



GREENLEAS PRIMARY SCHOOL SECURITY POLICY 2023

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1. STATEMENT

This school will ensure, so far, as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their Health and Safety.

Measures will be adopted to protect persons in lone working; from intruders; visitors and general security arrangements.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility is the Headteacher.

2. ORGANISATION

The following personnel have responsibilities for ensuring the security of the school building:

SECURITY ISSUES	NAME	SPECIFIC DUTIES
Perimeter fencing, access routes	Caretaker	Daily checks of access routes. Weekly checks of perimeter fencing.
Securing school entrance/exits	Caretaker Admin Staff	Opening and Locking Gates and doors and ensuring in working order. Monitoring Entrance/Exit
Control of visitors	Admin Staff	All visitors to enter through main entrance. Only adults may admit a visitor using controlled access. Visitors to sign in on InVentry and wear a badge. Monitoring Entrance/Exit Accompanying new visitors Checking DBS/Identity
Control of contractors	Admin Staff Caretaker	Signing in and out Records e.g. asbestos register Supervision on site by admin/caretaker
Security of money etc	Admin Staff	Collecting, counting, managing safe, banking etc. Cashless system in place
Emergency procedures (fire, first aid, accidents)	Headteacher & SLT Admin Staff First Aiders	Emergency Plan Communication First Aid
Security risk Assessment	Headteacher & SLT Admin Staff Caretaker	Updating policy and arrangements.

The school discusses security regularly at the following forums: SLT Meetings, Staff meetings, Governors' Meetings. Health and Safety a standing item on agenda.

3. ARRANGEMENTS

The school/department has implemented the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 INFORMATION AND COMMUNICATION

At induction all staff are made aware of the school's security procedures. There is an annual whole staff update on Health and Safety and Security each September. All staff have access to the Security Policy. Additional updates take place during the school year. The staff notice board/weekly Diary Dates is used for reminders.

3.2 SUPERVISION

Pupils are carefully supervised by suitably qualified staff whilst in school. The school day starts at 8.55am and children can arrive from 8:45am onwards. No class, group or individual should be left without adequate supervision at any time of the day. A minimum of two adults should supervise outdoor playtimes. Children are discouraged from playing by the gates. During wet playtimes, one member of staff may supervise two classes to allow for staff breaks but only where both rooms can be clearly seen (e.g. through a joining door or through glass panels).

Staff are made aware of occasions when visitors and contractors are on site. These are added to Google Calendar. Additional supervision arrangements can then be made.

A member of staff is available to support dismissal of after school clubs. All children require parental permission and a register is taken at the start of each session. A member of staff supervises the collection of children and stays until all children have been collected.

3.3 VISITORS

All visitors are asked to report to the main reception. Visitors are asked to sign in on InVentry. This will log time of arrival, departure, name of visitor/company, vehicle registration and person to be visited. Visitors will be asked to wear an identification badge.

3.4 CONTROLLED ACCESS AND EGRESS

During the school day access and egress to the building is controlled by locking gates and allowing access only through the front entrance which has a key pad door entry system. From 8:45am children enter the playground via the pedestrian gate (F2/KS1) and the double gates (KS2), staff from each department are present on the gate. Parents do not enter the playground at drop off. At the end of the day parents are admitted to the playground area from 3:10pm to collect their child. All staff enter/exit the building via the main entrance and sign in using InVentry.

Children who attend wrap around care enter and leave via the main entrance. Registers are shared to ensure staff know who is attending and when.

3.5 PHYSICAL SECURITY MEASURES

Vandalism and theft are not a significant problem at Greenleas. The school is surrounded by palisade fencing and has security lighting in vulnerable areas. Relationships with neighbours who overlook the site are very positive. They can alert Atlas Patrol if they are concerned.

3.6 CASH HANDLING

The admin staff are responsible for collecting, counting, recording and banking money. (See financial regulations). Wherever possible, school operates as cashless. All money is kept in the safe which has an insurance cover of £2000. Banking is carried out regularly. The safe key is not kept on the premises.

3.7 VALUABLE EQUIPMENT

All items over £4000 are recorded and notified to the Facilities Management Insurance Section (666 5611).

The school office makes arrangements for all valuable equipment, including IT to be security marked and added to the Asset Register.

All valuable equipment will be removed from sight at the end of the school day, wherever possible. Laptops are stored in a locked cupboard. IT trolleys are not to be left in corridors where they can be seen.

3.8 PERSONAL PROPERTY

We dissuade staff and pupils of bringing valuable personal property into school.

Children must hand mobile phones or other items in at the school office to be kept until the end of the school day. Payments for lunch, milk and trips are all paid online via ParentPay. The only time children may need money in school is on event days e.g., school fair, charity days etc. On these occasions, children are encouraged to bring money in a named purse/envelope which can stay in their tray or kept in a class cash box.

3.9 LONE WORKERS

It is unusual for there to be lone workers on site. Where possible lone working is avoided. A risk assessment has been completed for times when this is unavoidable. Examples include the caretaker and headteacher during holidays and after evening openings. Lone workers should ensure that access to the building is secure and should keep a mobile phone with them at all times. They should also ensure that someone knows where they are and what time they are expected to finish working

4.0 RISK ASSESSMENT

As required by the Management of Health and Safety at Work Regulations 1999 a suitable assessment of risk posed by security has been carried out. A copy is attached to this document.

Related Policies

GDPR Policies- Data Protection Policy, Data Breach Policy

These policies are designed to protect personal data.

APPENDIX 1 Premises Security Checklist (Schools)

School:_____

Conducted by:_____

Position:_____

Date:_____

Review Date:_____

There are two sections to this document, Sections A and B.

Section A is a checklist to help identify areas of potential security risks. You can Add to the list to make it more specific to your site.

Aim to answer all questions within this section. There are three options: Yes, No and N/A with a space to add your comments.

Ideally 'yes' responses should be periodically reviewed to make sure security measures remain appropriate and relevant.

'No' and 'N/A' responses should be investigated further either to be addressed or to satisfy yourself that this is the appropriate and required response.

Section B consists of a set of Yes/No questions to help identify the nature of security issues that may be affecting you.

It also gives you an opportunity to indicate any specific concerns you have that you would like advice upon.

SECTION A

<u>Ref No</u>	<u>Premises security checklist</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comment</u>
1	CONTROLLING ACCESS TO & SECURITY OF THE SITE				
1.1	Do you have good visibility of your key site entrances/exits from the School Office?				
1.2	Is landscaping well managed so that there are no overgrown shrubs/bushes providing hiding places or reducing natural surveillance?				
1.3	Are signs of graffiti and vandalism quickly dealt with?				
1.4	Do you have security fencing around the perimeter of the site?				
1.5	If so, are gates locked at the end of the day?				
1.6	Are all gates locked at the end of the day?				
1.7	Are entrances controlled during the day i.e. secondary gates only open at the start and end of the school day?				
1.8	Is your site monitored by CCTV?				
1.9	Do you have CCTV coverage of key areas?				
1.10	Can any of the cameras pan, tilt or zoom?				
1.11	If 'yes' is the system registered under the Data Protection Act 1998?				
1.12	Do you have fully functioning security lighting?				
1.13	Is the site well lit during periods of darkness and when unoccupied?				
1.14	Is external lighting provided covering main entrances?				
1.15	Are on-site car parks and pedestrian routes to such covered by CCTV and/or good lighting?				
1.16	Do you have good signage directing visitors to Reception etc?				
1.17	Is maximum benefit made of any natural surveillance provided by nearby roads and housing?				
2	SECURITY OF BUILDINGS				
2.1	Do you have established procedures for opening and closing premises?				
2.2	Are access points into buildings kept to a minimum?				
2.3	Are there good quality locks on all ground floor doors and windows?				
2.4	Are there good quality locks on accessible doors and windows above ground level?				
2.5	Are all security locks, catches, bolts etc. periodically inspected?				
2.6	Do you have accessible skylights?				
2.7	Are skylights adequately secured or protected via internal grills?				

<u>Ref No</u>	<u>Premises security checklist</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comment</u>
2.8	Where access can be gained to skylights, have steps been taken to restrict this?				
2.9	Are external doors connected to an intruder alarm system?				
2.10	Are staff encouraged to ensure doors and windows are closed and locked at the end of the day?				
2.11	Where buildings are used outside of normal school hours, are security arrangements reviewed?				
2.12	Is there a formal system for controlling the issue of keys, security cards etc to staff?				
2.13	Are keys to rooms and buildings etc kept secure?				
3	MOBILE UNITS				
3.1	Are there any mobile units or remotely located blocks on the site?				
3.2	Are units alarmed or linked to the main intruder alarm system?				
3.3	Are units linked to the main fire alarm system?				
3.4	Do you remove valuable items from units into the main building in the evenings/weekends/holidays?				
3.5	Are units skirted to prevent the accumulation of rubbish?				
4	LETTINGS				
4.1	If premises are let are proper security controls in place?				
4.2	Do you use zoning of your intruder alarm system to prevent unauthorized movement around the building?				
5	VISITOR CONTROL				
5.1	Do you have good signage to direct visitors to Main Reception?				
5.2	Do you have a form of controlled entrance into the school e.g. buzzer/intercom system?				
5.3	Are all visitors required to sign in?				
5.4	Do visitors wear visible identification badges issued by the school?				
5.5	Are visitors accompanied at all times when on your premises?				
5.6	Do you ensure all visitors sign out when they leave?				
5.7	Do you have a procedure for monitoring activities of contractors whilst on site?				
6	ALARM SYSTEMS				
6.1	Do you have a remotely monitored intruder alarm system?				
6.2	Is the intruder alarm system protected by BT Redcare or similar?				

<u>Ref No</u>	<u>Premises security checklist</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comment</u>
6.3	Are all main areas included in the alarm coverage i.e. ground floor rooms, corridors, staircases and key areas on other levels?				
6.4	Is the intruder alarm system fully operational and annually serviced?				
6.5	Can the intruder alarm system be zoned?				
6.6	Do you have a Police response in place?				
6.7	If Police response has been withdrawn are you planning to re-instate this?				
6.8	Do you have a fire alarm system?				
6.9	Is the fire alarm system fully operational and annually serviced?				
6.10	Is the fire alarm system remotely monitored?				
6.11	Is the fire alarm system protected by BT Redcare or similar?				
6.12	Do you have smoke/heat detectors?				
7	FIRE HAZARDS				
7.1	Do you have fire extinguishers?				
7.2	Are these routinely inspected and maintained?				
7.3	Do you have staff trained in how to use fire extinguishers?				
7.4	Are electrical rooms clear of clutter and combustible materials?				
7.5	Are boiler rooms clear of clutter and combustible materials?				
7.6	Are cleaning fluids and other flammable chemicals stored separately and safely?				
7.7	Are external bins located and secured away from main buildings?				
7.8	Is there good housekeeping and a system for waste control/removal?				
7.9	If you have no smoking restrictions are these imposed?				
7.10	Have you carried out a fire risk assessment in the past 12 months?				
7.11	Are all electrical appliances regularly PAT tested?				
7.12	Do you carry out regular fire drills?				
8	PROPERTY SECURITY				
8.1	CASH				
8.1.1	Do you keep cash on premises?				
8.1.2	Do you have procedures for the safe and secure storage of cash?				
8.1.3	Are there safe and secure procedures for transporting cash off the premises or for arranging collection?				
8.1.4	Are keys to safes kept secure?				

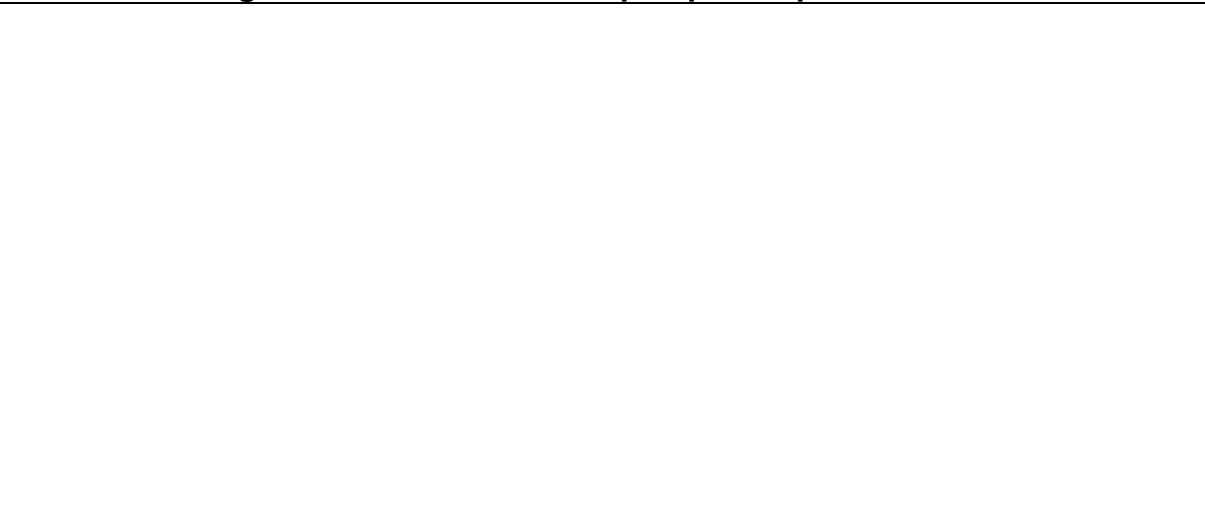
<u>Ref No</u>	<u>Premises security checklist</u>	<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>Comment</u>
8.2	EQUIPMENT				
8.2.1	Do you maintain an asset register for identification of IT, high value or high theft items?				
8.2.2	Are all such items visibly security marked, secured (e.g. cable locks, decibel alarms, security cabinets) or kept within the range of PUR sensors?				
8.2.3	Are measures taken to remove valuable items to secure areas during weekends or long vacations?				
9	SECURITY DURING WORKING HOURS				
9.1	Are members of the public (parents/visitors/deliveries etc) prevented from accessing unauthorized areas?				
9.2	Have risk assessments been carried out for the safety of staff in contact with the public?				
9.3	Do staff have means to alert other staff or have access to a panic alarm to call for assistance if required?				
9.4	Have arrangements been made for the personal safety of staff working in isolated areas?				
10	SECURITY OUTSIDE WORKING HOURS				
10.1	Are any special arrangements made for security/surveillance during vulnerable times such as holidays and weekends?				
10.2	Are there appropriate arrangements for out of hours response? i.e. is an up to date list of key-holders lodged with an alarm company, Police etc?				
11	RISK ASSESSMENTS				
11.1	Are security risk assessments performed jointly with other users and occupiers of the premises?				
11.2	Are risk assessments reviewed after any breaches in security or any activity which might impact upon security?				
12	ROOF ACCESS				
12.1	<p>Is there a potential for unauthorised persons climbing on the roof? ie</p> <ul style="list-style-type: none"> Fences, walls and railings adjacent or close to building Trees or shrubs growing next to structure Design and location of window recesses around the building The ground level varying around the structure due to steps or a slope Ladders or steps being readily available Moveable structures stored nearby, eg wheelie bins, outdoor furniture External fire escapes stairs which pass close to a flat roof and have low guard railing which allows a 				

	step-over onto the roof				
12.2	<ul style="list-style-type: none"> Is there any history of climbing on the roof 				
12.3	<ul style="list-style-type: none"> Are there signs that climbing has occurred, eg worn areas on walls, fences, trees and window ledges which have been used as a foothold, or debris and graffiti on roof locations 				
13	GENERAL				
13.1	Are there clear procedures for reporting and recording incidents / security risks and are these investigate?				
13.2	Is security guidance readily available to staff?				
13.3	Are new staff advised about security procedures as part of their induction?				

SECTION B

1	INCIDENT HISTORY (in previous 12 months)	YES	NO	ADDITIONAL INFORMATION i.e. severity of problem
	Vandalism			
	Trespassers – general			
	Trespassers – gaining access to roof			
	Actual or attempted break ins			
	Graffiti			
	Theft			
	Fires – deliberate or accidental			
	Do you report incidents to the Police?			
	Have the Police given or are in the process of providing security advice?			

If you have any specific problems or concerns that you would like the CYPD's Facilities Management Team to advise upon please provide details below:





Children and Young
People's Department

M34

RISK ASSESSMENT RECORDING FORM

When completed a copy of this form must be sent to your Line Manager

Location or Address: Greenleas	Date assessment undertaken: Reviewed Sept 2022	Assessment undertaken by: Sharon Edwards
Activity or Situation: School Security	Review Date: September 2023	Signature: SA Edwards

(1) Hazard	Risk	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	(4) What action can be taken to further reduce risk?
Uninvited/undesirable visitors to the school.		<p>Pupils, staff, visitors.</p> <p>Physical/verbal abuse.</p> <p>Children if they leave the</p>	<p>Security fencing in place around school site with access restricted during the school day. Gates locked at 8:55am and opened at 3.10pm. During this time access is only available through the main entrance using a buzzer entry system.</p> <p>Visitor Policy and RA in place</p> <p>Children are not allowed to answer/open the main door themselves.</p>	<p>Perimeter fencing checked weekly.</p> <p>Children reminded regularly not to answer/open the door.</p> <p>F2 children handed over to parent/carer individually.</p> <p>KS1 children supervised by teachers and TAs when leaving school.</p>

		premises unsupervised. By traffic or by other people.	Visitors required to sign in asked to wear a badge. All staff, volunteers and visitors	All children reminded frequently not to leave without a parent /carer. Written permission or phone call required from a parent before an older
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(1) Hazard	Risk	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	(4) What action can be taken to further reduce risk?
Theft or damage to school property.		Potential injury to pupils, staff and visitors either during a robbery or following damage done during a robbery or theft.	Security Alarm fitted to school premises for use out of hours. Security fencing around site. Security lighting in vulnerable areas. Blinds fitted in all classrooms and closed at the end of every day Expensive items such as laptops, iPads locked away at night.	Regular (BiAnnual) checks on alarm system. Weekly checks on perimeter fencing and security lighting.

RISK RATING

a SEVERITY

SCORE RATING: WHAT NEEDS DONE

- 5 Dying or being permanently disabled risk is controlled
- 4 Serious injury/long-term illness
- 3 Temporary disability/3 days off sick
- 2 Will need medical attention controls and make a
- 1 Minor injury eg bruise, graze

b LIKELIHOOD

- 5 Will almost certainly happen
- 4 Highly likely to happen
- 3 Not so likely
- 2 Even less likely
- 1 Unlikely to happen at all

c FINAL TO BE

- 16-25 Stop! Do not start activity again until
- 10-15 High risk level, High priority. Take action straight away to control the risk
- 6-9 Medium risk level. Tighten up plan to do something about risk
- 3-5 Fairly low risk level. Low priority but keep possible action in mind
- 1-2 Low or trivial risk. No further

action.

ACTION PLAN

So: $a \times b = c$

Action Required	Responsible Person	Date for Completion

AF

(1) Hazard	Risk	(2) Who might be harmed and how?	(3) What controls exist to reduce risk?	(4) What action can be taken to further reduce risk?

RISK RATING

a SEVERITY

- 5 Dying or being permanently disabled
4 Serious injury/long-term illness
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2 Will need medical attention
1 Minor injury eg bruise, graze

b LIKELIHOOD

- 5 Will almost certainly happen
4 Highly likely to happen
3 Not so likely
2 Even less likely
1 Unlikely to happen at all

c FINAL SCORE RATING: WHAT NEEDS TO BE DONE

- | | |
|-------|-----------------------------------------------------------------------------------|
| 16-25 | Stop! Do not start activity again until risk is controlled |
| 10-15 | High risk level, High priority. Take action straight away to control the risk |
| 6-9 | Medium risk level. Tighten up controls and make a plan to do something about risk |
| 3-5 | Fairly low risk level. Low priority but keep possible action in mind. |
| 1-2 | Low or trivial risk. No further action required. |

So: $a \times b = c$

ACTION PLAN

Action Required	Responsible Person	Date for Completion

M34