

Tower Hill Primary School

Security Policy to include 'Lock Down' Procedure in Event of Emergency

Name of School	Tower Hill Primary School
Date of Policy Issue/Review	Reviewed for 2017/18
Name of Responsible Manager/Headteacher	Linda Tansley On behalf of GB:
Signature of Responsible Manager/Headteacher	<i>Owen Gardner</i> (Chair GB) 14 th Sept 17

Introduction	
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Policy Statement

The governors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to **Tower Hill Primary School**. The premises' security procedures will operate within the framework described in this policy.

Where appropriate the governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The governing body will provide staff with enough resources, information and training to implement the security procedures.

The governing body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the **Tower Hill Primary School** community.

Responsibility for security at Tower Hill Primary School is held by **Linda Tansley, Headteacher**, who is the **Responsible Manager**.

All staff have a statutory obligation to co-operate with the requirements of this policy.

Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring children and all those who work at or visit the premises feel safe and secure;
- Ensuring focus is strongly on personal awareness and responsibility;
- That the latest recommendations of the DfES, Government guidelines and the advice of Hampshire County Council, [Children's Services/Children and Families](#) dept are adhered to;
- Identifying and minimising the risk as far as reasonably practicable and sensible;
- Controlling access to and movement within the premise and its grounds by people and vehicles;
- Responding effectively and in good time to identified security issues.

SCOPE

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises;
- Lock up and unlock procedures (see also: Locking & Unlocking Procedures)
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance;
- Identified threats to the safety and well-being of the premises community from those with criminal intent;
- Emergency procedures including 'Lock Down';
- Visitors, contractors, helpers or other persons involved with children;
- Computer data security (see also IT Security Policy)
- Cash handling

Roles and Responsibilities	
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The Governing Body will:

- Ensure that the premises has a Security Policy to include a 'Lock Down' procedure and that this has been implemented.
- Will monitor the performance of the site security measures.
- This will be achieved by:
 - Monitoring performance on visits via the **Responsible Manager/Headteacher**
 - All: **Governors and Senior Leadership Team** observing its implementation when they visit the school

The **Headteacher/Responsible Manager** will:

- Implement the Security Policy approved by the Governors
- Ensure that staff receive information, instruction and training in the Security Policy and procedures
- Establish a 'Lock Down' procedure and ensure it is shared with ALL staff and governors
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors, contactors and agency staff adhere to the security policy
- Consider particular risk situations (e.g. home visits, lone working)
- Monitor and review the implementation of the policy and security arrangements

All staff will:

- Comply with this policy and the arrangements made by the **Headteacher/ Responsible Manager** to ensure the safety of children, employees and others on the site.
- Report any shortcomings to the Senior Leadership Team who will ultimately report issues to the Headteacher.

Governors will periodically review the premises' Security Policy and 'Lock Down' procedure. **Governors** will delegate the day to day implementation of the policy to the **Headteacher/ Responsible Manager**.

Pupils will:

- Be encouraged to exercise personal responsibility for the security of themselves and to co-operate with the arrangements made for the security of the school including in the event of a 'Lock Down'.

Pupils, Parents, Community Users and Visitors will:

- Be expected to respect the measures taken by the school to improve and ensure security
- Be encouraged to report ideas and problems to the Responsible Manager

ARRANGEMENTS

CONTROLLED ACCESS AND EGRESS DURING THE SCHOOL DAY

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as **continuous perimeter fencing and magnetised locking of front & car park gates and padlocking of Hunter Road gate whilst children are outside during playtimes**, has been decided by a robust security risk assessment of the site/premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at **Tower Hill Primary School** have taken into account the need to balance remaining a welcoming environment whilst ensuring the safety of all our pupils and staff.

Lock Down Procedure:

In the event of an emergency such as an alert that a patient of Broadmoor High Security Hospital has escaped and is in the locality, or there is potential for an act of terrorism, the 'Lock Down' procedure will be effected.

- All external locks (Fowler Road pedestrian & double gates; rear Hunter Road pedestrian gate; double car park gates) including those which are magnetised, will be put in place by the Headteacher, available members of the Senior Leadership Team and the Office Team immediately.
- All entry/exit doors from the building will be checked by class teachers who will make sure that they are locked from the inside.
- The Office Team will also chain and key lock the entry/exit white door in the ATC Suite and, following the return of all/any pupils and staff to their classrooms, chain the interconnecting door to the ATC from the Library.
- SIMs printouts of all personnel registered on site via the Digital Sign-In system, which will include 'late pupils', and class registers for pupils registered at the start of am and pm sessions, will be circulated by the office team to each class to account for all staff and students and the office team will check the Digital Sign-In system for any visitors on site.
- A check of the internal premises will be undertaken by the Fire Marshals in their designated colour zone to ensure no unauthorised persons are within the building.
- All members of the school community on site at the time of an alert will remain on the site, in their classroom or office areas, with all entrances/exits locked until the 'All Clear' is given by the Headteacher or member of the Senior Leadership Team.

BUILDINGS AND GROUNDS

The school will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building/s are:-

- The main building has a single access entrance via the reception area which prohibits access to the rest of the school unless the interconnecting door is released by a member of the office team or the person entering is a member of staff who has a numbered release fob.
- Designated entrances at the sides of the main reception entrance block; the Field-Side Block for Y3 pupils, the double white doors to the Arts & Technology Centre (ATC) and the rear blue doors to the IT, Music and DT rooms in the ATC, are restricted for staff use and accessed by frequently changed key coded entry.
- The New Tower is accessed by the use of the same release wand as the main building, and is issued to all staff members, with their fob number recorded by the Snr Administrative Officer.
- Unauthorised visitors, who do not display a Visitor's badge, will be challenged by staff.
- The school has close links with local police and the community police officer. Police will patrol the site on request.
- The school operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy. All absences are investigated by the Admin Team on 'no show' and when messages have been left on the school's answer machine, these are verified by the Admin Team to ascertain validity and ensure a pupil's whereabouts and safety by 9.30am.
- The school operates a Digital Sign In/Out system for all staff, parents, visitors and pupils who are late/leaving early.
- The Admin Team closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site.
- Contractors are expected to comply fully with site procedures at all times.
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site.

The following areas are accessible by the public but the risk is controlled with our site supervision arrangements and how the school deals with visitors.

The school field – access to the school field for PE is always accompanied by a member of the school staff, including when the external sports provider, *Premier Sport*, is leading the teaching. Staff will challenge any person not wearing a photo ID or visitor's badge.

CHILDREN'S SERVICES HEALTH & SAFETY

- Lunchtime – the pedestrian gate at the Hunter Road side of the school field is locked between 9.30am and 3.10pm daily. When children use the school field, a member of staff is always stationed in that area e.g. Lunchtime Supervisory Assistant. Staff would professionally challenge any person not wearing a photo ID or visitor's badge.
- Playground – the main access route to the reception is through the playground. This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing a photo ID or visitor's badge.
- The main pedestrian gate is magnet locked during all break times and re-opened once children have returned to lessons for visitors to the school (see *Locking & Unlocking Procedure*).
- Auxiliary blocks (Y3 Field-Side Block & ATC rear doors) and the side entrance doors to the main building (to YR & Y2) cannot be secured by electronic means but entry is controlled through key-coded entry release which is changed frequently.
- The New Tower is also magnet locked which is released by the entry wands issued to all staff.
- The car park is also magnet locked with visitors having to check in for access via the intercom, to the school or Headteacher's office which prevents unannounced entry.

CONTROL OF VISITORS

The control of visitors is a fundamental part of our site Security Policy for the safeguarding of both people and property.

Our policy is that:

- All visitors must report to the reception desk on arrival.
- Staff are encouraged to use classrooms when conducting interviews with visitors.
- All visitors are issued with a photo-ID badge through the Digital Sign-In system to be worn at all times. This includes parents, helpers, contractors (unless HCC/maintenance company – HIAS/Corrigender/Mountjoys - badged) & any other person who is not TH staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to "sign out" unless they are a regular and known visitor to the school.
- Any unknown person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the **Headteacher/Responsible Manager**.
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of the school property without the express permission of site staff
- For their own safety, authorised visitors will be given appropriate information on the Tower Hill Primary School health & safety procedures such as parking, fire safety and first aid (leaflets available at the Reception desk in addition to a summary displayed on the Reception desk).

SUPERVISION OF PUPILS

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised site staff.

Locations where supervision is part of our safeguarding procedures –

- Playground and fields – Children are always supervised when on the playing field or playground during break/lunchtimes
- Outdoor Gymnasium – to ensure safe usage and only by designated Year Groups.

Times of the day when supervision is part of our safeguarding procedures –

- Start of the school day – as the grounds have open access, duty staff are deployed in designated areas from **8.45am until the whistle is blown for the start of lessons at 9am.**
- Lunchtime – all parts of the site are supervised by members of the **Lunchtime Supervisory Team with the Senior Leadership Team always available.**
- Teachers in **Years R to Year 4** escort children from class to their exit point at the end of the school day and do not release the children until the designated family member/friend has been identified.

CO-OPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS

Our site security arrangements have taken into account the third parties who may use the building or grounds. In most circumstances the arrangements for the site will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use/extended school activities – school staff either accompany or are on site at all times when all clubs which use the school site for extra-curricular provision take place: Osako Judo (am), Gremlin Dance (am), Taiko Drumming (am-HMS) and Premier Sport (pm). As and when groups are granted use of the school premises, access to areas other than those designated for their use is restricted. The external provider signs in at the main reception and completes the school register of participants which is then returned to the school office. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the relevant risk assessments. Visitors in unauthorised locations will be challenged by staff. Only visitors/third party/community users with DBS (ex CRB) clearance will be allowed on site for extended site activities.

Breakfast Club has its own arrangements for safeguarding in its activities. All personnel who operate in Breakfast Club have DBS (exCRB) clearance checked by the **Headteacher/ Responsible Manager**, with disclosure numbers and proof of identity retained in the school's Single Central Register. The school site will be opened at **6.00am by the Site Manager**, with access to the Breakfast Club, supervised by the designated school personnel, **from 8am**. The 'override' capability will be switched on by the Site Manager at **7.30am** in order for children to access the site through the front Fowler Road pedestrian gate. The 'override' feature is switched off & the gate re-magnetised from **9.15am**, after which time all callers must notify the office of their arrival via the intercom in order for the magnetised gate to be released.

SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel will not always have been DBS checked, therefore they should not have unsupervised access to children. They will be controlled as follows –

- All contractors will be expected to digitally sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site unless they wear an HCC/HIAS or Corrigender, school's maintenance contractor, badge.
- Contractors will park in authorised parking areas only.
- Contractors will only carry out work agreed at the start of the contract & at the times agreed.
- Contractors will be supervised by site staff as appropriate.
- Contractors will comply with the Contractors' Risk Assessment

LONE WORKERS

Our school has a Lone Working Risk Assessment and Corporate Procedure for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

PHYSICAL SECURITY MEASURES

The Governors and Senior Leadership Team have considered the need to use physical measures and as such **replaced and extended perimeter fencing to be continuous around the site and have installed electronic access controls to the main points of entrance to the site, at the front pedestrian entrance and car park gates** to ensure the safety of staff and pupils.

The Governors and Senior Leadership Team review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.

Where justified by consideration of the risk, the Governors and Senior Leadership Team will – and have - ensured that physical security measures are installed. Where physical controls are not justified the Governors and Senior Leadership Team will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained according to the manufacturer's specifications.

SECURITY OF THE BUILDING

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied which is monitored by the **Southern Monitoring (08448 712223)**
- **Kestrel Guards Limited** patrol during the evenings, weekends and school holidays;
- Security lights are on whilst the premises is occupied after dark;
- A separate list with the **names of the key holders** who are responsible for the security of the building/s is retained **on the notice board of the school office.**
- It is the responsibility of the class teacher to make sure that their classroom is secure windows closed and equipment switched off before leaving the premises.
- Current Y1 (2017/18) classrooms have rear double door exits. These must be locked by turning the door bolt at the end of each day by the class teacher (checked by the Site Manager or last departing key holder).
- If the doors are open during the day, the Class Teacher and/or Learning Support Assistant should be aware of children working in the vicinity of the open doors to support their safety and these personnel have all been (and in event of change, will be) made aware of this essential requirement.

UNLOCKING AND LOCKING ARRANGEMENTS

- The site will be unlocked daily at **6.00am**. This will be the responsibility of the **Site Manager or Assistant Caretaker** during term time and on arrangement with the Headteacher at certain times during holiday periods.
- At weekends the responsibility to unlock/re-lock the site will be with **the key holder** who has gained access to the site for work purposes.
- The daily locking of the building entry doors will be performed by the **Site Manager or Assistant Caretaker**, or, if undertaking work outside of building opening hours, **the Headteacher**.
- The normal hours for public access to the buildings will be between **8am and 4.30pm**.

EMERGENCY CALL OUTS

If a key holder is contacted as a result of a "Forced Entry", they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. **Staff should NEVER enter the site alone following an alert of a (suspected) FORCED ENTRY.**

CASH HANDLING

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be carried out at irregular times, particularly if involving substantial sums.

VALUABLE EQUIPMENT

Items of value, including portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated.

Wherever possible, valuable items will not be left visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

VEHICLE MOVEMENT

The school car park is extremely limited. It is thus designated for staff only and if possible, for visitors & contractors. Parents and children are instructed, and will be reminded throughout the year, **NOT** to gain access to the school premises via the car park for issues of safety.

PERSONAL PROPERTY

Personal property will remain the responsibility of its owner. This includes both staff and pupils' personal property. All are discouraged from bringing any valuable personal property to school. Lost property should be handed to the office where it will be kept for 6 months before disposal.

STAFF AND PUPIL INVOLVEMENT

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding the school;

CHILDREN'S SERVICES HEALTH & SAFETY

They should be told:

- The school's procedure on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in the school.

RISK ASSESSMENT

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

CHILDREN'S SERVICES HEALTH & SAFETY TEAM
<p>For advice and guidance when writing your local security policy or using this template please contact the Children's Services Health & Safety Team through their website at:</p> <p>http://intranet.hants.gov.uk/childrens-services/cs-healthandsafety.htm</p>