

# HAMPDEN GURNEY

## Church of England Primary School

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### **Hampden Gurney C of E Primary School**

### **Premises Management and Security Policy**

#### **1. PURPOSE**

The Governors and Staff of Hampden Gurney Primary School ('the School') are very aware of the importance of maintaining a high level of personal security within the school as well as reducing the potential for arson, theft and vandalism.

The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

#### **2. ORGANISATION**

##### **2.1 Responsibilities**

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

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation. Any key issues that arise will be discussed by the premises sub-committee and if necessary, then taken to the Full Governing Body 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 as agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand their responsibilities and the school's security policy;
- staff training needs are kept under review and training is provided as necessary;
- parents are informed of the security policy and encouraged to help;
- there are half-termly risk assessments conducted by the Headteacher and the site manager;
- routine security checks are carried out on an on-going basis by the site manager;
- termly reports are made to the Premises, Health, Safety and security sub-committee;
- and that all crimes are reported to the Police.

The identified person for day-to-day responsibility for School security is the Headteacher.

The following employees have responsibilities for ensuring the security of the School site and premises:

SECURITY ISSUE	RESPONSIBLE PERSON	SPECIFIC DUTIES
Perimeter fencing, rear access routes from the underground parking and the fire escape onto Castleraugh Street	Site Manager	<ol style="list-style-type: none"> <li>1. Regular inspections</li> <li>2. Maintenance and repairs</li> <li>3. Proposals for upgrading security as necessary</li> </ol>
School entrance / exits	Site Manager or designated keyholder (Headteacher or deputy)	<ol style="list-style-type: none"> <li>1. Daily unlocking/lock-up routines</li> <li>2. Log and report incidents in the school's incident books</li> </ol>
Control of visitors	8.30 am – 5.00 pm Monday-Friday term time Office staff All other times: Caretaker or designated deputy/member of staff (as per rota)	<ol style="list-style-type: none"> <li>1. Sign in / sign out</li> <li>2. Control of visitor passes</li> <li>3. Control of security codes</li> </ol>
Control of contractors	Site Manager Neville Brown (Diocesan consultant) Office staff on contractor's arrival on site.	<ol style="list-style-type: none"> <li>1. Check credentials of contractors prior to appointment</li> <li>2. Brief contractors on School Security requirements and arrangements</li> <li>3. Day-to-day supervision of contractors on site</li> </ol>
Security of money	Office staff Trip / Visit Leader	Collection and banking of payments to the School Control of petty cash floats
Emergency procedures	<b>Fire:</b> Designated Person (E. Chua)  <b>First Aid / Accidents:</b> Designated/qualified First Aiders R. Parker, J Cobacha	Duties and responsibilities in accordance with School's Fire Awareness policy and procedures Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery
Building security risk assessments	E. Chua (Headteacher) + J. English + Pascal	Regular assessment of requirements, installation of security systems, staff training and system maintenance

## 2.2 Consultation

The School will discuss security arrangements regularly as follows:

Method	Frequency
Governor meetings	Termly
Senior Management Team meetings	Fortnightly
Staff briefings	Weekly (or as and when necessary)
Health & Safety committee meetings	Termly

## 3. ARRANGEMENTS

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

### 3.1 Information and Communication

Written information: Procedures and arrangements for security are detailed and regularly updated in:

- The School Induction Pack for Employees
- The School's Fire Awareness policy and procedures
- The School's Health & Safety policy and procedures
- The School's policy and procedures for Management of Contractors
- During yearly policy review meetings

### 3.2 Training

Security matters are addressed in:

- Induction Training for all new staff
- Regular updates as necessary during staff training days, held at the beginning of each term
- Specific training on new equipment and systems as required e.g. the intruder alarm system

### 3.3 Supervision

Arrangements for the supervision of pupils are as follows:

#### Breakfast club (8.00 – 8.45am)

Direct supervision by the member of staff responsible for breakfast club or a designated deputy.

#### Start of the School day (8.45 – 9.00)

The main door is open during term time between 8.45 and 9.00am. There will also always be a member of staff at the main doors on the ground floor where children enter the building. Parents may accompany their children down to the Lower Floor playground. All parents are expected to vacate the building when the first of two bells has been rung, at 8.55am.

A member of staff is always present on duty as children are assembling in the playground before school.

#### During the school day

During lesson time, a member of staff is always present to supervise children in their classrooms, or on the playdecks or on the playdecks.

## **Breaktimes**

The playground rota details which members of staff supervise at playtime. If the designated member of staff is not present for their duty, it is the responsibility of the staff member who is with the class before playtime to supervise the children until i) the appropriate member of staff arrives or ii) they find an alternative adult to supervise the children.

## **Lunchtimes (12.00-1.15pm)**

Children playing on the playground and playdecks are supervised at all times. There are always two adults on every playground in order that, should an incident happen, an adult can remain with the bulk of the children whilst the other attends to the incident.

## **End of the School day (3.30 –3.45pm)**

Class teachers / classroom assistants oversee pupils as they leave the school by the two main entrances to be collected by parents. Those children remaining for after school clubs are expected to wait in the hall for the club leaders to collect them and escort them to the appropriate part of the building. Staff will not let children leave the building before seeing a child's parent/parents.

## **After-school clubs (3.45- 4.45pm)**

All the leaders of after school clubs will be briefed about the school's fire and health and safety procedures. Club leaders will not let children leave the building before seeing a child's parent/parents.

## **Late collection**

Children who are not collected will be supervised outside the main office. If parents are 15 minutes late for collection, they will be contacted by a member of the office staff, club leader or senior manager.

## **Excursions/trips**

All pupils participating in sports fixtures or other trips/activities off-site during school hours will be brought back to school to be collected by parents.

Parents wishing to collect their own and/or other children directly from a venue must arrange this, in advance, with the teacher in charge.

## **3.4 Registration procedures and controls**

*General:* registration happens at the beginning of the morning and afternoon sessions. Teaching staff responsible for registration are required to forward registers to the School Office immediately after registration.

*Late book:* Pupils who arrive at school after 9.00am, are recorded in the late book by a member of staff on 'late' duty.

*Trips / visits / sports fixtures:* Responsible staff are required to complete a risk assessment and other documentation in accordance with the School's policy and procedures for Trips and Visits.

### **3.4.1 Procedures for collating information and for checking absentees:**

#### **Registration**

Parents / guardians are requested to contact the School to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.

Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the School Office.

### **3.5 Visitors**

Procedure for management of visitors is as follows:

- All visitors are required to check in and out at the School Office and to sign in with details of their name, organisation, host/destination, car registration and time of arrival/departure.
- Visitors will be provided with an identification badge which also provides them with health & safety information and this badge must be displayed by the visitor at all times whilst they remain on the School premises.
- If this is the first visit, or the visitor is not personally known to the School Office staff, he/she must remain in the school office until they are collected by their host. Visitors will be restricted to designated areas in accordance with their business at the School and will not be allowed unsupervised access to pupils.
- Staff must challenge visitors to the school who are not wearing a visitor's badge.
- All staff must ensure that people trying to gain entry to the school are made known to office staff.
- Parents will be reminded of the school's security procedures through the school's newsletters and bulletins
- All contractors are required to check in and out each day with the Site Manager and to comply with all other management controls as detailed in the school's policy and procedures for Management of Contractors. Any visitors/contractors who require access the site out of School hours are required to contact the Site Manager or Headteacher in advance.

### **Fundraising and large school events**

- The main school door will be supervised at all times during large school events. Parents or visitors should not be walking around the building unsupervised. Fire procedures and Health and Safety arrangements will be made before all events start.

### **3.6 Site Security**

An entrance code is issued to all teachers, office staff and classroom assistants. Staff are required to keep this code confidential and issue it only when absolutely necessary to people that they consider to be trustworthy. The code will be changed every 2 years or at a time when a significant change in staffing occurs. In case of emergency, the doors release by means of fire alarm activation.

All valuable hardware will be marked with infra-red coding as belonging to the school. Expensive, portable equipment should be stored in containers or in drawers overnight. The school's laptop computers will be stored in the ICT suite when not in use. The ICT suite is locked overnight.

### **3.7 Emergency arrangements**

Fire emergency arrangements are detailed in the Schools Fire Awareness policy and procedures.

Other emergency arrangements are detailed in the Schools Crisis Management policy and procedures.

### **3.8 Alarm system and intruders**

In the event that an intruder(s) is known to be on site, the fire bell will be rung both inside and out. Pupils and staff should follow the standard emergency evacuation procedure.

The alarm systems in the building are not currently linked up to either the Fire service or security service; this arrangement is currently being reviewed.

### **4. RISK ASSESSMENTS**

As required by the Management of Health and Safety at Work Regulations 1999, an assessment of risks posed by security has been carried out.

**Policy reviewed January 2019**