



Adopted by the Governing Body of Dunkirk Primary School:

Approval:	F&GPC: 26.2.16
Review:	In accordance with LA
To be reviewed by:	Nathan Smith/Heidi Hollis
Committee responsible:	F&GPC

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.

NB: HFC = Highfields Campus ABC=Abbey Campus

Roles and Responsibilities

2.1 Local Authority

- To maintain an overall policy and to support and monitor our implementation of the policy.
- To support the Governors and Head Teacher through the provision of guidance, information, specialist advice and training.

2.2 Nottingham City Council 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.



HEALTH AND SAFETY SECURITY 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 the LA and Insurance.

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
- 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 / Assistant 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.
- Securing the school site at the end of the school day.
- Managing contractors on site including providing them with School Security Procedures.
- Completion of inventories (Site Manager).
- Completion of insurance claims and minor incident forms.

Office Manager

- 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.



HEALTH AND SAFETY SECURITY POLICY

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/website.

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.

Security Procedures

3.1 Visitors

Arrangements are in place to prevent unauthorised access, so far as is reasonably practicable:

- Access to the school building is through the main entrance which has a security coded lock and door release operated by the office staff.
- All staff wear identity badges which are visible at all times.
- All visitors must report to the office, sign the Visitors' Book and wear their own or a school visitor's badge.
- Visitors are also informed to sign out before leaving the building. The front door is electronically controlled by office staff during the school day and by an internal release button after 3.30pm.
- The school has a reception / waiting area with an internal door preventing visitors from accessing the rest of the school building. This door is closed at 9.10am and re-opened at 3.30pm.
- Children are made aware of these procedures and are told to report anyone in school without a badge to a teacher.
- All other external doors are accessed using an electronic fob, held by school staff.
- All external gates (except the front access gate) are locked by 9.15am and visitors during the school day have to use the main entrance, report to the school office and sign in.
- All gates are re-opened at 3.15pm at HFC and 3pm at ABC.
- There is no public access to any playground or the school field.
- The car park and front gates close automatically during the school day and only authorised members of staff or expected visitors are given access to the school car park.
- Children are prevented from leaving the premises during the school day as there is electronically controlled exit through the front entrance door and all playground gates are locked or only accessed using the electronic fob system. All children have to sign out with a parent/carer before leaving during the school day.

3.2 Drop off / Pick up

Children can enter the school playground from 8.45am, unless they are booked into the school's Breakfast Club which is open from 8.00am. The school bell rings at 8.55am for KS1 and 2 children and at 9.00am for foundation stage children.

Children are collected at 3.30pm at HFC and 3.15pm at ABC unless they are booked into after school childcare which is open until 6.00pm.



HEALTH AND SAFETY SECURITY POLICY

Late Procedure

The responsibility for ensuring that this procedure is adhered to lies with the Head Teacher or senior person responsible.

The responsibility for ensuring the child is not left uncollected in school lies with the class teacher according to the following procedure:

Children are collected at 3.15pm from Abbey Campus and 3.30pm from Highfields Campus unless they are booked into after school childcare which is open until 6.00pm.

The responsibility for ensuring that this procedure is adhered to lies with the Head Teacher or senior person responsible.

- When a child has not been collected they wait with the class teacher on the playground until 3.30pm at Abbey Campus or 3.45pm at Highfields Campus.
- After that time the child is taken to wait on the seats in the reception area and wait with their class teacher or a teaching assistant.
- The class teacher or another nominated member of staff phones the parent/carer and if unavailable the second contact person for the child.
- Parent/carers will be contacted to collect their child. Once the child has been taken to the office, a log will be made of a late collection and an initial £10 late fee charged (if first time late collection this will be waived, until Abbey 4:30pm charges and Highfields late collection 4:45pm charges apply, as childcare is still being provided).
- The class teacher continues to have responsibility for the child until 30 minutes after end of school when the child will be handed over to the senior person-HT/DHT/AHT/leadership team (not the office staff). At this point an additional £5 will be charged.
- Every additional 30 minutes will incur another £5 charge. Even if a parent calls and contacts school, the late charges will still apply.
- If repeated efforts to contact the responsible person fail and the child remains uncollected at 5:00pm, the decision may need to be made to contact the social services duty officer and/or police. This call will be made if a child has not been collected by 6:00pm.
- On collection of a late pick-up parents must inform staff as to the reason for the lateness and staff should remind the parents/carers about the implications for the child and school. A follow-up letter and invoice for childcare costs will be sent to the parent/carers.



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- Children can only be picked up by an adult after school has finished.
- Collection of a child is the responsibility of the parent/carer and contact details must be kept up to date.

The class teacher will always report any repeated late collections and these will be followed up by the Head Teacher.

3.3 Unauthorised Visitors

- Any outsiders on the school site are directed to the main school office.
- Any visitors who have not gone through the visitor reception programme are treated as an intruder.
- Pupils are told not to approach any stranger who is not wearing a badge and will then 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 will:
 - 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 accompanied to the school office. If they have not they should be asked politely to leave the site and accompanied off the premises by a member of the Leadership Team.
 - Make a mental note of any abusive or threatening behaviour and record this with a description of the individual on an NCC Violence to Staff form.
 - Notify the Head Teacher immediately who will take appropriate action. This may include contacting the police and/or notifying the Risk Management Team if further advice is required or where schools in the local neighbourhood need to be informed.

3.4 Appointments with Parents / Carers

The school operates an open policy and welcomes discussions with parents / carers as appropriate. These will usually take place at the end of the school day when other staff are close by.

If a more difficult discussion is needed, there will always be at least two members of staff in attendance. The Head Teacher or senior person will always be informed if meetings are taking place beyond the school day and staff are instructed to take sensible precautions at all times.

Appointments are usually held in the class rooms, meeting rooms or Leadership rooms and consideration is given to this by the person arranging the appointment, especially for classrooms furthest away from the reception area.

If an appointment deteriorates the member of staff will leave the room or telephone for help – see Section 3.5.

Consultation Evenings are held twice a year, with the Site Manager and Leadership in attendance. Teachers will make the Head Teacher aware of any concerns so that adequate support can be provided.



HEALTH AND SAFETY SECURITY POLICY

3.5 Aggressive Behaviour by Adults

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

- Immediately alert another member of staff. Use personal mobile phones as necessary.
- The additional member of staff should remain with the victim.
- The Head Teacher/ Leadership team 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 must complete a NCC Violence to Staff Incident on-line reporting (1st page).
- The Head Teacher in completing the reverse of the form 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

When the intruder alarm is activated outside school hours, the alarm sounds locally and a signal is sent through to an alarm receiving centre. Central Security monitor Dunkirk Primary School and will attend the site. If it is a false alarm, they re-set; if it is a break-in, the Site Manager is called who attends where possible and remains accompanied by Central Security as long as necessary to deal with the incident. Central Security is employed as the main key-holder, with the Site Manager, Assistant Caretaker and Head Teacher as additional key-holders.

3.7 Cash Handling

- A Money Collection procedure is in place and followed by all members of staff, in accordance with audit and Insurance requirements.
- The Office Manager ensures prompt and intact banking of all cash and associated recording of income in accordance with LA Financial Regulations and policy. There is no regular pattern of banking times.
- The school safes are kept locked and the key removed. Keys to safes and cash boxes are carried on the person of the nominated and authorised members of staff at all times. The loss of such keys is reported to the Head Teacher immediately.
- Money left on the premises is secured in a locked safe or locked secure strong room.
- Losses due to theft of stocks or cash shall be promptly reported to the Police, Head Teacher, Governing Body and the City Council (Insurance & Risk Management Service) in accordance with financial regulations – CPFR6 para 3.1.
- All staff are reminded to be vigilant and have responsibility for following school agreed procedures for looking after cash and other school resources.

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.



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- 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 on the school's own arrangements and day to day operations.

3.9 Training

New staff receive induction from the Office Manager, Head Teacher, Deputy Head Teacher and / or their line manager, according to our CPD Policy. It is also the responsibility of staff to ask if they require training or support in any area. Students, volunteers and supply staff receive a summary sheet containing essential information which includes health, safety, welfare and security. All policies and procedures are on the school server and all staff have access to them.

3.10 Lettings

There are no lettings at present. If required, the school has a Lettings Policy and Lettings Agreement, monitored by the F&GP and P&P Committees.

3.11 Minor Incident Reporting

The School will report minor incidents of attempted theft, theft, vandalism, graffiti and fire on a Minor Incident Report Form. These are forwarded to the Insurance and Risk Management Section on a monthly basis by the Site Manager.

3.12 Community Liaison

The school is active in engaging with the local community and makes provision for the full core Extended School offer. Although the school currently has no lettings, the facilities are fully utilised during school opening times and beyond, with many social events jointly organised by the school, parents and community. Neighbours are always watchful and report any concerns / incidents immediately to the police as well as informing school.

3.13 Police Liaison

There is ongoing communication with the Community Police.

3.14 School Inventory

A record of all portable, desirable and valuable items (not included on the asset register) is maintained on a school database using an inventory form. These items are permanently security marked as being the property of the school in a visible manner. All staff have the responsibility of safeguarding property and being security conscious and helping to develop security conscious pupils.

4 Cross-referenced documents

- Health, Safety and Welfare Policy
- Safeguarding / Child Protection Policy
- Induction Policy / Staff Handbook
- Lettings Agreements
- Contractor Health and Safety Rules
- Financial Administration and Control Policy
- Continuing Professional Development Policy