

School Security

Rationale

Security of both pupils and staff is of prime importance to the Governors of this school. Whilst we have had in place a number of security measures of our own choice, we have taken advice from Devon & Cornwall Constabulary in order to ensure, as far as is possible, the continued safety of all at school.

Objectives

The school governors will:

- Exercise their legal responsibilities;
- Consult and inform all staff about security;
- Allocate resources for equipment and training for security;
- Monitor and review the policy;
- Report on Health and Safety within the annual report to parents;
- Identify their own training needs to enable understanding in managing Security.

Organisation

The Headteacher and the Premises and Grounds (Health and Safety) Committee of the Governing Body are responsible for reviewing, implementing and monitoring this policy.

The Headteacher is responsible for:

- Identifying training needs and arranging for training;
- Carrying out regular security checks and risk assessments;
- Raising awareness of pupils security and personal safety issues;
- Developing and encouraging close links with others, including parents, police and the local community.

Individual staff members have a responsibility for ensuring:

- The safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards and guarding them against assaults;
- That property is safeguarded;
- That they are familiar with the rules and routines that enable them to carry out the above duties;
- They know when to call the police;
- That their own actions do not expose themselves or colleagues to unacceptable risks.

The Headteacher is also responsible for ensuring the raising of pupils' awareness in relation to:

- Their own personal safety and welfare, and the safety of others, in and out of school (e.g. swimming, personal survival programmes, cycling proficiency training, first aid courses, drug and health programmes);

- The safe use of the accommodation (e.g. anti-bullying campaigns, school councils);
- The appropriate actions to take in emergency situations, where pupils need to take responsibility and action.

Arrangements

The Headteacher will arrange that a formal security risk assessment will be carried out annually, outcomes will be discussed with the staff and actions taken as appropriate.

All visitors are required to report to reception on arrival at school and to sign in and out of the premises. Visitors are requested to wear security badges Staff are vigilant at all times and will challenge anyone unknown to them.

The school has CCTV cameras monitoring the main door and the playground area. The school intend to increase the number of cameras available to view different areas of the school as funds allow.

Future plans include seeking a more secure front entrance to the school, appropriate fencing around the school perimeter and new classrooms enabling more children to be taught within the school building (security will be taken into consideration when plans are drawn up).

The school will have a fire-drill each term to promote knowledge of what to do in an emergency situation.

All security incidents should be reported to the Headteacher and recorded in a log which will be kept in the school office. A copy of the log should be sent to the Chief Education Officer on request and reported to the Governing Body.

All staff should ensure that security incidents are recorded (including trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse).

Accident report forms should be completed if appropriate. Particular attention should be given to the completion of form PO20 to report Violent, Aggressive or Threatening Behaviour.

Appropriate training will be provided to meet staff needs in respect of security issues within the school's overall development plan priorities. Personal security awareness and strategies for dealing with abuse and violent behaviour will be discussed on a regular basis at staff meetings. Discussion will clarify procedures for reporting, involving the police, using legal advice e.g. County Solicitor and use of outside agencies e.g. Counselling services.

The Headteacher will include Security issues that have arisen within the termly report to Governors. This policy will be reviewed annually by the Premises and Grounds (Health and Safety) committee.