

**MANOR ROAD PRIMARY SCHOOL**



# **SECURITY POLICY**

**December 2020**





## **Manor Road Primary School Security Policy**

### **ROLES AND RESPONSIBILITIES**

Overall school security is the responsibility of the employer. At Manor Road, this is the Local Authority. The Headteacher is responsible for implementing the Security Policy.

#### **Governing Body**

The Governing Body of Manor Road Primary School approved the Security Policy and informed the school community.

The school's Resources Committee meets once a term to review safety, including security, and reports to the full Governing Body.

#### **Headteacher**

The Headteacher at Manor Road is responsible for implementing the Security Policy. She will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher should ensure that parents and older children are fully informed of the Security Policy and they should be encouraged to help.

The school undertake an annual review of security risk assessments and undertake regular routine security checks. Advice is obtained from the Local Authority on security matters and all crimes are reported to the Police and the Local Authority. The Headteacher reports regularly to the Governing Body.

The Headteacher is responsible for the security of the premises during the school day; in her absence the Deputy Headteacher assumes this responsibility.

#### **Staff**

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- Protect children from harm
- Guard against assault
- Safeguard property
- Contact the Police/Emergency Services

New staff are informed of the school's Security Policy and of their responsibilities on induction.

### **Site Supervisor**

The Site Supervisor is responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

### **Children**

As the children progress through school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The children will be taught about personal safety and social responsibilities.

### **Children of Special Concern**

The Headteacher must be informed of any special concerns regarding children (eg. children on the Child Protection Register; Looked After Children, those who may be abducted; those who may run away and any who are subject to Care Orders) and parents; outside agencies have responsibility to ensure that this information is shared with the school. Relevant teachers will be informed, in confidence, of any children who require special care and sensitivity.

### **Parents**

The parents of children at Manor Road are kept fully informed of security procedures and of their responsibilities when visiting the school, via:

- Security Policy is published on the school website
- School Prospectus
- Newsletters
- Individual letters
- Procedures implemented by office staff, including the Visitors to School Procedures

### **Police/Local Community**

Manor Road Primary School values co-operation from the local Police and community in assisting security arrangements for the school site and the surrounding area.

The school communicates with the local neighbourhood PCSOs on security matters. Local residents are encouraged to report incidents directly to the Police.

**The Police may be called if there is an incident of violent, aggressive or abusive nature.**

Health & Safety Services, with assistance from the Police and Local Authority will keep local schools informed of current matters or concern, eg. if a stranger is spotted loitering outside the school.

## **SECURITY STRATEGIES**

### **Control of Access**

Manor Road Primary School has a policy of welcoming visitors; however we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially children, we have introduced procedures to limit access to the school site.

### **School Grounds**

Security fencing bounds the perimeter of the school grounds and the Manor Road side of the playground. Access to the school car park is restricted to staff, contractors, deliveries and community users of the Annexe. All children enter the school grounds via the perimeter pedestrian gates. Those using the Manor Road entrance then enter the playground through the yellow pedestrian gates around the playground. During the school day, the yellow playground pedestrian gates and the Fiddler's Lane pedestrian gate is locked, during which time visitors and late arrivals should enter through the main car park and front entrance, reporting directly to the school office, signing in and presenting credentials where appropriate. The vehicle access gate in the yellow playground fencing is locked at all times unless specific access is required.

### **Parents**

Parents are not allowed to drive their cars into the school car park between the hours of 8.40am – 9.15am and 3.10pm – 3.45pm. Exceptions apply to those parents/carers who are collecting children with physical difficulties or who have a registered Blue Badge themselves; temporary access will be allowed in certain circumstances, eg during illness or following surgery.

Parents are asked to wait on the playground when collecting their children and should not be encouraged to enter the school buildings before 3.30pm. If parents/carers want to meet with staff, appointments can be made with the school office. For informal meetings, parents should call at the school office where admin staff will grant access at appropriate times. When attending appointments or informal meetings, parents/carers should always enter through the main entrance.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. All legitimate visitors will have entered the building via the school office and will be given a visitors badge. If the reason is not legitimate, the stranger should be asked to leave immediately.

### **Access to the School Buildings**

To prevent unauthorised or unknown visitors entering school, locks are fitted to all external doors (excluding fire doors, which open only from the inside) apart from the main entrance to the school, which has a secure reception area with an access control system installed.

All external doors should be locked when not in use and closed at the end of break times.

All visitors to the school should report to the school office, which is clearly signposted. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and to give the reason for their visit. Visitors badges will be issued and must be worn throughout the duration of the visit. A member of admin staff will escort visitors to the relevant member of staff, or ask them to take a seat while the member of staff is contacted. The member of staff will then collect the visitor.

All visitors are expected to sign in and wear a badge before they are allowed into the main part of the school.

All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and the reason for their visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced, or a visitor badge is not worn, then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damaged property, no attempt should be made by staff to eject the intruder and the Police should be called immediately.

Parents have permission to enter the school premises at appropriate times. However, they should act as any other visitor to the school, complying with school procedures for visitors. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child(ren) out of school during the school day, they must report to the school office. A request to take a child out of school should normally be made in advance via the school office. Admin staff will inform the class teacher of any requests.

## **Trespass**

Manor Road Primary School and its grounds is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If an adult is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another adult, the Headteacher may revoke the adult's permission to be on the premises or grounds by taking the following action:

- The adult can be asked to leave and will be told "I am revoking (withdrawing) your permission to be on the school premises."
- If the adult refuses to leave willingly, the Police will be called
- A formal letter from the Headteacher, Local Authority or Governing Body, confirming the adult's permission to visit the school has been revoked for a fixed period

Formal notification is important as their Human Rights are being affected.

**The Police may be called if there is an incident that is of an aggressive, abusive or violent nature.**

### **Entering and Leaving School**

Children in Ash and Elm Classes enter and leave the school by their classroom doors; children in all other classes enter and leave the school by the playground doors. The front door is to be used only if a child arrives after 8.55am, when they should report to the office. All parents are asked to leave their children at the doors to the school and not enter with them. At the end of the day, parents are asked to wait on the playground for their children to leave the school; if a parent should then need to come into school for any reason, they should use the main entrance and follow the procedures outlined in this policy.

The Site Supervisor makes sure that the outside doors are closed at 8.55am and the Fiddler's Lane pedestrian gate is locked shortly after 9.00am.

Children are supervised at all times when on the playgrounds between the hours of 8.55am and 3.30pm. Supervision is by teachers and support staff during morning and afternoon breaks and by welfare assistants and support staff at lunchtime. Supervision of children on the playgrounds prior to 8.55am and after 3.30pm is the responsibility of parents/carers.

If a teacher requests that a pupil remains in class for any reason, then it is the teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with children for any length of time. It is good practice to always have another person present at all times to safeguard both staff and children from sensitive situations. Children must not be left alone in classrooms or shared areas. In the event of school staff having to take children home by car, another member of staff should always accompany them.

### **Leaving School At The End Of The Day**

At the end of the school day, children in Ash and Elm Classes leave by their classroom door; all other children leave by the playground doors. Children in the Foundation Stage and Key Stage 1 are accompanied to the door by classroom staff. All children know that, if the adult who should collect them has not arrived, they should come straight back into the building and locate a member of staff. After ten minutes, if no one has arrived, the member of staff telephones to see what the cause of the delay might be. The child stays in a supervised area until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

### **Leaving School During the Day**

No child is allowed out of school for an appointment during the day unless a known adult arrives to collect them, reporting to the school office to collect the child and sign them out. Prior notice of appointments should be given to the school.

## **Educational Visits**

Staff will closely supervise children during educational visits. The wearing of school uniform is requested on all school visits unless the activity is such that alternative clothing is more suitable. The school should be contacted if any pupil is injured or the party is likely to be delayed, eg if the coach breaks down. Parents will then be informed accordingly. A member of staff will stay with any injured child until their parent/carer arrives or medical attention is received.

## **Security of Personal Property**

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash or expensive/valuable items into the workplace). Mobile phones, wallets, handbags etc. should not be left unattended; they should be kept on the person or secured away.

## **Security of Equipment and Cash**

Portable IT equipment, eg laptops, iPads, digital cameras etc.) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible and is taken to the bank by a member of staff. The school has a secure metal cupboard for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

## **Security of the Building**

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed.

It is the responsibility of the Site Supervisor to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The Site Supervisor and cleaners are responsible for locking the gates and setting the intruder alarm at the end of the day.

## **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Key Plus will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

The Headteacher, the Deputy Headteacher, the School Business Manager and Site Supervisor are designated key holders who are responsible for the security of the building.

## **Site Supervisor**

It is the responsibility of the Site Supervisor to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the Site Supervisor or cleaning staff has a duty to ensure that all windows are closed, that the doors are locked and secure, blinds are closed, the intruder alarm is set and that all gates are locked.

## **Contractors in School**

When contractors are working in Manor Road Primary School, the following precautions should be taken:

- When on the school site, contractors must sign in at the school office.
- Badges or uniform identifying the company for which they work should be worn at all times.
- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
- Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and children will be achieved. If contractors have to work in areas where children are present, children will always be under the direct supervision of a member of school staff.
- Contractors will be expected to comply with acceptable and expected behaviour towards children.

## **Access Outside School Hours**

On occasion, staff, children or contractors require access to the school outside of normal school hours, in the evenings or at weekends and in the holidays. Manor Road Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own if at all possible. If this is unavoidable, all the doors should be locked and the staff member should follow the precautionary measures outlined in the Lone Working Risk Assessment (see Appendix 1). The risk assessment and procedures for lone working are reviewed annually and emailed to staff.

Blinds should always be closed in the evening, but especially if staff are working late.

## **Fire**

At Manor Road, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarms are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are secured and kept away from the building.

## **Bomb Threats**

Any warning Manor Road Primary School receives about such a threat is treated seriously, with the safety of the children and staff paramount. If a bomb threat is received, the school should be evacuated immediately according to the emergency plan and the Emergency Services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packages, unrecognised vehicles in the car park or persons in unauthorised areas.

## **Reporting Incidents**

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff and/or parents involved, action taken and so forth. The Police and the Local Authority are notified.

A review of incidents is distributed to the Governors where applicable.

## **Injury**

The Health & Safety Team must be informed of any serious injury caused to a pupil or member of staff.

## **CONCLUSION**

It is the responsibility of all staff to ensure that procedures agreed in this Security Policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Management Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary.

Policy Written by: Karen Marshall  
Policy Written : February 2017  
Policy Reviewed: December 2020  
Policy To Be Reviewed: As Required

## GENERAL SCHOOLS RISK ASSESSMENT



## PART A. ASSESSMENT DETAILS:

**Area/task/activity:** Lone Working Teaching and Other Staff

**Location of activity:** School premises

<b>Team/School name: Address &amp; Contact details:</b>	Manor Road Primary School	<b>Name of Person(s) undertaking Assessment:</b>	Karen Marshall
	Manor Road Clayton-le-Woods Chorley PR6 7JR	<b>Signature(s):</b>	<i>Karen Marshall</i>
<b>Line Manager/ Headteacher (Name/Title):</b>	Karen Marshall  Headteacher	<b>Date of Assessment:</b>	September 2020
<b>Signature:</b>	Karen Marshall	<b>Planned Review Date:</b>	September 2021
<b>How communicated to staff:</b>	Email	<b>Date communicated to staff:</b>	September 2020

## PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:

<b>List of significant hazards</b> (something with the potential to cause harm)	<b>Who might be harmed</b>	<b>Type of harm</b>	<b>Existing controls</b> (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Lone working /personal safety	Employees	Accident, injury, threat to personal safety, delayed assistance in emergency	<ul style="list-style-type: none"> <li>Lone working is restricted to times when problems are less likely, with at least two persons present in the building at vulnerable times (e.g. between 7 and 8:30 am &amp; 5 and 7:30 pm);</li> <li>Private meetings with members of the public / people using the service do not take place unless someone else is on site and knows about the meeting;</li> <li>Employees are advised to take account of the safety and security arrangements</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<p>for anywhere they touch down e.g. they should vacate the premises at the same time as the resident staff. If unsure, employees should ask before they use the touchdown facilities;</p> <ul style="list-style-type: none"> <li>• Employees do not undertake hazardous tasks whilst working alone; if they need to complete a particular task they have access to the relevant risk assessment and follow the control measures;</li> <li>• Employees are required to complete the Personal Safety eLearning and familiarise themselves with the LCC guidance on personal safety/lone working;</li> <li>• Employees are advised to keep the number of personal items they carry to a minimum and to keep them with them at all times or lock them away if this facility is provided;</li> <li>• Employees are required to use the booking in/out system, whereabouts board, desk diaries etc. to ensure other colleagues are aware of their whereabouts and time due back. This is subject to monitoring by managers;</li> <li>• The team uses a “Buddy” system (phone-in/response check by a nominated individual);</li> <li>• Where employees are working away from colleagues, lone working controls / lone worker system are followed;</li> <li>• Emergency procedures are in place if a member of staff fails to report back or call in at the agreed time;</li> <li>• Regular formal communication is used to check on the location of lone workers, particularly when driving out of hours or in hazardous weather conditions;</li> <li>• Employees registered on the <a href="#">LCC Lone Worker system</a> are issued with a fob or app, which is linked to a dedicated control room who have access to emergency contact information;</li> <li>• Employees registered on the <a href="#">LCC Lone Worker system</a> must follow the guidance and instructions for using the equipment provided;</li> <li>• Mobile phones / radios / LCC Lone Worker System control room are used to call staff members in situations where there are concerns to check that they are safe;</li> <li>• Emergency contact numbers are made available to staff family members and the nominated buddy;</li> <li>• Lone workers use 'end of work' reporting systems to indicate that they have returned safely, e.g. signing out books;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
			<ul style="list-style-type: none"> <li>• An end of shift reporting procedure is set up for employees living alone;</li> <li>• The team uses a near miss incident register and low level report form; this includes the reporting of verbal or threatened violence.</li> </ul>
Staff Medical Conditions, Disabilities, pregnancy.	Employees	Accident, injury, threat to personal safety, delayed assistance in emergency	<ul style="list-style-type: none"> <li>• Pregnant women and those with a medical condition/disability which could lead to an emergency are considered high risk specific risk assessments are undertaken if they are required to work alone.</li> <li>• Health clearance for working alone is requested via the OH provider for staff who have a medical condition for which any foreseeable emergencies may impose an additional physical or mental burden that needs to be managed safely;</li> <li>• Adequate first-aid facilities are available at all times.</li> </ul>
Manual Handling, Plant or Equipment, Work at Height , COSHH	Employees	Accident, injury, delayed assistance in emergency	<ul style="list-style-type: none"> <li>• All lone workers are trained in safe handling and use of all plant and equipment used during lone working and given adequate information about risks involved with tasks and the precautions to be taken e.g. where PPE is required;</li> <li>• Lone workers not permitted to work at height;</li> <li>• COSHH risk assessments accessible and only approved substances used when lone working;</li> <li>• Lone workers are given suitable training to allow them to deal with any foreseeable emergencies;</li> <li>• Any task identified as hazardous is not undertaken out-side of normal operating hours or when on site alone.</li> </ul>
Premises & Grounds Security	Employees	Accident, injury, threat to personal safety, delayed assistance in emergency	<ul style="list-style-type: none"> <li>• The premises are locked (but exit from inside is possible in case of emergency) outside of normal working hours;</li> <li>• Adequate lighting is provided and maintained particularly on access and egress routes and car parking areas;</li> <li>• A well-maintained security system is provided at the building;</li> <li>• All staff are familiar with the site, alarms and systems;</li> <li>• Staff are aware of the systems in place for raising the alarm in the event of an unexplained absence or emergency;</li> <li>• Increased security with the use of CCTV, secure access &amp; egress is provided;</li> <li>• Increased lighting is provided at final exit doors;</li> <li>• Cars/motorbikes or cycles are positioned as close to the final exit door as possible when staff know they will be the last to leave the building;</li> </ul>

**PART B. HAZARD IDENTIFICATION AND CONTROL MEASURES:**

List of significant hazards (something with the potential to cause harm)	Who might be harmed	Type of harm	Existing controls (actions already taken to control the risk - include procedure for the task/activity where these are specified)
Break-in / Intruders in the building	Employees	Accident, injury, threat to personal safety, theft, assault, death	<ul style="list-style-type: none"> <li>• A security company act as the first key holders and attend 'out of hours' call outs (e.g. LCC Key holder Service) so the site supervisor / premises manager need only attend if required and accompanied by a security officer.</li> <li>• If a break-in has occurred, the lone worker will not attempt to enter the premises until the police arrive;</li> <li>• Employees keep a list of emergency contact numbers handy e.g. on their mobile phone;</li> <li>• If confronted by intruder(s) before the police arrive, the lone worker will not attempt to tackle or restrain them;</li> <li>• Restraining intruders should be left to the police who are trained in dealing with such situations;</li> <li>• If the lone worker feels a situation is getting out of control, they will try keep moving, listening and talking to the person as they attempt to leave or get away from the situation.</li> </ul>

This general risk assessment will apply to this area/task/activity in most schools providing the control measures described are in operation and there are no further local significant hazards. If it does not fully apply and further control measures are required, please complete the Action Plan at Part C. If it fully applies please sign below.

I certify that the risk assessment above fully applies to the area/task/activity under assessment in ..... (Name of school)

Signed:

Name:

Risk Assessor:





### **Lone Working Procedures**

Lone workers must not knowingly put themselves at risk and should follow these procedures:

- Ensure that someone is aware that you are working alone and that you keep in regular contact and/or have given an expected time of return
- Ensure that external doors are kept closed and locked
- Have a mobile phone to hand to access to the phone in the office
- When entering or leaving the building during darkness, make sure your key is readily available and be alert for intruders
- If leaving the building at night after a function/meeting try to leave with others
- Do not confront intruders or unauthorised users unless you are sure it is safe to
- Notify the Headteacher or police if there is any sign of intrusion or if you are concerned about unauthorised users

In the case of employees with certain medical conditions, eg epilepsy, you must seek medical advice before working alone.

All lone workers should be capable of responding to an emergency situation and be aware of emergency procedures e.g. fire.