



St Peter's Catholic Primary School Security Policy

MISSION STATEMENT

St Peter's Catholic School is at the heart of a Christ centred community where every person's uniqueness is celebrated with joy and truly valued.

We foster caring, supportive relationships based on mutual respect and love.

We embrace the different communities to which we all belong – home, school and parish, as well as our local, national and global families.

When we welcome the child, we welcome the family.

We strive for excellence in all we do; to be the best that we can be.

Aims

- To ensure our school provides a safe and secure environment for both pupils and adults.
- To ensure the security of the buildings and grounds.
- To ensure vigilance from everyone connected with the school.
- To ensure that this information is shared with all members of staff so that procedures are understood and implemented.

Roles and responsibilities

School security is the responsibility of the Governing Body and Headteacher. The GB are responsible for formulating the Security Policy and monitoring its implementation.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training is provided as necessary;
- parents are informed of the security policy and encouraged to help;
- formal risk assessments are conducted by outside bodies as appropriate and updated on an annual basis.
- in addition routine security checks are carried out on an on-going basis by the Site Manager, School Business Manager and Headteacher.
- The Health and Safety sub-committee meet termly and the issue of security is included on the agenda.
- all crimes are reported to the police.

Visitors to school

Visitors, for the purpose of this policy, shall mean a parent, volunteer, LA personnel or other person who is not an employee of the school. All visitors to the school shall be made to feel welcome, shall be allowed to express concerns or questions to the appropriate person and shall be treated with respect. All visitors spending time in school will be given visitors' guidelines. Where a parent wishes to meet a teacher this should be arranged at a mutually convenient time. Parents are welcome to chat with teachers before 8:50am; however, staff cannot hold discussions at 8:50am as their attention should then be focussed on welcoming and settling the children.

Security of Hardware etc.

All laptops and ipads are stored in the ICT suite, which is locked. Doors and windows to the suite are further secured by metal gates. Site staff are responsible for securing this each night.

- All staff have a responsibility to safeguard equipment and resources. All expensive, portable equipment to be marked as belonging to the School;
- The intruder alarm system to be in operation when the school is closed;

- Staff to be responsible for returning equipment to the secure area;
- Staff to “sign out” equipment which is taken home.

Procedures to be followed:

1. All visitors must enter via the main office entrance, when access will only be allowed once staff have been assured of visitor’s credentials.
2. Visitors must sign the visitors’ book and wear a visitor badge in order to maintain a record for health and safety.
3. Children are reminded by Headteacher and class teachers not to open exterior doors for adults even if they are known to the children.
4. Exterior doors should be closed by staff after the morning bell and at the end of the day.
5. The main exit/cloakroom doors will be closed at 3.25pm and any parents or children wishing to re-enter school will need to do so via the office.
6. Staff are to ensure that all exterior doors are secured when leaving the building, especially when there is a whole school mass.
7. Visitors are **not** to gain access to the building through any door other than the main office.
8. Children arriving late must go to the main office and have their names entered in the late book.
9. Parents collecting or bringing children to school during normal teaching hours must do so via the main office. Staff will escort children to or from class and record in book.
10. All staff must be prepared to politely challenge any visitor not wearing a badge.
11. All windows & blinds are checked by the caretaking staff each evening.
12. The perimeter fence totally secures school. Gates will only be unlocked if access is required by contractors.
13. Nursery gate is locked by Nursery staff at 9.10am.
14. The double gates near the cabin and the single gate on Hough Hill Road are locked by staff as soon as all children are in school.
15. The gates to the kitchen are always locked and only opened by kitchen/caretaking staff for access.
16. Where there is a concern for the safety of a member of staff meeting with potentially aggressive adults, then a senior member of staff should be present.
17. Adults are reminded that verbal or physical aggression is unacceptable by means of a notice in the school entrance.
18. Any unauthorised visitor must be reported immediately to the Headteacher. If there are concerns that the intruder may cause harm or damage the police must be contacted by the Headteacher or a senior member of staff.

Katherine Ryan
May 2021

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