and when visiting school.

This policy will be reviewed annually by the Resources Committee