

**ST MARY MAGDALENE CATHOLIC
PRIMARY SCHOOL**

SCHOOL SECURITY POLICY



'Growing Together in Faith & Love'

Reviewed May 2023

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INTRODUCTION

The safety of our children is paramount. The staff and children of St Mary Magdalene Catholic Primary School need to work and learn in a safe environment. This policy represents measures agreed between staff and governors to promote the security and personal safety of staff, pupils and visitors, together with the protection of the school premises.

AIMS

People come first and therefore the aim of the school's security policy is the protection of pupils, staff and visitors first, followed by the protection of the school building and equipment.

POLICY DETAILS

- To ensure effective and efficient management of the school policy, a security sub-committee of Governors has been established. The Resources Committee of Governors will discuss school security
- The Resources Committee will meet at least once each term (and more frequently as appropriate)
- The Resources Committee will liaise with officers from the local Police, the Fire Service, the Local Authority and the County Council as necessary, in the pursuit of developing risk reduction strategies
- A single central register of security incidents will be introduced and maintained by the school. This will contain details of any situation, incident or potential problem which will require consideration by the Resource Committee
- An analysis of the potential risks will be carried out by the Resources Committee under the following headings:

Management Information and Practice

Fire Precautions

Security of Premises

Special Risks

The risks will be re-assessed at least on an annual basis.

Important note

This analysis is separate from the Health and Safety risk assessment that is required by law for many aspects of the same risks

- A report will be prepared, following the risk analysis, for consideration by the Full Governing Body who will consider what resources are, or will be made, available to deal with the recommendations
- Where considered appropriate by the Resources Committee, staff, pupils and parents will be made aware of what measures are being taken, together with the reasons why. The support of staff, pupils and parents will be encouraged
- All matters affecting the well-being of staff and pupils at the school will be subject to on-going review and therefore this policy will evolve according to the school's needs. However, this policy will be reviewed at least on an annual basis
- The process of developing and operating a comprehensive security policy will be supported by training for staff and governors
- The chosen solutions will be kept under review for their effectiveness

MEASURES IN USE

- All staff and visitors working directly with children DBS checked
- Visitors to report to reception, sign in and wear visitors' badge – sign out on leaving
- Contractors as above with evidence provided of DBS check
- No child is allowed to leave the premises unless collected by a known adult or school have been given written permission for child to leave with a named adult (unknown to the school)
- Regular risk assessments of playgrounds and fields undertaken
- Termly fire drills am/pm to ensure all pupils, including nursery, know what to do
- Governors wear identification badge and visitors' badge
- All school gates locked at 8.350am and re-opened at 3.15pm
- Perimeter fence secures the school premises
- No access during the school day into the building except through main reception – the school carpark is locked with automated gates
- Visitors identify themselves before being let in, CCTV in operation
- MK Security respond to intruder alarm
- Safesmart keep all records of inspection of fire fighting equipment checks, fire alarm checks, fire drills etc
- Expert Security service, maintain and monitor the school alarm
- Midday supervisors and TA wear school staff uniform for easy identification

CONTROLLING ACCESS TO SCHOOL PREMISES

Who can go onto school premises?

Schools are private property and people do not have an automatic right to enter. Parents can come on to premises at certain times to attend appointments, school events, drop off or pick up children. Parents who need to come into school at other times should ring the school office to inform the school why they need to come into school and when (for example, family emergency).

Barring individuals from school premises

Trespassing is a civil offence. This means schools can ask someone to leave and take civil action in the courts if someone trespasses regularly. Schools can also bar someone from the school premises if they feel that their aggressive, abusive or insulting behaviour is a risk to staff or pupils. It is enough for a member of staff or pupil to feel threatened. The school will inform any person barred from school in writing and signed by the Headteacher. The individual will be allowed to present their side. A person can be barred temporarily until the individual has had the opportunity to formally present their side and tell them they intend to be barred and invite them to present their side to the Governors by a set deadline.

After the individual side has been heard, the school can decide to continue with barring them. The decision will be reviewed within half a term. Criminal proceedings will be undertaken if a person has been barred from the premises, yet comes on to the premises and causes a disturbance or nuisance. Such persons can be removed from the school by the police, or a Governor.