



ST PHILIP HOWARD CATHOLIC SCHOOL

**PERSONAL SAFETY AND
SECURITY POLICY**

Approved:

March 2016

For review:

Spring 2017

INTRODUCTION

The children and staff of St Philip Howard need to work and learn in a safe environment. This document is the security policy of our school and represents measures agreed between staff and Governors to promote the security and personal safety of pupils, staff and visitors, together with the protection of the school premises.

Our first concern should be for the safety of everyone in school. Safety, whilst obviously referring to physical wellbeing, also includes the emotional protection of pupils, staff and visitors from abuse and other hostile behaviour. School security is intended to prevent such occasions arising and to deal effectively with such incidents should they arise, with the minimum of distress to the school and its occupants. As an overriding principle, the school should be perceived as an open, friendly and caring community. We should continue to exercise current good practice in being open and accessible but be mindful of risk.

DAILY PROCEDURES

- During the school day all visitors and contractors are required to report to the school office, to present identification as necessary, to sign in and out and to wear a visitors' badge.
- All visitors into the school must be authorised by the Head teacher or a member of the Senior Leadership Team.
- All contractors should have notified the school in advance of their visit and have appropriate documentation with them (job sheet, company ID etc). They should liaise with the Administrative team or site supervisor who will check that the work has been completed to specification, sign accordingly, and ask the contractor to sign out of the Visitors Book.
- Other than the front main gate, all other peripheral gates, must be locked from 8.45am until the end of the day. Access through the rear gate in Gospond Road for large deliveries or for contractor access can only be approved by the Head Teacher or Business Manager. All visitor access to the school is only permitted by the front main entrance in Elm Grove North.
- Visitors are required to use the secure access keypad to gain access to the main entrance and will only be allowed into the main school if confirmed as an authorised visitor.
- Children arriving/leaving school during the school day for appointments must sign out via the main office, recording time of leaving and time of return. Children coming in late should also be signed in on the 'fire absence' record sheet in the main school office.
- All parents are asked to inform the school in advance if somebody different is to collect their child from school – details will be requested to ensure identity
- All staff are asked to be vigilant at the start and end of the day to ensure children are collected by a known adult. Children should only be released at the end of the day to parents or an authorised 'known' adult. If there is any doubt about who is collecting a child the child's parent/carer should be contacted by phone and the Head teacher informed.
- All staff and pupils are asked to be aware of unknown and unaccompanied adults; staff should check at the office if concern is aroused. Visitors should be wearing a Visitor's badge.
- Pupils should be continually reminded not to open the door to visitors but to inform the nearest member of staff.
- The gates to the playgrounds are locked when the playground is in use – playtime, PE. Teachers on duty should be particularly vigilant to visitors arriving at school during this time.

- Outside of school hours external doors should be kept locked so access to the building is through the main entrance only.
- All high value equipment is security marked
- All alarms, entry and exit to the building are regularly monitored – this shows times of entry and exit from the building.
- Only authorised people are keyholders to the school, in agreement with the Head teacher and Chair of Governors. Keys must not be copied without prior agreement.
- It is the Premises Officers responsibility to ensure that all doors are locked, windows are secure and curtains/blinds are drawn at the end of the school day before leaving the premises at night.
- All authorised visitors, e.g. parent helpers, peripatetic teachers, supply teachers will have had DBS checks before beginning unsupervised work with children.

ADMINISTRATION PROCEDURES

- Confidential records of staff and pupils will be locked in a secure place
- Any confidential paper work will be put away when the office is left unattended, or office will be locked
- If the office will be unattended, then money must be locked away or the office door locked.
- All money coming into school must be sent promptly to the school office for recording and safe keeping. No monies should be kept in classrooms All charged for activities should have the prior agreement of the Head teacher/ Chair of Governors.
- Money will be banked regularly to ensure that only small sums are left in school. Banking will be carried out on different days, and at different times to prevent a predictable routine being observed.
- A limit of £1000 may be taken by one person to the bank. Amounts in excess of this will require two people.
- The office servers are backed up on a daily basis.
- Computer login passwords are updated on a regular basis and staff are asked to keep them confidential. Passwords are not to be shared.
- Anti-virus software has been installed on all computers and is updated annually

SECURITY OF ASSETS

High value, movable items are security marked with school name. Where possible, high value items are locked away.

LETTINGS

During lettings the Premises officer or designated key holder are responsible for the security of the school premises. Access is via the front playground and the hall foyer entrance. The remainder of the school should remain locked. All hirers of the school hall are made aware of their responsibilities in the event of a fire.

This policy is to be read thoroughly by all members of staff. All staff are asked to sign to say they have received the policy.