

Weston Turville CE School

Mission Statement – TO PURSUE WISDOM WITHIN A CHRISTIAN ETHOS

SCHOOL SECURITY POLICY

Co-ordinator	Mrs K Brooks
Policy Agreed	May 1998
Adopted by staff	May 1998
Adopted by Governors	July 1998
Reviewed	Spring 2003; Spring 2007; Spring 2014; Autumn 2019
Next Review Date	Autumn 2023

Weston Turville C.E. School is committed to providing a safe and secure environment for its staff, pupils and visitors. We recognise the importance of security and have in place measures to achieve this.

This School has a visitor policy requiring all visitors to report to reception, sign in and wear a badge whilst on the premises. **All visitors working directly with children must provide photo ID and the school undertakes a DBS check, or checks the DBS of visitors providing professional support services. Their attention is drawn to the safeguarding and health & safety information for visitors.** The school monitors all those who enter the school premises and grounds.

The school has a policy for dealing with Violent, Threatening or Abusive Visitors. Appropriate training is given to staff to enable them to recognise the risk posed of unwelcome visitors. Training is given to enable staff to cope effectively in these situations and minimise any risk.

If pupils need to leave the premises during the school day i.e. dentist/doctors appt. staff must be notified in advance by the parents. If a child is taken ill during the school day we will try to contact an adult on the child's emergency contact list. Children will not be allowed to leave with any other adult **without the permission of the parent.** No child will be permitted to leave the site during the school day without an accompanying adult.

To ensure a child's safety, on very rare occasions Child Protection Staff or Police might collect a child from school without the permission of that child's parents or guardian.

The school has established procedures to deal with emergency situations that may arise such as fire, hoax calls, bomb alerts, accidents, unauthorised persons, etc. All staff and pupils are familiar with the emergency procedures. The Head (or Deputy) and Governors will regularly review procedures to ensure their effectiveness. Within available budgets, steps to improve security will be taken whenever possible.

All significant incidents of arson, theft, vandalism or assault will be recorded and reported as part of the school Health and Safety procedures. CCTV is in place at the main entrance and at various points across the school.

The school will maintain contact with appropriate organisations, such as the Police and Local Authority, to ensure its procedures are effective, current and familiar to staff, pupils, parents and Governors.

The school has an emergency plan, and there is a set procedure for evacuating pupils and staff to the village church. This is practised annually at Easter when all the children go to the church for the Easter service.

The school has a policy on lone working for its staff to ensure that they are not put at risk whilst working on the premises. Staff are discouraged from being the only person on site. When staff choose to be on site before 8.00 am, after 6.00 pm, at weekends or during holidays it is strongly recommended that they liaise with colleagues to ensure someone else is on site.

Anybody who requires further information on the main points given should speak to the Headteacher. Details of this policy and any subsequent changes or amendments will be published in the school's website.

NON SCHOOL USE

The school buildings and grounds are made available to groups who wish to use them. A charge is usually made. A copy of the lettings policy is made available to anyone who books the use of rooms and must be signed by the lettee and the headteacher.

Fire Safety

During lettings all necessary Fire doors should be unlocked. Copies of the schools evacuation procedure are displayed at appropriate points. It is the responsibility of the hirer to ensure that all participants are aware of these procedures and to conduct practices as appropriate.

Use after dark

Internal lighting, including illuminated emergency exit signs should be on during the period of lettings. During the period of darkness each night a timer controls the external lights.

Locking up arrangements

Where the caretaker unlocks the school he is responsible for securing the building at the end of the evening. Where the school provides a key (and alarm code) the key holder is responsible for securing the building (and setting the alarm).

Emergency help

When the caretaker is on site the office telephone is available (dial 9 to get an outside line). At other times no phone is available on site so mobile phones should be used.

Availability of fire fighting appliances and first aid equipment

Fire extinguishers are situated at convenient positions. Hirers should make themselves aware of where they are located and how to use them. No First Aid equipment is available to Hirers who should provide their own.

APPENDIX 1

Evacuation procedure

This is used for a fire, bomb warning, chemical leak etc when it is necessary to evacuate all people from the buildings.

All children and adults should immediately leave the building in an orderly manner, and go to the Infant playground.

If conditions make this dangerous, the field will be used.

If possible doors and windows should be shut to contain any fire or smoke.

The office staff should dial the appropriate emergency services.

The office staff will take the class registers, visitors' book and staff booking in board with them.

The children should walk and wait in silence.

The Head (or Deputy) will take charge of the situation. Teachers to check all present as quickly as possible and report to the Head (or Deputy).

No one should return to the buildings until permission to do so is given by the Head (or Deputy).

Hoax calls/Bomb Alerts

All calls/bomb alerts etc should be treated as genuine.

Take a written account of all that is said as well as any personal details: male/female, young/old, accent, call box, other noises on line etc.

Follow evacuation procedure.

Unauthorised persons on site

Unless accompanied by a member of staff all visitors should have a Weston Turville CE School badge to indicate that they have been booked in at the office.

Any unaccompanied person without a badge should be challenged by an adult and asked to report to the office. If anyone feels uncertain or threatened, or is not sure that the unauthorised person has gone to the office let the Head/Deputy know as soon as possible.

All unexplained intruders should be reported to the Police immediately.

Evacuation of the playgrounds/field into the buildings

There are occasions when it may be necessary to move all staff and pupils inside the buildings as quickly as possible, i.e. dangerous dog, chemical leak, etc. When a series of short whistles is heard everyone should enter the nearest building by the nearest door.