



**Sandringham Pre-School**  
A great place to be two



**Sandringham Primary School**

# **Sandringham Pre-School and Primary**

## **Security Policy 2013**

## **SECURITY POLICY**

At Sandringham Primary School our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

### **Roles and Responsibilities**

#### **Management Responsibility**

School security is shared between the LA, Governing Body and Headteacher.

#### **Role of the LA**

The main role of the LEA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

#### **Role of the Governing Body**

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At Sandringham Primary School the Governing Body monitors the policy on a termly basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Resources Sub-Committee for discussion. The Governors' Annual Report to Parents will include a statement on school security.

#### **Role of the Headteacher**

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities
- Staff training needs are kept under review and training as necessary
- parents are informed of the security policy and encouraged to help
- There are half-termly risk assessments conducted by the head teacher and site manager
- In addition routine security checks are carried out on an on-going basis by the site manager
- Termly reports are made to the governing body and, where necessary, the lea
- All crimes are reported to the police

### **Guidelines for School Security, Security of Pupils, Staff and Visitors**

#### **Security Strategies in School**

##### **Staff:**

- Staff based in school are the only staff to now receive entry fob
- Staff to contact the School Office or senior staff in an emergency, via classroom intercom system
- Staff to have meetings with parents in the on the seating outside the School Office
- All staff must challenge visitors who are not wearing a visitors badge;

##### **Visitors**

- All visitors, including contractors, to come to main office entrance, report to School Secretary, sign in the visitors book and wear a visitors badge
- All parents to make an appointment to meet with a member of staff  
To follow the same procedure as above;

- All other services (SEN Teams, ICT Advisor) based in the School must sign in by the School Office
- Contractors reporting to Nursery entrance must report to School Office, sign in and wear a visitor's badge
- Parents to be reminded of our security strategies on a regular basis through "Premises, Health and Safety" Newsletters written by the Headteacher
- All visitors on courses must:
  - Sign in at the School Office and wear a visitor's badge
  - Follow the School's specified route to and from the training room, ensuring they exit via the School Office
- All staff must ensure that the people trying to gain entry to the School should enter via the **School Office**. They should not to the school by any other means.

### **Hardware**

- Entry Fob for entry into school
- All external doors to be kept closed. (Doors can be opened internally but no externally);
- All rooms containing equipment that may pose a risk to be kept locked - Site Manager's room, I.T. server room, Parents' room, Science cupboard, , Borough I.T. room, school kitchen and rooms containing cleaning equipment
- All upstairs windows to be secured at the end of the school day by staff and check by site supervisor.

### **Outside School**

- School gates to be kept locked out of school hours
- School gates to be kept closed and padlocked during school hours
- Children must not play in areas marked as out of bounds - by the school gates and by the school sheds
- All staff to challenge visitors on the school grounds during playtimes
- For school netball and football matches, the internal door must be locked so that access can be gained to the girls' and boys' toilets without need to enter the main building.

### **Security of Equipment**

- Staff are responsible for equipment in class.

### **Security strategies**

- School building opens at 6.00am (alarms are turned off)
- Site supervisor checks for break ins, damage from previous evening.(safe and secure)
- Lights are turned on, visual inspection that all are working.
- Main gates opens at 6.00 am to 8.30 am on time clack
- Pedestrian gate manually opened at 6.00 am till 9.15 am.
- Sandringham road junior gate opens at 7.15 am
- Henderson road gate opens 8.30 am – all gates locked 9.15 am
- Security of the building is then handed over to the head teacher – 10 am
- Spare keys to gates in reception and site supervisors office
- 3.00-6.00 pm security of school responsibility of site supervisor
- End of day checks windows and doors are secure.
- 6.16 pm Alarms turned on – liaise with Newham Security and Police when necessary.

### **Inside School Building**

- All expensive, portable equipment to be marked as belonging to the School
- All valuable and recognisable equipment to be photographed
- The infra-red intruder alarm system to be in operation when the school is closed
- Staff to be responsible for returning equipment to the secure area
- Staff to “sign out” equipment which is taken home, e.g. Lap-top computer, tape recorder.

### **Outside School Building**

- Scaleable walls and drain pipes to be coated with anti-climb paint and inspected termly
- Security fencing to the front and side of the school to prevent intrusion.

### **Security of Staff, Visitors, Pupils and Equipment during whole-school events.**

#### **Parents’ evening**

- Staff to meet with parents in classrooms
- All visits are timetabled by learning mentors
- The school gym to be locked
- At bell will be rung at 5pm to signify the end of the parents evening.
- Slt will clear the school.

#### **Fundraising Events**

- All rooms apart from those required to be locked
- All cd’s, cameras and personal belongings to be stored in storage containers and locked in cupboard by head teacher’s office
- For outside events - football matches, summer fayre, internal doors by toilets to be locked so people have access to toilet facilities without having access to school building.

#### **Monitoring of strategies**

- Informally through verbal reports from staff and visitors;
- Formally through weekly safeguarding meetings, termly full governing body meetings.

**All staff to take shared responsibility to ensure the security strategies are implemented.**

**Date: January 2010**

Responsible for review:	
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