



ST DUNSTAN'S, CHEAM, C of E PRIMARY SCHOOL

Policy Subject: SECURITY IN SCHOOL

Date: October 2023

Review Date: October 2026

Vision Statement

‘St Dunstan’s – a thriving Christian school, guided by the Good Shepherd, founded on faith, inspiring the best in everyone.’

For all members of our school family we celebrate:

- excellent achievement and progress in all that we do
- learning for life in all its fullness
- Christian values alive within our school
- being at the heart of our community

Rationale

The governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to the school. The school’s security policy highlights procedures in place to achieve this aim.

Responsibilities

- The Governing Body is responsible for the development and review of the school’s security policy.
- Responsibility for the implementation, including monitoring and reporting on breaches, of the security policy is delegated to the Headteacher.
- All staff are required to comply with this policy and the arrangements made by the Headteacher to ensure the safety and security of all on the school site.
- Parents are encouraged to help and are reminded of our security strategies through newsletters from the school.
- Children are encouraged to exercise personal responsibility for the security of themselves and others.

Procedures:

Key Holders

Key holders are identified on a master list held on the 'O' drive maintained by the School Business Manager (SBM).

Keys are only given out under the agreement of the Chair of Governors, who limit the master keys in circulation. All spare keys are securely locked away in the safe. All spare keys are included on the key holders log.

Access to School: for Visitors/Contractors

1. Although fulfilling a public function, schools are private places and the public has no automatic right of entry.
2. All visitors to the school must be authorised by the Headteacher / Member of the Senior Leadership Team.
3. Parental access to school (other than at drop off/collection times) is usually by appointment, or by invitation to a school event.
4. During the school day all visitors are required to report to the school office, to present identification and DBS information (where appropriate), and to sign in on InVentry and be issued with a visitor's sticker. This must be worn at all times when in school. Visitors must ensure they sign out when they leave.
5. Contractors and workmen should notify the school in advance of proposed visits and liaise with the SBM.
6. All delivery/personnel must be accompanied at all times when they are on site.
7. All parent helpers have to attend an annual meeting to familiarise themselves with our procedures. They require a Disclosure Barring Service (DBS) number before they are able to help in school.
8. All staff must challenge any adult in school who is not wearing a staff or visitors sticker.
9. Staff badges are attached to blue lanyards. Visitor stickers are attached to colour coded lanyards:

Green –Visitor, Orange – Parent Helper, Yellow – Agency Staff, Red – Governors
10. Any cases of abuse or threats to staff, pupils or other parents could result in that person being banned from entering the school. See also the school's policy "Managing Abusive Parents/Carers or Visitors to the School".
11. Staff are to contact the School Office or member of the Senior Leadership Team immediately if concerned about a visitor or in an emergency.

Practicalities of access to the buildings and grounds:

1. The gates to the Infant and Junior playgrounds are operated by an electronic timer which controls the opening and closure of the gate at the appropriate times. Parents/carers or individuals who have parental approval to pick up children are only invited into the school grounds to pick up their children once these gates have been opened. (The school has additional procedures in place for year 5/6 walkers, and for after-school club pick up which are made available to parents at least annually.)
2. At the end of the school day, the external classroom doors should be locked.
3. The pedestrian and vehicle gates are fully automated controlling access to the school site at the start and end of the school day and for allowing collection from extra curricular clubs. The exception to this is the Jubilee Road Gate, which is only opened for access and egress at the beginning and end of the school day, then padlocked closed.

Visitors wishing to enter the site at other times call through to the office via an intercom from each gate. Visitors are able to enter the school building and approach the school office hatch.

These access points are covered by CCTV and access is controlled by a member of the office staff. Staff have electronic fobs which are worn on lanyards allowing them access through the gates. In the foyer there are glass doors which prevent unauthorised access beyond the reception . Entry through these doors is controlled by a member of the office staff.

4. Outside school hours, the external doors to the classrooms, hall etc. are locked and access to the building is through the main entrance doors which are secured by a digital lock.
5. Blinds have been fitted in the main office, Headteacher's office, SBM's office and staff room in order that the computers in rooms are not on view out of school hours.
6. All high value equipment is visibly labelled with the name and postcode of the school with SmartWater.
7. The building is protected by an alarm system which covers all areas.
8. It is the site supervisor's/ security staff's responsibility to ensure that all doors and windows are locked at the end of the school day and to check that all windows are closed and doors are secured before leaving the premises at night. The site supervisor/security staff should also set the alarm for the premises.

Meetings with Parents after School

Where staff have meetings with parents after school, these will always take place on school premises and another member of staff should be aware of the meeting.

Lone Working

The school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

E-Security

The ICT technician working with HT and computing lead will be responsible for ensuring that appropriate and effective filtering and monitoring systems are in place, including malware, internet gateways, firewalls and virus control software.

- The school uses a secure network that is password protected.
- Staff members and pupils are aware of the school's data protection measures that are in place to effectively manage risks caused by internet use.
- All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.
- Staff members and pupils will not use their personal devices for school-related work on the premises.

Equipment and belongings

- All portable electronic equipment will be returned to the charging trolley and locked and those not in the charging trolley are left in a secure location at the end of each day.
- After using school equipment, staff members will be responsible for ensuring that it is returned to the appropriate storage location and secured.
- Staff members will be responsible for any personal belongings, including teaching equipment, they bring on to the school premises.
- Pupils, parents, visitors and contractors will be responsible for their personal belongings and the school will not be liable for any damage or loss which may occur.
- Pupils will be advised not to bring valuable items to school unless absolutely necessary.
- Where a pupil requires a valuable item to be brought to school, they can arrange with their Deputy headteacher in advance for a secure place to store the item.

- Any equipment that someone wishes to take off the school site will be approved by a senior member of staff in advance and a record of the loan kept,
- Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that could carry viruses.
- Outside play equipment, as well as sporting equipment, will be tidied away and secured inside the building at the end of use.
- The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage that may occur.

Lost property will be stored by the school office, where it will be kept for one month before disposal.

Cash Handling / Banking of School Monies

We endeavour to be a **Cashless School**.

We use a system called ParentPay which is a method of making secure payments online using credit or debit card. Staff and parents are issued with a secure online account, activated using a unique username and password which can then be changed by the individual for additional security.

Dinner money and money for school trips are paid through ParentPay. Any enquiries about this should be directed to the school office.

Any monies that come into school for various reasons such as Lent Appeal, Charity events and national events i.e. Red Nose Day and are received in the classroom should be forwarded to the school office as soon as possible.

It is important that cash / cheques are not left in any classroom overnight.

When requesting donations, parents are instructed to place money in a sealed envelope clearly marked with their Child's name on the front and what the payment is for.

NB: Fees for clubs are the responsibility of the children and should be handed to their respective teachers. They should not be sent to the office.

The school does not keep large amounts of cash on the premises and any cash is kept securely locked away.

Money is banked regularly to ensure that only small sums are left in the school safe. Banking is carried out on different days and times to prevent a predictable routine being observed.

Personal Property

Personal property remains the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing any valuables to school.

1. Pupils are taught about IT hazards, risks and risk control. They will be shown how to use equipment correctly and safely. They will be taught to manage their environment to ensure the safety of themselves and others.
2. Use of the Internet is through the London Grid for Learning which filters out inappropriate sites. As part of the ICT curriculum children will be made aware of how to use the internet and e-mail safely. All staff and children are required to sign the Acceptable Use Policy.
3. PC screens must be locked when not in use.

N.B. See Acceptable Use Policy for further details

Out of Hours School Lettings

(NB: Where site supervisor is mentioned below, they may be replaced by another named person subject to approval of the Headteacher or the Chair of Governors.

1. During all lettings the site supervisor/Lettings Supervisor are responsible at all times for the security of the whole school premises (see 1 below).
2. All outside doors should remain locked until immediately before access is required. **The site supervisor must remain within sight of the main door when it is unlocked** to ensure that there is no unauthorised entry.
3. During all lettings the main office and the Head's office **must** remain locked unless the office is occupied.
4. During lettings in the school hall the Fire doors at the rear of the hall must be unlocked.
5. It is the site supervisor's responsibility under the Health and Safety regulations to ensure that those letting the hall are aware of the positions of the fire exits.
6. Regular security checks over the whole site should be made by the site supervisor throughout the duration of the letting.

N.B. 1. The site supervisor **must remain on site at all times during a letting** unless specifically authorised otherwise by the Headteacher/Chair of Governors.

2. On occasions when the Chair of Governors/Headteacher has authorised the site supervisor to leave the site during a letting, it is the site supervisor's responsibility to remind the 'named person' that they are responsible for security of the premises and that they **must remain within sight of the main door when it is unlocked** to ensure that there is no unauthorised entry.

Date Agreed **October 2023**

