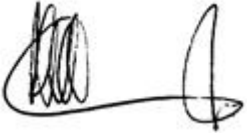


School Security Policy

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Headteacher	Chair of Governors	Review Dates
		Last Review: July 2021
Lisa Keighley	Philip Cavalier-Lumley	Next Review: July 2022

1. Policy

At Blakehill Primary School the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

We believe that while the majority of security threats are anonymous and turn out to be hoaxes, they must be investigated and taken seriously. Any hoax is a crime and, no matter how ridiculous or unconvincing, it must be reported to the police.

2. Purpose

The personal safety of the whole school community is paramount. The purpose of this policy is to identify the type of threat or security risk and have a prepared plan of action.

Types of threats:

- Bomb
- Postal package
- Unclaimed bag or rucksack
- Chemical or biological radiological (CBR)
- Threat by an intruder (firearms / weapons)
- Death threats.

How:

- Social media
- Telephone call
- Email
- Death threat
- Rumour
- Ex-employee, pupil, visitor or intruder.

3. Scope

All children, staff and visitors at Blakehill Primary School.

4. Principles

Security Strategies

Control of Access

Blakehill 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 the children, we have introduced procedures to limit access to the school site.

School Grounds

Security fencing bound the school grounds and access to the school car park is restricted to staff, Contractors and deliveries. All children enter the school grounds via the school gate.

Parents are not allowed to drive their cars into the school car park and are asked to wait outside the Classrooms or on the playground, when collecting their children.

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. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors.

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

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, a member of the Office staff will greet visitors, they will be asked to sign in (using the Inventory System) and give the reason for their visit. If visitors are working with children, they are asked to show photo ID if this is their first visit to the school.

A member of the office staff will escort visitors to the member of staff requested – or asks them to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to wear an Inventory photo badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. 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 reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced 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 damages 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. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance, preferably in writing.

Trespass

Blakehill Primary School 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. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Headteacher of Blakehill Primary School might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'
- If the parent still refuses to leave willingly, the Police are called
- A formal letter from the Head Teacher or Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five day period in which to make representation. Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving School

All children enter the school grounds in the morning using one of the school gated entrances and leave through these at the end of the school day. During break and lunchtime, they leave and enter the building by the doors near to their classrooms.

All parents are required to enter by the main reception entrance at all times.

Supervision of School Grounds

Children can enter the school from 8:30am. The Headteacher, or in their absence another member of staff, is on duty on in the playgrounds until 9:00am, when the doors are closed and locked. After that time all children are deemed to be late and have to report to a member of the Office Team. Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning and afternoon breaks and by the Lunchtime Supervisors at lunchtime.

Leaving School at the End of the Day

At the end of the school day, Teachers accompany their class out and ensure that children are picked up. After a short time, if no one has arrived, the teacher takes the child to the office and their parents are telephoned to see what the delay might be. The child stays in the office until an authorised adult arrives.

All children know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher.

No child is allowed to leave unless we are sure they are safe. Some children go home by taxi. All taxi drivers report to the office on arrival, show their identification and state the name of the child they are collecting.

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 him or her and reports to the office first. Prior notice should be given to the school.

Children who become unwell during the day have to wait with the office staff until an adult collects them.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property.

Security of Equipment and Cash

Any cash on the premises is kept in a secure safe but money is banked at least weekly.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. Security lighting has also been installed.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

The Headteacher, Assistant Head, School Business Manager and Site Manager are designated key holders and are responsible for the security of the building.

5. Responsibilities

Governing Body

The Governing Body of Blakehill Primary School has drawn up and agreed the school *Security Policy*.

There is an allocated Governor responsible for Health & Safety, including school security.

Once a term, a Health and Safety walk is undertaken to review Health & Safety, including security.

The findings are reported to the full Governing Body. The Policy Committee reviews the *Security Policy* on an annual basis.

Headteacher

The Headteacher at Blakehill Primary School is responsible for implementing the *Security Policy*.

The Headteacher 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 will ensure parents and older pupils are fully informed of the *Security Policy*.

There are regular risk assessments of security every year and regular routine security checks.

Advice is obtained from the Police on security matters and all crimes are reported to the Police. The

Headteacher reports regularly to the Governing Body and, where appropriate, the LA.

The Headteacher is responsible for the security of the premises during the school day; in their absence the Assistant Head Teacher assumes this responsibility

Staff

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

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services
- Implement the emergency procedures and critical incident plan.

New staff are informed of the school's *Security Policy* and of their responsibilities before taking up their post.

Pupils

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

Parents and Carers

The parents/carers of pupils at Blakehill Primary School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School newsletter
- School Prospectus
- School website
- New Parent's Introductory discussion
- Individual letters

Police/Local Community/Local Authority

Blakehill 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 regularly with the local Police Community Support Officer (PCSO).

Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature.

The Local Authority are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

6. Procedures

Site Manager

It is the responsibility of the Site Manager to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the security system are working properly.

Before leaving the premises, the Site Manager has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Contractors in School

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

- The Headteacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place together with Health and Safety issues
- The Headteacher / Site Manager should check regularly that the work is being carried out safely
- Contractors should report to the reception area on arrival and before leaving, signing in and out using the Inventory system
- When on the school site, the Inventory photo ID badge should be worn at all times
- Contractors should complete maintenance logs, when appropriate
- Contractors should take extreme care with building materials, ladders, tools and any other equipment
- Health and Safety standards should be observed throughout the period of the contract
- On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access Outside School Hours

- On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Blakehill 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 have access to a (mobile) 'phone.
- Curtains and blinds should always be closed in the evening, but especially if staff are working late
- The Site Manager or other designated person will open and close the school if a Letting is arranged.

Fire Detection Systems

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

- Fire detection and alarm systems are in place throughout the school and tested regularly.

- 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 at a distance from the school which prevents intruders or pupils using them to start fires or as a means of access to the roof. The school has no letterbox.

Bomb Threats

Any warning Blakehill Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. Our policy refers to Gov.Uk guidance - [Gov.uk bomb threat guidance](#)

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

Most bomb threats are made over the telephone and the overwhelming majority are hoaxes made with the intent of causing alarm and disruption.

If Blakehill Primary School receives a bomb warning, the Executive Headteacher / Head of School have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure:

- Alert everyone in the school by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble at the fire assembly points well away from the school car park and buildings.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.
- An overriding priority is the supervision of the pupils.
- Pupils should not return to the building, until the police declare that it is safe

Critical Incidents

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the Emergency Plan is implemented with staff and Governors responding to the procedures.

7. Monitoring and Review

This policy is reviewed every twelve months to ensure that it stays relevant and reflects the needs of the both staff and children.

8. Distribution

This policy will be available on the school website and from the School Business Manager.

9. Contacts

Please contact a member of the Governing body or the Headteacher if you require support or guidance on this policy.

10. Cross Referencing

This policy refers to the following other school policies:

Health & Safety Policy
Fire Safety Policy
Intruder Policy
Invacuation Procedures

11. Appendices

Appendix 1 – Bomb Threat by Telephone

Appendix 2 - Lockdown / Invacuation Procedure

Appendix 1 - BOMB THREAT BY TELEPHONE

Try to ascertain as much information about the explosive device as possible.

The 5 'W's

WHERE - IS THE BOMB?	
WHEN - WILL IT EXPLODE?	
WHAT - DOES IT LOOK LIKE?	
WHO - ARE YOU?	
WHY - ARE YOU DOING THIS?	

Try to ascertain as much information about the caller as possible. This may have a significant outcome on the credibility of the threat.

Whilst you are asking vital questions regarding the explosive device, take note of the following, if possible:

Callers voice: e.g., Male/Female, Young/Old, Accent	
Background Noise: e.g., Noisy, Traffic, Station, Airport, School	
Emotion: e.g., Scared, Joking, Angry, Reading from Script	

Dial 1471 immediately to try and get the caller's number

Any other Notes:

Appendix 2

BLAKEHILL PRIMARY SCHOOL - *Lockdown / Invacuation Procedure*

'GO IN, STAY IN' REGULATIONS

PLEASE KEEP this document IN A CONSPICUOUS PLACE

ALL CHILDREN, STAFF AND ADULTS MUST BE AWARE OF WHAT TO DO IN CASE OF A 'GO IN, STAY IN' EMERGENCY

ALARM	<ol style="list-style-type: none">1. Anyone discovering an issue/threat while children are outside should activate the alert by continually blowing their whistle, all staff to join in blowing whistles.2. Office staff or a member of the Senior Management Team must be informed so they can ensure everyone else in school is aware.3. All staff to be responsible for opening the Fire doors.4. Office staff to alert all other staff - ring staff room, kitchen etc. Check Reprographic Room.5. Children must be instructed by staff to go into school. All pupils to go into the main school building.6. A 'Go in, Stay In' practice will be held each term.
OBSTRUCTION	Entrances and exits must be kept clear and unobstructed at all times.
GO IN, STAY IN	<p>As soon as the whistle sounds, everyone to get into the school building. Children must stop what they are doing; they cannot go back for coats.</p> <p>Staff on duty in the playground will walk the children via the safest route.</p> <p>Move to the building quickly, calmly and silently - NO RUNNING.</p> <p>ONCE THE PLAYGROUND HAS BEEN EVACUATED. ALL EXTERNAL DOORS NEED TO BE CLOSED PROPERLY. ALL WINDOW BLINDS TO BE CLOSED.</p> <p>Different entry routes may be used in GO IN STAY IN drills.</p> <p>Any member of staff who sees children that are in school, but not with their class, should escort the child to their class.</p>
Daily Action	<p>Class teacher to mark child's absence on the Fire Register every morning.</p> <p>Office Staff to check Inventory for late arrivals/absence and then go to the relevant class to update the Fire/Invacuation Register.</p>
ASSEMBLY	Everyone to assemble in their Classroom
ROLL CALL	<p>Children to be registered</p> <p>Staff to be registered, by a member of staff in class</p> <p>Kitchen staff to be registered</p>

Once registered ring the Head of School phone; this will be manned by a member of the office team.

Visitors/volunteers to report to the Head of School's office. Office staff to check that all visitors/volunteers are accounted for.

**Missing
Children/Person**

The Head of School should be informed of full roll or missing child/person.
A missing child/person must be searched for in any relevant place

**CALLING THE
EMERGENCY
SERVICES**

ONE Senior member of staff should call the Police/Emergency services.
The safety of children, staff and visitors is the first concern.
On arrival the emergency services must be informed of any missing person and their possible whereabouts.

**CONTAINING &
TACKLING
INTRUDER/THREAT**

All external doors should be closed on entry.

DO NOT ATTEMPT TO TACKLE THE THREAT / INTRUDER.