



# **Horden Nursery School Security Policy and Procedures**

## **1. Policy statement**

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Horden Nursery School. The school's security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will provide staff with enough resources, information and training to implement the security procedures.

The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

## **2. Organisation**

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### **2.1. Governors**

The Governors will ensure that the school has a security policy and that this has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved –

- By the health & safety governor monitoring performance on their special interest visits
- Via the head teachers reports to governors
- By all governors observing its implementation when they visit the school.

Governors will periodically review the school's security policy.

Governors will delegate the day to day implementation of the policy to the Head Teacher.

### **2.2 Head Teacher**

The head teacher will:

Set up arrangements in school that comply with the security policy agreed by governors.

Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.

Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.

Ensure that all visitors, contractors and agency staff adhere to the security policy.

Monitor the implementation of the policy and security arrangements.

### **2.3 Staff**

All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Personnel committee	Agree policy Review every 12 months
Day to day implementation and management of policy.	Head Teacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker School Staff	Lock gates 8.45-9.15am and 3.00-3.30pm If staff leave or enter the carpark it is their responsibility to open and close the gates.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue badges Ensure visitors are signed in and taken into nursery- staff will be informed of visitors
Control of contractors	Admin staff	Issue badges Admin staff will ensure nursery staff know contractors are present
Security of money etc	Admin staff	
Security risk Assessment	Head Teacher	Review annually and inform gobs of findings to use as part of policy review

**NOTE:** This table needs to contain your own schools specific information

## **2.4 Children**

Children will be encouraged to exercise personal responsibility for the security of themselves and others.

Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

## **3. Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

### **3.1 Information and Communication**

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff inductions will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times, newsletters.

### **3.2 Controlled access and egress during the school day**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Horden Nursery School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

#### **Buildings**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

The school has two entrances. The visitor's entrance is at the front of the building and has a reception desk and access control. Visitors are directed to this entrance by signage. Although visitors can access the reception area, they are unable to enter the main school without authorization from a member of staff as a fob entry system is installed.

The children's entrance is at the rear of the building and is manned by a member of staff during times when children are brought to and picked up from nursery. The member of staff is familiar with the children and adults who bring them. All unauthorized visitors will be challenged.

All doors except the main entrance cannot be opened from the outside.

#### **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

Front and Rear playground areas – fenced in on all sides by 6ft fence.

The gate in the 2 year old garden is locked at all times.

The fence between Horden Nursery School and Cotsford Infant school is not 6ft as the other fences are. For this reason, children will be brought into the secure, paved 2 year old area when Cotsford school gates are opened to parents.

### **3.3 Early Years Outside Areas**

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment. (New fences and gates installed in September 2016)

### **3.4 Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

All visitors report to the reception desk on arrival.

All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.

Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.

Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.

Visitors will not remove any items of school property without the express permission of school staff. For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

#### **Locations where supervision is part of our safeguarding procedures –**

Where pupils are taken to activities at local schools- ratios are always adhered to.

#### **Times of the day when supervision is part of our safeguarding procedures –**

Children may be walked to Cotsford Infant School or Yohden Primary School

#### **Our security arrangements also include the handover arrangements for the start and end of the school day.**

Drop off procedures – Children are accompanied by an adult into the nursery and are handed over to their key person at their key group room. A member of staff who is familiar with all children and their adults is on the door to supervise the entering and exiting the building. Any unauthorised adult will be challenged.

Collection procedures – A member of staff familiar with the children and their adults is present to open and man the entrance/exit during collection times. Adults enter the building and collect their child from their key person and key group room. Any unauthorised adult will be challenged.

On admission, parents are requested to give a password. They are advised to inform school if a new or different person is dropping off or picking up. The person will be asked to verify their identity and provide the required password.

If children are dropped off late or picked up early from school, Reception staff will ensure that children are signed in and out.

### **3.6 Cooperation with third parties, extended services and community groups**

Our school is not used by any third party group

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

All will be given school badges and be expected to wear them.

They will only park where authorised to do so.

Will only carry out work agreed at the start of the contract and at the times agreed.

Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### **3.8 Lone Workers**

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

### **3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 Locking arrangements.**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Pedestrian gate- Unlocked by Caretaker at 6am and locked again at 6pm. This gate remains open all day for access

Main vehicle gate – Unlocked by the caretaker at 6am and locked again at 6pm. They remain locked all night and at weekend.

The main vehicle gate is closed at 8.30am by the Caretaker. If the gate is opened for access the staff responsible will ensure that the gate is closed on exit. The Caretaker will ensure that the gate is closed between 3pm and 3.45pm

Main Building –All entrances except main reception cannot be accessed from outside, therefore they do not need to be locked.

### **3.11 CCTV**

Our School does not have a CCTV system

### **3.12 Cash Handling**

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

### **3.13 Valuable equipment**

All items above the value of £100 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### 3.14 Personal Property

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

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

### 3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in the Head Teachers office. The key is available from the secretary. Some medicines need to be stored in the fridge. This is in the kitchen and is not accessed by the children.

Inhalers are stored in the Changing Bathroom on a high shelf. This room can only be accessed by adults.

Arrangements for the administration of medicines are detailed in the medication in school policy.

## 4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

## 5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Premises and Buildings Committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

(Chair of committee)- Jane Long	(Head Teacher)- Natalie Parkinson
Date – Autumn Term 2019	
Review completed by –	Review Completed by -
Date –	Date -

This policy will be reviewed annually by Natalie Parkinson (Headteacher).

Signed -Natalie Parkinson      Signed- Jane Long

H&S Manual	Further information	Version	Issue Date	Next Review	Page
School	Example - Security policy template	1.3	Aug 2019	Aug 2022	







