



DUNKIRK PRIMARY SCHOOL

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Policy on School Security

Adopted by the Governing Body of Dunkirk Primary School:

Approval:	Head Teacher: June 2023
Review:	June 2026
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Committee responsible:	FGP

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1 Introduction

We are committed to developing a safe and secure environment where teaching and learning can continue in as pleasant a physical environment as possible. There are two main considerations:

- The safety of people (adults and children)
- The security of buildings and its contents

Security involves everyone concerned with the school.

It is acknowledged that contravention of this policy by members of staff could constitute a disciplinary offence.

2 Roles and Responsibilities

2.1 Schools H&S Team

- To provide schools with model policies.
- To support the Governors and Head Teacher through the provision of guidance, information, specialist advice and training.
- To share information about significant security incidents to schools in the City boundary.

2.2 Insurance

- To ensure that relevant insurance cover is in place to meet the requirements of schools, together with the provision of appropriate support through advice, guidance and information.
- To provide operational risk management advice/guidance that mitigates the likelihood and consequences of insurable risks occurring.
- To ensure that premiums recharges are kept to an acceptable level given the nature of the risk.

2.3 Governing Body

- Regularly review this school policy.
- Consider security regularly through the Finance and General Purposes Committee of the Governors and as part of consideration of the wider Health & Safety Policy.
- Determine annual action plans and spending on security measures after briefing by the Head Teacher.
- Delegate implementation of this policy to the Head Teacher.
- Monitor the effectiveness of this policy.
- Report annually to parents on security.
- Ensure that procedures are in place to report incidents to our insurers.

2.3 Head Teacher

- Responsible for implementing this policy.
- Ensures that staff understand this policy and their own responsibilities.
- Identify and review staff training needs.
- Inform parents of this policy and encourage them to assist.
- Report to the Governing Body
- To liaise with police and report all crimes and losses to ensure that there are regular security checks.
- Ensuring regular completion of incident report forms and monitoring and analysing incidents.

2.4 Delegated Responsibilities

Site Manager / Caretaker

- Daily security checks including the exterior areas of the school site.

- Routine security checks.
- Annual security survey and assessment of risk.
- Reporting crime and all losses to the police.
- Providing insurance claim information for completion of the Office Manager.
- Securing the school site at the end of the school day.
- Managing contractors on site including providing them with School Security Procedures.

Office Manager

- Completion of inventories.
- Completion of insurance claims and minor incident forms.
- Management of cash handling.
- Controlling visitors when they arrive on site ensuring they sign the visitors' book and are issued a badge.

All Staff

- Protecting pupils from hazards.
- Guarding against assault.
- Safeguarding property.
- Be security conscious and help to develop security conscious pupils.
- Implementing this policy and the strategies employed to ensure a secure school.
- Securing their own classroom on vacating it including closing windows and doors and switching electrical and lighting appliances off.
- Keeping the site tidy and reporting any waste.
- Involved in decision making regarding security issues.
- Reporting security weaknesses/near misses/damage to the Head Teacher.
- Challenging visitors who are not wearing a visitor badge.

2.5 Parents / Carers

- Parents/carers will be informed of relevant security measures.
- Adhering to the School's security arrangements.
- Updated information will be given to parents/carers in letters/newsletters.

2.6 Pupils

- Security measures and the reasons for them will be explained to pupils.
- Pupils will be encouraged to respect the security arrangements implemented by the school and to report any problems/damage to a member of staff.
- Pupils should report all strangers and intruders immediately to the nearest member of staff.

3 Security Procedures

3.1 Visitors

There are main entrances on each campus. These are accessed via the main gate or car park gates. All of these are controlled by staff in the office via an intercom system and gate control system. Visitors have to state who they are and who they are here to meet/action to be taken e.g. collecting child for an appointment. There is a reception area on both campuses that is a "waiting area" that prevents visitors accessing the main building? Visitors have to sign out of the building and be buzzed through the gate to exit the premises.

3.2 Drop off / Pick up

Abbey-Children are dropped off at their year group gate at the start of the day and at the end of the day. This is all communicated to parents via classdojo and there is a practice on the transition days. Mid-year arrivals are shown on school visit induction sessions.

The procedures for parents/carers dropping off and picking up their children during the school day are that parents come to the main office. They have to show proof of the appointment and admin staff update the register. Parents/carers wait in reception and staff collect the children.

The late collection information is outlined in the late collection policy. Children have to wait in reception if they are collected late with a member of school staff.

Children who travel on the minibus are escorted on and off the premises. Parents/carers collect unless the child has written permission to walk home alone (Y5/6 only). Registers are taken and carried on the travel route.

If another adult comes to collect any child then school has to be notified in advance, agreement made and a password issued. No password = no release.

3.3 Unauthorised Visitors

- Any outsiders on the school site should be directed to the main school office.
- Any visitors who have not gone through the visitor reception programme should be treated as an intruder.
- Pupils should not approach any stranger who is not wearing a badge and should be told to report all strangers and intruders immediately to the nearest member of staff.
- Members of staff approaching anyone believed to be on site without legitimate reason should:
 - Approach whenever possible with a colleague
 - Be polite and assertive but avoid aggressive gestures/language
 - Enquire whether they have legitimate business at the school. If they have they should be directed to the school office. If they have not they should be asked politely to leave the site.
 - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual and record using the NCC online incident management system.
 - Notify the Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the Risk/Health and Safety Management Team if further advice is required or where schools in the local neighbourhood need to be informed.
 - Initiate 'lock-in' system if necessary

3.4 Appointments with Parents / Carers

Appointments are booked in the diary. Staff meet parents/carers after school or leadership meet parents/carers in school day or after school. Staff meet parents in classrooms and other staff are in the area. Private meetings take place in leadership rooms and other staff are in the next space. All these rooms have phones for emergency contact.

3.5 Aggressive Behaviour by Adults

Violent and aggressive behaviour is not tolerated. Staff encountering violent or aggressive behaviour should:

- Immediately alert a member of staff. Use personal / panic alarms as necessary.
- The additional member of staff should remain with the victim.
- The Head Teacher should be notified who will assess the situation and decide whether the police should be called.
- The assailant should be calmly asked to leave the site.
- The victim should report the incident via the NCC online incident management system.
- The Head Teacher will investigate the incident and decide what further action is required. This could include prohibiting the assailant from the school site without invitation for a fixed period. (Guidance is available from Legal Services).

3.6 Intruder Alarm Response

Intruder alarm is monitored by EMCS (East Midlands Central Station). A single activation results in the keyholder, Nottingham Control Centre sending out a security patrol (a single activation is just

one sensor picking up a moving item, possible a spider, or even a display that may be moving when the blower heaters turn on). If a confirmed activation happens (more than one sensor activated) the security patrol and police would attend.

The keyholder company can call upon various companies to attend for boarding up and making the school secure. Nottingham Control Centre have been asked if they attended a callout due to a break-in, they would contact the Site Manager who would also attend, they would stay on site to avoid the Site Manager having to be lone working.

3.7 Cash Handling

The school operates a zero cash policy. This is enforced wherever possible to ensure minimum cash is held on site. However, on the rare occasion cash is collected (e.g. charity collections) it is immediately collected and stored in the Highfield campus safe. The key for the safe is locked in a secure box and stored within a secure storage room. Access to the safe is restricted to the Finance team. Any cash that is collected is then reconciled and banked by a member of the Finance team. Due to the limited amount of cash collected by the school this only happens 2/3 times a year. All procedures comply with the school's finance and insurance policy.

3.8 Contractors

All contractors are expected to sign a local Health and Safety Agreement before their work commences. This includes:

- Signing in and out rules.
- Segregation of work areas.
- Erection and maintenance of fencing.
- Control of waste material and its removal from site at the end of each working day and/or on completion of work.
- Management of tools, equipment, access equipment, chemicals etc. that could be accessible by unauthorised persons (particularly children) e.g. when their work area is left unattended.
- Vehicle access / parking arrangements
- A commitment to the school's security requirements, and sharing of any information regarding their own security measures that may impact of the school's own arrangements and day to day operations.

3.9 Training

There is an induction session

3.10 Lettings

See lettings policy

3.11 Minor Incident Reporting

The School will report minor incidents of attempted theft, theft, vandalism, graffiti and fire to our insurers.

3.12 Community Liaison

The school has links with nuast Academy, the University of Nottingham and the Community Centre at Highfields. At Abbey Cornerstone Church and the Mosque. Information is passed between these members in regard to the safety of the local area, as well as local residents.

3.13 Police Liaison

There is communication with a Crime Prevention Officer, Community Police and/or Community Protection Officer.

4 Cross-referenced documents

- Health & Safety Policy

- Safeguarding (Child Protection) Policy
- Induction Policy / Staff Information
- Lettings Agreements
- Contractor Health & Safety Rules