

## SITE SECURITY POLICY



### ST JOSEPH'S CATHOLIC PRIMARY SCHOOL

#### Site Security Policy

#### STATEMENT OF INTENT

The governors at St Joseph's Catholic Primary School recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to the school. They will seek any necessary expert advice to determine risk and precautions to deal with them and will ensure the school has adequate resources within which to operate any procedures linked to site security.

This policy sets out clear procedures in relation to site security and all staff have a responsibility to cooperate with the requirements it specifies.

This policy aims to:

- Ensure children and all who work or visit St Joseph's feel safe and secure.
- Ensure that there is an awareness of personal and collective responsibility in relation to the security of the site and safety.
- Ensure that latest recommendations and training are adhered to.
- Identify and minimise risk as far as is reasonable and practical.
- Control access to the school and its site.
- Respond effectively and efficiently to any identified security issues.

#### LEGAL FRAMEWORK

This document has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE Site Security Guidance 2024

#### ROLES AND RESPONSIBILITIES

Governors will:

- Ensure that the school has a site security policy that is implemented.
- Monitor performance against the policy

The Executive Principal will:

- Ensure that staff are aware of the policy and procedures it contains.
- Ensure that any training requirements as a result of the policy are provided.
- Monitor and review the implementation of the policy.
- Report to governors about the success of implementation of the policy and any breaches of site security.

The Head of School will:

- Ensure that all staff, contractors, agency staff and visitors comply with the policy.
- Report any breaches of site security to the relevant people including the Executive Principal.

All staff will:

- Comply with this policy and the procedures it contains.
- Report any concerns or breaches to the Head of School.
- Work with children to instil a sense of individual and collective responsibility for personal safety.

Children will:

- Be encouraged to take some responsibility for personal safety at an age appropriate level.
- Be encouraged to report any concerns to a trusted adult.

## **ARRANGEMENTS**

### Perimeter

The perimeter boundary of the school is regularly checked to make sure that it is secure and there are no defects. This is undertaken by the site team and by SLT. Where an issue is identified it is reported and rectified as soon as possible.

### Gates

The vehicle gates are electronically secured and operated by a buzzer and intercom system to the school office. A camera is also attached to this system allowing visitors to be seen before access is granted. There are 2 options for access to be granted via this system. Access can be granted through the pedestrian gate or the vehicle gate from Little Sutton Lane. There is also access from Bromwich Close in the morning and in the afternoon. Both gates close automatically once access has been authorised. The vehicle gate is opened to allow access for pupils at 8.35am. It is automatically closed at 9.00am and all further access has to be requested through the buzzer system until they are opened again at 3.10pm for collection.

Staff are able to access both the pedestrian and vehicle gates with their using the school codes.

### Car Parking

Car parking is only allowed on site for visitors at certain times, eg. open evenings and pre-planned appointments during the day. At all other times, the car park is for staff use only. The car park is visible from the main school office and Executive Principals office and therefore has good natural surveillance.

### Access to buildings

St Joseph's School takes all reasonable efforts to control access to the school building.

Once access has been granted through the vehicle or pedestrian gate, all visitors must make their

way to the clearly signed main reception where the reason for visit will be established and any further risk assessments undertaken, eg, checking of identify badge and/or DBS etc where relevant and if working with children. All visitors will then be asked to 'sign in' using the electronic system. Health and safety, and safeguarding information will be given at this time.

When visiting school for a Mass or other school event, visitors such as parents and grandparents will sign in using a paper register where name and time in is given so there is an accurate record of who is on site. This is overseen by office staff and/or SLT. Only when this has been completed will visitors be given access through the locked door.

All unauthorised visitors will be challenged by staff.

### Control of visitors

The control of visitors is a fundamental part of site security at St Joseph's. Our procedures are that:

- Doors will remain locked at all times and can only be opened with a staff card or by the school office.
- Only regular school staff and MAC central team will have a staff card which can open the main door.
- All visitors will need to enter school through the main front entrance and complete the entry procedures as outlined above.
- Visitors will remain with the person they are visiting unless previously agreed by SLT.
- Visitors will be issued with their own school visitor lanyard which will hold their photo identify produced by the entry system. These lanyards will be yellow if the person holds a current DBS and red if they do not. This easily allows staff to recognise who is authorised to work with pupils and those who must remain supervised at all times.
- Staff are encouraged to challenge any adult on site who is not wearing an identify lanyard.
- Visitors must sign out of the building when leaving to provide an accurate reflection of who is currently on the site. This includes when pupils leave during the school day. Parents must sign their children out for the purposes of fire registers.
- Any parent visiting school for a meeting with a member of staff must be accompanied at all times and escorted to the place of meeting.

### Theft deterrents

The school has an intruder alarm which is maintained regularly by site staff and external contractors.

The school also has CCTV which can be monitored by the Executive Principal and Head of school. Area's covered include office areas and outside the building. A CCTV usage policy is in place to support its use and the use of CCTV is clearly signposted.

All expensive electronic items such as i-pads are stored in a lockable cabinet and are locked away overnight. They are not left in clear sight of external windows.

Laptops are not kept in classrooms overnight and are removed and kept with the teacher as they leave.

### Supervision of children

It is the belief of the school that the security of children is achieved by ensuring competent supervision by staff at all times.

SLT supervise the playgrounds at the beginning and end of the day.

Additional adult presence is ensured by allocated staff being on duty at all entrances at the

beginning of the day.

Adequate supervision is provided during playtimes and lunchtimes including first aid care when needed.

#### Supervision of contractors

All contractor visits to the school site are pre-planned and by companies approved by SLT and/or central MAC team.

It is not always guaranteed that all contractors will have a DBS check so contractors do not have unsupervised access to children at any point during a visit.

Contractors are expected to sign in at Reception and will be issued with an ID badge in the usual way which they will wear alongside any of their own ID.

Contractors will park in the car park in view of the school office and will only carry out work at agreed times and in agreed areas of the school.

Contractors will comply with any risk assessment and or hazard exchanges undertaken before work commences.

The Executive Principal and Head of School reserve the right to withdraw access to a particular area of the school if it is deemed inappropriate.

#### Locking and Unlocking arrangements

Only the site team lock and unlock the school, ensuring that intruder alarms are set appropriately. The Executive Principal also holds a set of school master keys and is able to lock and/or unlock the school in agreed circumstances.

Emergency call-outs are the responsibility of the site team.

#### Lockdown procedures

The school has a set lockdown procedure outlined in the lockdown policy. This will be used by the school in the event of a suspected terror threat or other circumstance when it is deemed unsafe for pupils and staff to leave the premises. This might be an actual threat seen or threatened or as a result of reported incidents in the local area. This process involves bringing pupils and staff into the school as quickly as possible and securing the premises by closing and locking all windows and doors where possible and alerting the police of the perceived threat. This procedure is discussed with staff and practised in a desktop exercise to avoid causing concern to pupils.

#### Desktop exercises

Desktop exercises are undertaken by SLT and premises team manager twice per year and allow school to test that its business continuity plans are appropriate and that it is as prepared as possible for any threat to its running. Occasionally, this exercise will link to a threat to site security.

### **RELATED POLICIES AND PROCEDURES**

This policy should be read in conjunction with:

- Safeguarding and child protection policy
- Health and Safety Policy
- Premises risk assessments
- Business continuity plan

- Lockdown policy
- Bomb threat policy