



St Peter's Catholic Primary School Security Policy

MISSION STATEMENT

St. Peter's Catholic Primary School is at the heart of a Christ-centred community where every person's uniqueness is celebrated & truly valued.

We promote caring, supportive relationships based on mutual respect, and nurture the partnership between home, school and parish. When we welcome the child, we welcome the family. We aim for excellence in all we do.

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 that:

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

Visitors to school

Visitors (for the purpose of this policy) shall mean a parent, volunteer, student, 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 regular time in school will be given visitor 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 8:40am; however, staff cannot hold discussions at 8:50am as their attention must then be focused 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 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 is marked as belonging to the School;
- The intruder alarm system is in operation when the school is closed;

- Staff are responsible for returning equipment to the secure area;
- Staff “sign out” equipment which is taken home, and sign it back in again upon its return.

Procedures to be followed:

1. All visitors must enter via the main office entrance. Visitors must operate the remote doorbell in order to be permitted to enter school grounds. Access beyond the porch is only to be allowed once staff have been assured of the visitor’s credentials.
2. Visitors must sign the visitor book and wear a visitor badge in order to maintain a record for health and safety and safeguarding purposes.
3. Children are reminded by headteacher and class teachers not to open exterior doors for adults even if they are known to the children. (This could happen at 3.15pm when parents are admitted to the school playgrounds to collect their children, or immediately following the bell at the beginning of the school day, when adults have dropped children at school).
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 and gates 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. Visitors to Nursery may enter via the Nursery gate if the visit is pre-arranged.
8. Children arriving late must go to the main office and have their names entered in the late book. Nursery children who are late may enter via the Nursery gate.
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 and on SIMS (electronic register).
10. All staff must politely challenge any visitor not wearing a badge.
11. All windows, blinds, external doors and gates are made secure by the site manager or senior cleaner each evening. In the absence of these members of staff, they are made secure by the headteacher or deputy.
12. The perimeter fence totally secures school.
13. The double gates on Castle Hall Close and the single gate on Hough Hill Road are locked by school staff on ‘before school playground duty’ as soon as possible after 8.50am, when the first bell of the school day sounds.
14. The gates to the kitchen are always locked and are only opened by kitchen/site staff for access. When they are open, these members of staff do not leave the gate, but supervise its opening until it is locked once again.
15. Where there is a concern for the safety and wellbeing of a member of staff meeting with potentially aggressive adults then a senior member of staff is present.
16. Adults are reminded that verbal or physical aggression is unacceptable by means of a notice in the school entrance.
17. Any unauthorised visitor must be reported immediately to the Headteacher. If there are concerns that the intruder may cause harm or damage then the police must be contacted immediately by the Headteacher or a senior member of staff. Internal lockdown procedures or the run-hide-tell procedure will then be instigated at the decision of this senior member of staff.

Katherine Ryan
February 2024

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