



# Carrington School Security Policy

**Prepared by:** Mr Jimmy Digges

**Job Title:** Head Teacher

**Head Teacher Signature:** *Jimmy Digges*

**Date of governor approval:** October 2025

**Date of next review:** October 2027

## Contents

<b>1 Introduction.....</b>	<b>3</b>
<b>2 Roles and Responsibilities .....</b>	<b>3</b>
2.1 Local Authority .....	3
2.2 Local Authority Insurance .....	3
2.3 Governing Body .....	3
2.4 Head Teacher .....	3
2.5 Delegated Responsibilities.....	3
2.6 Parents / Carers .....	4
2.7 Pupils.....	4
<b>3 Security Procedures .....</b>	<b>4</b>
3.1 Visitors.....	4
3.2 Drop off / Pick up .....	5
3.3 Unauthorised Visitors.....	5
3.4 Appointments with Parents / Carers.....	5
3.5 Aggressive Behaviour by Adults .....	6
3.6 Intruder Alarm Response .....	6
3.7 Cash Handling .....	6
3.8 Contractors .....	6
3.9 Training .....	6
3.10 Lettings .....	7
3.11 Minor Incident Reporting .....	7
3.12 Community Liaison.....	7
3.13 Police Liaison .....	7
<b>4 Cross-referenced documents .....</b>	<b>7</b>

## 1 Introduction

We are committed to developing a safe and secure environment where teaching and learning can continue in as pleasant a physical environment as possible. There are two main considerations:

- The safety of people (adults and children)
- The security of buildings and its contents

Security involves everyone concerned with the school.

It is acknowledged that contravention of this policy by members of staff could constitute a disciplinary offence.

## 2 Roles and Responsibilities

### 2.1 Local Authority

- To support and monitor our implementation of the policy.
- To support the Governors and Head Teacher through the provision of guidance, information, specialist advice and training.

### 2.2 Local Authority Insurance

- To ensure that relevant insurance cover is in place to meet the requirements of schools, together with the provision of appropriate support through advice, guidance and information.
- To provide operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.
- To ensure that premiums recharges are kept to an acceptable level given the nature of the risk.

### 2.3 Governing Body

- Regularly review this school policy.
- Consider security regularly through the Finance and General Purposes Committee of the Governors and as part of consideration of the wider Health & Safety Policy.
- Determine annual action plans and spending on security measures after briefing by the Head Teacher.
- Delegate implementation of this policy to the Head Teacher.
- Monitor the effectiveness of this policy.
- Ensure that procedures are in place to report incidents to the Local Authority and Insurance.

### 2.4 Head Teacher

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identify and review staff training needs.
- Inform parents of this policy and encourage them to assist.
- Report annually to parents on security.
- Report to the Governing Body
- To liaise with police and report all crimes and losses to ensure that there are regular security checks.
- Ensuring regular completion of incident report forms and monitoring and analysing incidents.

### 2.5 Delegated Responsibilities

#### **Site Manager / Caretaker**

- Daily security checks including the exterior areas of the school site.

- Routine security checks.
- Reporting crime and all losses to the police.
- Providing insurance claim information for completion of the Office Manager.
- Securing the school site at the end of the school day.
- Managing contractors on site including providing them with School Security Procedures.

#### **Office Manager**

- Completion of inventories.
- Completion of insurance claims and minor incident forms.
- Management of cash handling.
- Controlling visitors when they arrive on site ensuring they sign the visitors' book/use Electronic Visitor Signing in system and are issued a badge.

#### **All Staff**

- Protecting pupils from hazards.
- Wear their own lanyard
- Guarding against assault.
- Safeguarding property.
- Be security conscious and help to develop security conscious pupils.
- Implementing this policy and the strategies employed to ensure a secure school.
- Securing their own classroom on vacating it including closing windows and doors and switching off electrical and lighting appliances.
- Keeping the site tidy and reporting any waste.
- Involved in decision making regarding security issues.
- Reporting security weaknesses/near misses/damage to the Head Teacher.
- Challenging visitors who are not wearing a visitor badge.

### **2.6 Parents / Carers**

- Parents/carers will be informed of relevant security measures.
- Adhering to the School's security arrangements.
- Updated information will be given to parents/carers in letters/newsletters.

### **2.7 Pupils**

- Security measures and the reasons for them will be explained to pupils.
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should report all strangers and intruders immediately to the nearest member of staff.

## **3 Security Procedures**

### **3.1 Visitors**

Visitors should enter through the main entrance on Jenner St. The other entrance on Wesley Grove should be locked once children have arrived in school. The gate to the field should also be locked unless the field is being used. There is a video entry system on the main entrance, visitors should press the buzzer and wait to be admitted. This is also the main exit route.

Once on the school grounds, visitors should enter the school through the double doors leading to reception. These doors should be secured except for lunchtime and playtime. Visitors should report to reception where they will receive an appropriate security pass. During playtimes, unfamiliar adults will be escorted through the playground by office staff. At lunchtime unfamiliar adults will be escorted through the playground by the midday supervisor who let them in.

(See visitor policy for further information).

### 3.2 Drop off / Pick up

School gates are opened at 8:20am to allow pupils to arrive at school. The front doors are closed until 8:20am due to breakfast club. If children arrive at school before 8:20 am and are unsupervised, they are asked to attend breakfast club. Foundation gates are open until 8:40am, as is the Key Stage One playground gate. Main gates are closed at 8:40am.

At 2:50pm the entrance gates on Jenner St and Wesley St are opened to allow parents to collect children at 3:00pm. Foundation and Key Stage One are also unlocked so parents can wait outside classes. In Foundation and Key Stage One staff only release children to known adults. In Key Stage Two staff bring children to the playground and release them to a known adult. Some older children in year 5 and year 6 may walk home alone. Arrangements must have been made between the child's parent/carer and the class teacher before they begin walking home alone.

If a child is not collected, office staff or senior staff are notified. The office manager or class teacher will attempt to make initial enquiries about why the child has not been collected. The child will sit in reception (unless an alternative arrangement has been made). If the child has not been collected by 3:30pm, further enquiries will be made using all emergency contact numbers by senior staff. A child will not go home with other parents unless specific permission has been gained. At 5:00pm, if parents or carers have not been contacted and arrangements for collection made, senior staff will contact social care.

When children are attending clubs, the staff organising the club will remain with the children until they are collected. If a child is not collected senior staff should be contacted and the above procedure for left children will be followed.

### 3.3 Unauthorised Visitors

- Any outsiders on the school site should be directed to the main school office and should receive a lanyard.
- Members of staff should wear a lanyard identifying themselves as staff.
- Any visitors who have not gone through the visitor reception programme and are not wearing a lanyard should be treated as an intruder.
- Pupils are encouraged to report all strangers and intruders immediately to the nearest member of staff.
- Members of staff approaching anyone believed to be on site without legitimate reason should:
  - Approach whenever possible with a colleague
  - Be polite and assertive but avoid aggressive gestures/language
  - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
  - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual onto the LA incident reporting system.
  - Notify the Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the Schools H&S Team if further advice is required or where schools in the local neighbourhood need to be informed.

### 3.4 Appointments with Parents / Carers

Appointments with parents and carers, outside agencies and sales people should be stated in the school's online calendar and/or on the staff noticeboard in the staffroom. When parents and carers arrive for appointments, they will be given a lanyard and remain in reception until the member of staff arrives. Where possible the meeting will be held in a public place such as the staffroom or a classroom (Leave the door open if possible). Senior staff should be notified that the meeting is taking place. If staff have concerns about a meeting, the meeting should be held with two members of staff, in the Head Teacher's office, where there is a panic alarm.

### 3.5 Aggressive Behaviour by Adults

Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:

- Immediately alert a member of staff where possible.
- The additional member of staff should remain with the victim.
- The Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The assailant should be calmly asked to leave the site.
- The victim must report the incident to the Local Authority via the incident reporting system.
- The Head Teacher will investigate the incident and decide what further action is required. This could include prohibiting the assailant from the school site without invitation for a fixed period. (Guidance is available from Legal Services, if bought back).

### 3.6 Intruder Alarm Response

When the alarm is activated both single and confirmed, EMCS will contact the security company that we employ to attend the site, investigate the activation and leave a written report on their findings. When there is a confirmed activation a member of staff that has key holder responsibilities will also be required to attend the site. Staff with key holder responsibilities are:

Site Manager: Steve Cummings

Head Teacher: Jimmy Digges

Deputy Head Teacher: Louisa Swankie

### 3.7 Cash Handling

All parents are encouraged to use our electronic payment system so cash handling is kept to a minimum.

Cash is handled in accordance with the financial administration control and control policy. Cash received in classrooms should be brought to the office promptly with a clear note of who it's from and what it is for.

All cash received is recorded immediately, there are cash received class lists and other records for meals, milk, tuckshop etc.

Cash is banked promptly, at varying times, cash held on site does not exceed insurance limits. Cash on site is kept locked in a safe to which only authorised staff have access.

### 3.8 Contractors

All contractors are expected to sign a local Health and Safety Agreement before their work commences. This includes:

- Signing in and out rules. Phones should also be signed in and out if contractors are working on site when children are present.
- Segregation of work areas.
- Erection and maintenance of fencing.
- Control of waste material and its removal from site at the end of each working day and/or on completion of work.
- Management of tools, equipment, access equipment, chemicals etc. that could be accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended.
- Vehicle access / parking arrangements
- A commitment to the school's security requirements, and sharing of any information regarding their own security measures that may impact of the school's own arrangements and day to day operations.

### 3.9 Training

This policy will be shared during staff meeting time. The staff code of conduct and visitor policy will contain further guidance and will be given to new staff, visitors and volunteers as appropriate.

### **3.10 Lettings**

A number of providers use school premises to deliver a service. Outside providers are expected to have public liability insurance and a DBS certificate. Senior staff are normally present in the building, or a contact telephone number has been given. If they are not available, the site manager should be notified. Providers should have a register so we know who is on site. Providers operating after school should ensure they have contact numbers for parents and know who is being collected and who will walk home.

### **3.11 Minor Incident Reporting**

The School will report minor incidents of attempted theft, theft, vandalism, graffiti and fire on a Minor Incident Report Form. These are forwarded to the Insurance and Risk Management Section on a monthly basis.

### **3.12 Community Liaison**

The local community can offer important feedback related to out of hours security. Any information is carefully followed up and shared with the appropriate agencies when required.

### **3.13 Police Liaison**

The school will work alongside community protection officers and local community police officers to ensure the local community and the school is secure.

## **4 Cross-referenced documents**

- Health & Safety Policy
- Safeguarding Policy
- Induction Policy / Staff Handbook
- Lettings Agreements
- Contractor Health & Safety Rules
- Social Media Policy