



Security Policy

Version	Date	Actions taken	Committee responsible:	Reviewed by:
1	10.01.15	Policy reviewed	Resources Committee	DC
2	26.04.17	Policy updated	Darren Coult	DC
3	12.11.18	Policy reviewed	Resources Committee	PH
4	14.06.21	Policy reviewed	Resources Committee	CP
5	18.03.24	Policy ratified	Finance and Resources Committee	CM

Security Policy

1. Introduction

This policy considers security with three objectives in mind:

- The personal safety of pupils, staff and visitors
- The security of the buildings and grounds
- The optimum relationships with and vigilance by everyone connected with the school, including pupils, parents, neighbours and the local community.

In making decisions about security, a balance will always have to be struck between the ethos of the Queens' Federation as a welcoming environment with easy access to parents and visitors and the potential risks from all types of security issues.

2. Responsibilities

The Health and Safety Committee (consisting of a Governor, a staff representative, the Caretaker and the Business Manager) will keep an oversight of security issues in their termly meetings.

The Committee will report regularly to the Resources Committee of the Governing Body, where decisions which have significant budgetary implications will be made.

All staff have a duty to report security incidents and concerns to the Headteacher, a Deputy Headteacher or the Business Manager, and decisions of an urgent nature will be taken in accordance with normal school management procedures.

3. Related Policies

A number of school policies refer to issues which have implications for the security objectives outlined above. These policies should be referred to for their more specific guidance:

- Health and Safety
- Safeguarding and Child Protection
- Personal, Social, Health Education
- Substance Misuse Policy
- Educational Visits
- Behaviour and the Management of Bullying
- Physical Intervention
- Lone Working
- Critical Incidents.

4. Government Guidance

In 2003, the DfES Working Party on School Security reported that the key success factors for promoting the security of schools were:

- frequent focussing of attention on security issues
- a structured approach to considering security issues and responses
- following a 'think thief' approach
- reviewing school security strategies at least annually
- making use of experts
- getting staff and governors to take responsibility for the school's security - the identification of need and the implementation of solutions

In considering security within the Federation, we endeavour to take account of these factors.

5. Risk Assessments

Risk assessments are carried out on a wide range of aspects of school life. The assessments are kept electronically and are updated annually.

6. Personal safety of children and staff

Aspects of children's safety are addressed through the policies referred to above as well as through this policy. As other issues arise, they will be discussed and acted upon as necessary. In order to make children aware of safety matters, such issues are regularly referred to both formally through aspects of the taught curriculum and informally as the need arises.

Issues of staff safety may be brought to staff meetings, morning briefing meetings or Governing Body meetings. Urgent matters will be dealt with through normal management procedures.

Occasional staff training will take place addressing security issues.

All staff are encouraged to challenge unknown adults in school who are not wearing a visitor's badge.

A lone working protocol is shared regularly with all staff and contractors to help ensure their safety outside of normal school hours.

The caretaker secures windows and doors every evening as he locks up.

A burglar alarm system is in operation when the buildings are closed overnight and during weekends and holidays.

CCTV is in operation which monitors visitors to the both sites during the day as well as during out of school hours.

7. Security of the Queen Edith school site and buildings

Access to the school site out of school hours, unless for an organised activity, is discouraged through maintenance of the perimeter fencing and the locking of the school gates when the building is not in use.

All visitors to the building are directed to the main entrance. A keypad limits entry to school staff; visitors ring the bell. Exceptions to this may occur with, for example, evening lets of the large hall when it is not practicable for visitors to enter by the main entrance.

Keypads are also in use on the entrances by the large hall, from the KS2 playground and into the corridor by the Reception classes. In addition, the corridor leading away from the large hall may be closed, and only opened by use of the keypad. The corridor leading into the main school building from the small hall area can also be closed off and only accessed by the use of a keypad.

Access to the building during the school day is limited by the gates in the passage from Wulfstan Way and the gate to the KS2 playground being locked after the start of the school day. Visitors access the main entrance through the KS1 playground, but during school hours access to this is through a locked gate with an intercom to the school office. CCTV cameras allow office staff to see visitors before allowing them access. All visitors are required to sign in and wear a visitor's badge.

The entrance to the Nursery is locked from the inside except at the start and end of sessions while children are being dropped off and collected. External doors around the building are generally kept locked, with the exception of the corridor door nearest the staffroom, which is kept open during the school day to give access to the mobiles. Classroom doors opening onto the field or playground may be opened during warm weather, but are locked when the classroom is not occupied. The doors for pupil access onto the KS1 and KS2 playgrounds are also left open while classes are outside, e.g. for playtimes or PE lessons.

Anti-climb paint is used to deter intruders from climbing over the flat roofs.

The vehicle entrance to the premises is kept locked from about 8.30am until 3.50pm. It can be operated by remote control from the office or by staff using a code. Only essential users are allowed to drive on to the site.

All staff are encouraged to challenge unknown adults in school who are not wearing a visitor's badge.

8. Security of the Queen Emma school site and building

Access to the school site out of school hours, unless for an organised activity, is discouraged through maintenance of the perimeter fencing and the locking of the school gates when the building is not in use.

All visitors to the building are directed to the main entrance. A keypad limits entry to school staff; visitors ring the bell. Exceptions to this may occur with, for example, evening lets of the large hall when it is not practicable for visitors to enter by the main entrance. The main entrance to the building is monitored by the office staff and visitors are asked to sign in and wear a visitor's badge.

At the start and end of the school day, the playground gate is opened for 30 minutes to allow parents to drop off and pick up children. Outside of this time, parents must go to the school office. There is an intercom on that gate which parents of the Nursery use to be buzzed in to drop off and collect children outside of these time windows. During pick up and drop off times, the main vehicle gate is temporarily locked to prevent vehicles from entering or leaving the site while children are around.

Throughout the school day, the main school site is secured by perimeter fencing. In addition to this, external classroom doors and other external doors (e.g. from the Atrium) are generally kept closed and locked. The exceptions to this are during warm weather or when a class is outside for a PE lesson.

Outside of regular school hours, corridor keypads are used to prevent visitors using the hall or studio for a letting from accessing the rest of the school building.

All staff are encouraged to challenge unknown adults in school who are not wearing a visitor's badge.

9. Optimum Relationships for Promoting School Security

The ethos of both schools is crucial in promoting optimum security. Good communication is at the heart of this, so that

- staff report concerns, believing that they will be discussed and acted on if necessary
- children feel that their concerns will be listened to by trusted adults
- parents are informed and know that their views are taken into account
- neighbours are encouraged to report incidents
- visitors feel welcome but understand the need for caution by school staff
- agencies such as the police are informed and consulted as necessary

10. Emergency Procedures

In order to ensure the safety of pupils and staff on the school sites, the Queens' Federation has clear protocols in place for what do if an emergency takes place. These include a fire and other emergency evacuation procedure, as well as protocols for invacuation and school lock-down, should an outside risk require it. These are shared with all staff regularly and are displayed next to all school phones. Copies are appended to this policy.

Regular fire practices and invacuation/lock-down practices will take place to ensure that staff and children are familiar with the protocols and can follow them quickly and effectively.

11. Critical Incidents

County guidance on critical incidents will be followed should such a situation arise. A critical incident box is kept at each school and at the home of the Headteacher with all the paperwork required to manage a critical incident.

12. Conclusion

Vigilance by all members of the school community is the best way of promoting a secure environment in the Queens' Federation.

Risk assessments will cover specific issues and the action taken to reduce these risks.

This policy on school security will be updated regularly.

Appendix – Emergency Procedures

Queen Edith Primary School Emergency Procedures

1. General Emergency Guidelines

- As a general rule, all external doors should be kept closed and locked. The exceptions to this are:
 - the external door between the dining room and the staff room, which is needed for access to the Y3 mobile (the door on the other side of the dining room near 2.1 should be locked).
 - the door to the KS2 playground may be kept open while a class is outside for a PE lesson but must be closed and locked afterwards
 - classroom fire doors may be kept open on a warm day if the room is occupied, but if the class leaves a room (e.g. to go to assembly), the external door should be locked.
- Each room in school should have a 'red card' prominently displayed beside the classroom internal door. The playground and hall doors should also have a red card beside them. These red cards all have the name of the room or playground printed on them.
- In the event of an emergency where urgent support is needed, an adult will ask a child to take the red card to the school office. Any adult seeing a child carrying a red card should immediately head to that room to offer help. The child should continue to the school office.
- If the school office needs to be contacted in an emergency, staff should use the main office number **712200 and then dial 6** to bypass the automatic answerphone message.

2. Evacuation

- In the event of a fire or any other emergency requiring evacuation of the building, the fire alarm will be sounded.
- The emergency assembly point is the back field.
- Classes will be escorted out through the nearest fire exit.
- Office staff will take out a grab bag, containing emergency registers for a roll call and keys (including a padlock master key).
- If it is necessary for the whole site to be evacuated, this will take place from the emergency assembly point, under the direction of a senior leader. Children will be walked to Queen Emma.

3. Lock Down

- If it is necessary to stage a lock down, this will be triggered by a senior leader. Office staff will phone each room in turn (beginning with classrooms) to alert staff about the lock down.
- The following words will be used:
Queen Edith is now in lock down. Please stay in your room until further notice.
No further details will be given or should be asked for by staff.
- During a lock down, all adults and children are to stay in their classroom. The classroom door will be closed and the blinds lowered. Where possible, an additional classroom adult will quickly retrieve children and TAs involved in out-of-class interventions. No one is to use the toilet.
- When a senior leader decides that the need for lock down has ended, office staff will phone each room in turn to inform staff.
- The following words will be used:
The lock down has now finished. Normal school activity can now resume.
No further details will be given or should be asked for by staff at that time, but senior leaders will ensure that adults are fully debriefed afterwards.

4. Invacuation

- If an outside risk makes it necessary to bring all children suddenly into school from playtime, a senior leader will go out onto the playgrounds and alert the teacher on duty.

- The following words will be used:
This is an invacuation. Please bring all the children into school straight away.
No further details will be given or should be asked for by staff.
- The teacher on duty will blow the whistle and calmly call the children to line up and come in as normal.
- If an invacuation is necessary during lesson time, a senior leader will similarly go out onto the playgrounds and alert any adults supervising children outside. The same wording will be used.
- Office staff will phone each room in turn (beginning with classrooms) to alert staff about the invacuation.
- The following words will be used:
An invacuation has taken place. Please stay inside school until further notice.
No further details will be given or should be asked for by staff.
- External classroom doors will be locked and the blinds lowered following an invacuation. Toilets may still be used.
- When a senior leader decides that the need for invacuation has ended, office staff will phone each room in turn to inform staff.
- The following words will be used:
The invacuation has now finished. Normal school activity can now resume.
No further details will be given or should be asked for by staff at that time, but senior leaders will ensure that adults are fully debriefed afterwards.
- If a lock down is necessary following an invacuation, the procedures and wording in section 3 will be used instead.

Please make sure a copy of these procedures is kept in classroom desk files and the brief version stuck up beside all phones in school.

Queen Emma Primary School Emergency Procedures

1. General Emergency Guidelines

- As a general rule, all external doors should be kept closed and locked. Exceptions to this are if a class has gone outside for a PE lesson or on a warm day where the children are in their classroom. If the class leaves a room (e.g. to go to assembly), the external door should be closed and locked.
- Each room in school should have a 'red card' prominently displayed beside the classroom internal door. The Atrium door should also have a red card beside it. These red cards all have the name of the room or playground printed on them.
- In the event of an emergency where urgent support is needed, an adult will ask a child to take the red card to the school office. Any adult seeing a child carrying a red card should immediately head to that room to offer help. The child should continue to the school office.
- If the school office needs to be contacted in an emergency, staff should use the main office number **714300 and then dial 0** to bypass the automatic answerphone message.

2. Evacuation

- In the event of a fire or any other emergency requiring evacuation of the building, the fire alarm will be sounded.
- The emergency assembly point is the back playground.
- KS2 classes will be escorted down the stairs and out of the nearest fire exit.
- KS1 classes will be escorted out through their fire doors.
- Early Years classes will be escorted onto the small playground at the front of the school.
- One deputy will go to each playground and keep in touch using mobile phones.
- Any disabled child in an upstairs classroom will be taken by their TA to the nearest disabled access point where the green phone is to be used. This will be answered by the caretaker, business manager or a senior leader, who will then inform the emergency services.
- Office staff will take out a grab bag, containing emergency registers for a roll call and keys (including a padlock master key).
- If it is necessary for the whole site to be evacuated, this will take place from the emergency assembly point, under the direction of a senior leader. Children will be walked to Queen Edith.

3. Lock Down

- If it is necessary to stage a lock down, this will be triggered by a senior leader. Office staff will phone each room in turn (beginning with classrooms) to alert staff about the lock down.
- The following words will be used:
Queen Emma is now in lock down. Please stay in your room until further notice.
No further details will be given or should be asked for by staff.
- During a lock down, all adults and children are to stay in their classroom. The classroom door will be closed and the blinds lowered. Where possible, an additional classroom adult will quickly retrieve children and TAs involved in out-of-class interventions. No one is to use the toilet.
- When a senior leader decides that the need for lock down has ended, office staff will phone each room in turn to inform staff.
- The following words will be used:
The lock down has now finished. Normal school activity can now resume.
No further details will be given or should be asked for by staff at that time, but senior leaders will ensure that adults are fully debriefed afterwards.

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- If an outside risk makes it necessary to bring all children suddenly into school from playtime, a senior leader will go out onto the playgrounds and alert the teacher on duty.

- The following words will be used:
This is an invacuation. Please bring all the children into school straight away.
No further details will be given or should be asked for by staff.
- The teacher on duty will blow the whistle and calmly call the children in as normal. Classes that normally line up outside should be directed straight into their classrooms by the teacher on duty.
- If an invacuation is necessary during lesson time, a senior leader will similarly go out onto the playgrounds and alert any adults supervising children outside. The same wording will be used.
- Office staff will phone each room in turn (beginning with classrooms) to alert staff about the invacuation.
- The following words will be used:
An invacuation has taken place. Please stay inside school until further notice.
No further details will be given or should be asked for by staff.
- External classroom doors will be closed and the blinds lowered following an invacuation. Toilets may still be used.
- When a senior leader decides that the need for invacuation has ended, office staff will phone each room in turn to inform staff.
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The invacuation has now finished. Normal school activity can now resume.
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