



GRANGE INFANT SCHOOL **SCHOOL SECURITY PROCEDURES**

Policy statement

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

Organisation

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

Governors

The 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 Headteachers' reports to governors
 - By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day-to-day implementation of the policy to the Headteacher.

Headteacher

The Headteacher will:

- Set up arrangements in school that comply 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 and review the implementation of the policy and security arrangements.

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.
- Report any shortcomings to a member of the Senior Leadership Team.

Designated Key Holders are:

Headteacher, Site Manager, School Business Manager and In Safe Hands (ISH) Security. Keys may not be entrusted into the care of any other persons or used by any other persons without the prior permission of the Headteacher.

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. All visitors must report and sign in at the main school office to access the school building/s. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Grange Infant School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

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.

- Intruder alarms are in operation, they are always set when the school is not in use.
- Security lights are on whilst the premises are occupied after dark.

The access control procedures for the building are:

- The main school office entrance is controlled by the office staff.
- The library door cannot be opened from the outside except with a security fob/key. The Admin Team has a list of who has security fobs and fobs are issued to named persons.
- The Early Years playground door cannot be opened from outside except by accessing the key pad control system. Only authorised staff are issued with the key codes on their Health & Safety induction programme by the Health & Safety Officer.
- The Site Manager's external door cannot be opened from outside except by accessing the key pad control system. Only authorised staff are issued with the key codes on their Health & Safety induction programme by the Health & Safety Officer.
- The staff room external door cannot be opened from outside except by accessing the key pad control system. Only authorised staff are issued with the key codes on their Health & Safety induction programme by the Health & Safety Officer.
- The Year 1 corridor external door cannot be opened from outside except by using a key. The Admin Team has a list of who has a key and keys are issued to named persons.
- All external classroom doors are monitored throughout the day by the classroom staff. Doors are locked when the classrooms are empty.
- At the beginning and end of the school day staff escort pupils into school and out from school on to the playground, where they are collected by parents and carers.
- Main school office entrance and exit is supervised at all times by school staff. Entrance is controlled by the Admin Team.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School buildings – security fencing around buildings and locked gates on to school playgrounds.
- School fields – security fencing around perimeter to prevent general public from coming onto school grounds.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are

- School field – access to school field for PE/playtimes are always under control of staff.
- Lunchtime – children sometimes use the school field but will always be under the supervision of staff.
- Playground – school gates are closed at all times after drop off/collection. Children are only ever using the playground under supervision of at least one member of staff.

Security of equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. Teachers are permitted to take their school laptop / iPad out of the building, but they are responsible for it. If an item is damaged whilst it is in the possession of a member of staff, repairs could be the responsibility of the member of staff. All equipment with an individual purchase cost in excess of £250 will be recorded in the school inventory.

Cash Handling

All cash collected on site is securely locked in the school safe prior to banking by staff. The following considerations apply:

- Banking should be carried out at irregular times and days.
- Cash handling should not be carried out in visible areas.
- Staff must not leave cash in unsecured locations.
- When banking large amounts of cash, two members of staff should travel together.

Unlocking Procedures Morning

The Site Manager or designated member of staff should walk the perimeter of the building to check for any signs of break in, broken windows, open doors, alarm sounding or lights left on.

NO MEMBER OF STAFF SHOULD ENTER THE BUILDING IF THEY BELIEVE A BREAK IN COULD HAVE TAKEN PLACE. IF IN ANY DOUBT THE POLICE MUST ALWAYS BE CONTACTED TO ATTEND.

In the event of the Site Manager or other designated member of staff being first on site in the morning and discovering a possible break-in they will contact the police to accompany them into the building and wait outside the main gate for the police to arrive.

When the school is in session or during holiday periods when staff or authorised persons are present in the building all exterior doors and all exterior and interior fire doors must be unlocked, but kept closed to maintain site security. The main gate to the premises must also be unlocked.

Out of Hours Alarm Calls

The Alarm company, EMCOR, can generally advise on whether the call out is likely to be an intruder or just a false alarm. However, this is not infallible and **extreme caution should be used.** Out of hours Intruder Alarm Calls will be first directed to ISH security company who are the first key holders, who should attend the alarm call and reset the alarm (in the case of false alarm) or contact the police if this is a break in and instigate boarding up procedures. In the very unusual event of the security company not responding, the order of key holders that will be telephoned by the alarm company is as follows:

- 1) Site Manager
- 2) Headteacher
- 3) School Business Manager

Numbers 1, 2, and 3 on the list should first of all *insist* that the security company *is* contacted to attend the call out. If this is not possible, and the key holder cannot contact the Headteacher, the key holder can attend the school with another responsible person only if it is safe to do so and only if advised by the alarm company that an alarm re-set only is required, but request police attendance if there is *any possibility at all* that this is a break-in.

Any member of staff attending a call out should ensure that a responsible person knows where they are, take a torch and carry a mobile phone.

In the unlikely event of being unable to secure the building, the emergency property services number should be contacted for advice.

Locking Up Procedures

The school is locked up daily by the Site Manager with the cleaners present at 6pm. For after school events the Headteacher or School Business Manager may lock up in the presence of one other member of school staff. All windows and outside doors must be secured and interior doors fitted with sensors must be closed in order to set the intruder alarm. All playground gates of the premises should be secured. The alarm should be successfully activated and the main entrance gate secured before leaving the premises.

Contractors on site out of Hours

Contractors will only be permitted on site out of normal school hours by direct agreement with the Headteacher who will organise for approved locking and unlocking procedures generally overseen by the Site Manager and the School Business Manager. Once approved by the Headteacher, a full Risk Assessment will be carried out prior to the contractors being on site out of hours.

Contact details for out of hours'/emergency services:

ISH Security	07545 444623 - ishsecurityservices@googlemail.com
EMCOR	01962 847980 - hcchelpdesk@emcoruk.com
Property Services	01962 847801 - property.management.mpm@hants.gov.uk

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

These procedures will be reviewed annually.

Date reviewed: February 2025

Date for next review: February 2026