



All Saints Carshalton, Church of England Primary School

Policy for Security

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Agreed by staff - May 2001

Agreed by governors - May 2001

Reviewed - Summer 2006, Summer 2010, Autumn 2015

Next Review - Autumn 2018

Introduction

The Governing Body seeks to ensure that the School is maintained as a secure working environment for staff, pupils and visitors.

The Governing Body is responsible for ensuring that the school is as secure an environment as possible. However, all staff have a duty in respect of security and should report any breaches or concerns to a member of the Senior Management Team.

Monitoring

The Finance, Personnel and Premises Committee will monitor and initiate plans to identify areas where security might be improved and make recommendations to the Governing Body.

This policy covers only the security of staff, pupils and visitors and of school property and equipment. Private property brought onto school premises is wholly the responsibility of its owner. The car park is for the exclusive use of staff and bona fide visitors, and the school bears no responsibility for the vehicles left there.

- All visitors must report to the school office to sign in and receive a badge, which must be worn whilst on the school premises.
- Staff should challenge anyone on the premises who they do not recognise and is not correctly badged.
- Pupils also have a part to play in this respect and should be encouraged to report any unidentified visitors to a member of staff. Pupils should, however, be instructed that, under no circumstances, should they approach someone who is unidentified on the school premises.
- Visitors should return their badges to the school office as they leave, and sign out.
- All pedestrian gates to the school (excluding the gate to the main entrance) and the gate to the car park should be kept closed at all times. It is the responsibility of all members of staff to ensure that they are kept closed.
- All doors to the school are protected by locks with security codes. These codes are known only to members of staff and are changed from time to time or if anyone becomes aware of unauthorised persons knowing the number.
- All main doors to the school are to be kept closed at all times. All members of staff have a responsibility to ensure that all external doors are closed and locked where appropriate.
- Patio doors in classrooms are to be closed and locked when the room is unoccupied. Individual class teachers are responsible for this.

- There are panic alarms in all classrooms. These alarms register in the school office and the office staff will respond immediately, with a minimum of two people, taking with them a portable alarm which, when activated, registers with the police. Panic alarms in the Head's office and the Bursar's office will also automatically register with the police when activated.
- All security alarms are regularly maintained and tested and are continually monitored.
- An Asset register is maintained by the office staff.
- Little cash is held on the premises and it is kept in a locked Harlech Dudley safe. The amount held on the premises outside business hours is kept to a minimum by regular banking and is below the insurance policy requirements.
- Risk assessments are carried out in accordance with guidelines.
- Fire drills are carried out termly and fire procedures are reviewed regularly. Each fire drill is logged with date and time taken. These are reported on by the headteacher at the termly Governing Body meeting.
- External lighting is controlled by a combination of dusk to dawn and PIR sensors. These are regularly maintained. Please report any not working to the Bursar.