



The Orchards Federation

Cherry Tree Primary School

Green Fold Special School

The Orchards Nursery

Security Policy

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Policy and Intent

1. The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for the pupils, teaching and non-teaching staff and visitors of The Orchards Federation.
2. The Governors consider the achievement and maintenance of a high standard of security throughout the schools to be a primary objective.
3. The Governors intend that, for security purposes, the schools will operate within the structure and framework laid down in this policy statement and the school's Health and Safety Policy.
4. The Executive Headteacher and Premises & Health and Safety Manager will undertake the necessary arrangements to ensure that all arrangements and information regarding safety and security is circulated to all existing and future staff and to the Governing Body, and subsequently to monitor the implementation of these arrangements.
5. The Executive Headteacher and Premises & Health and Safety Manager will provide staff with sufficient information to carry out their duties in a safe and secure manner and will provide such training for staff as is necessary.
6. Where appropriate, the Executive Headteacher and Premises & Health and Safety Manager will refer incidents where breaches of the policy have occurred to the police for further investigation.

A. Organisation

1. Governors

The Governing Body have expressed a commitment to the provision of a safe and secure workplace.

However, it delegates the day to day responsibility for, and management of, security to the Executive Headteacher and Premises & Health and Safety Manager, who should ensure that there is:

- •good communication with staff and students.
 - •control of risk through the clear allocation of responsibilities,
2. Executive Headteacher and Premises & Health and Safety Manager
- In particular, will:
- •set up arrangements within the school that comply with current security advice and produce a written policy that is brought to the attention of all staff.
 - •establish a system for the reporting, recording and investigation of breaches of security, using the guidelines contained in this Policy and ensure reasonable steps are taken to prevent recurrence.
 - •ensure that all visitors, including maintenance personnel and contractors are informed of security arrangements in operation of which they may be unaware.
 - •ensure that all new employees are informed about security arrangements and given a copy of the school's security policy before starting work.
 - •identify staff training needs
3. Responsibility of Post Holders

The Executive Headteacher delegates the day-to-day administration of security, together with health and safety procedures to the Premises & Health and Safety Manager and the caretaking staff.

The Executive Headteacher delegates to Heads of schools, School Business Manager responsibility for the day to day management of security within their areas.

In particular they will ensure that any member of staff for whom they have management responsibility is aware of their duty to comply with the arrangements as set out in this policy.

4. Staff

The Executive Headteacher delegates to all other staff the day to day management of security in accordance with the school policy.

In particular they will:

- **Check that their** classroom or work area is safe, and report any urgent defects to the school office – who will forward onto the Premises & Health and Safety Manager or
- Record the defect or issue on the maintenance monitoring sheet in each room for review by the caretaking team
- **Check that all valuable equipment is considered secure**

5. Pupils

The Executive Headteacher and staff of the school will encourage students to:-

- **exercise** personal responsibility for the security of themselves and classmates
- **not to bring to school** any item of significant value, without prior approval of the class and head teacher.

B. ARRANGEMENTS

Security Of Personnel

6. Supervision of Pupils

The schools accept responsibility for the welfare of all pupils under direct supervision of a member of the teaching staff or whilst on site between the hours of

Upper Site:

Cherry Tree 08.45 and 15.30

Green Fold 09.00 and 15.30

Lower Site:

Nursery (AM) 08.50 and 11.20

Nursery (PM) 12.40 and 15.10

Reception 09.00 and 15.10

Pupils using the playgrounds or MUGA pitch areas are supervised by duty teams of staff during break and lunch times and at all times when these areas are used for lessons.

Rules governing the supervision of pupils in areas of greatest risk are outlined in individual risk assessments and specific health and safety policies.

At no time should a pupil be left in an area of recognised risk unsupervised.

7. Supervision of Contractors on Site

Before any work is undertaken on site by an outside contractor, all necessary discussions relating to the security implications associated with their work and equipment and appropriate safety arrangements will be held between the Premises & Health and Safety Manager and the contractor.

8. Personal Safety and Security of Isolated Staff

Responsibility for the safety of individual staff is shared between the management of the school and each individual. The internal telephone system enables all staff to communicate with each other within the school. In the case of any emergency, staff must contact the school's admin office to seek immediate help.

If physically assaulted, the Governing Body will (with the support of the member of staff) seek to prosecute their attacker.

9. Trespass

Trespass onto the school sites, causing nuisance or disturbance, is a criminal offence. Appropriate signs are displayed around the school's perimeter to warn that people must not trespass onto the school site. If they do, and cause a nuisance or disturbance, they may be liable to face prosecution under section 547 of the Education Act 1996.

C. SECURITY OF PREMISES

Only staff designated by the Executive Headteacher and Premises & Health and Safety Manager are to be provided with keys and security system codes.

10. Security Systems

Intruder Alarm System:

When not in use the school buildings are protected by a monitored intruder alarm system capable of giving a confirmed alarm activation which is maintained by Mono Alarms and, in the event of an alarm activation, the monitoring station, Custodian will contact Bolton Council's Security and Response Keyholding Service, who will attend the site to investigate any reported alarm activation.

Door Access Control System:

All staff are provided with key fobs to access both school sites.

These fobs are programmed and issued by the school's admin team.

If a key fob is lost or stolen, it must be reported immediately to the school's admin team.

When a key fob is lost, there will be a charge of £10, payable before a replacement fob can be issued.

If a user loses more than one fob in any 6 month period, then the issue of a replacement fob will be reviewed by the Premises & Health and Safety Manager.

Visitors to school, will be issued with designated visitor key fobs, where appropriate.

CCTV System:

The exterior of the school building is protected by Closed Circuit Television Cameras with 24 hour digital recording and have display monitors in the school's admin offices. The system's control unit and recorder are also located in the school's admin offices. The equipment is supplied and serviced by Mono Alarms.

Appropriate signs with regard to the use of CCTV are displayed around the school site.

External Lighting:

External lighting has been fitted on the buildings and car park areas to provide sufficient light for night-time use. These lights are controlled by "timers" and are manually adjusted accordingly to allow for evening meetings.

11. Locking arrangements

The main vehicle gates on the Upper site are opened by the Site Team at 07:00 and kept open at all times until locked at 18:00. These gates will be locked later, when appropriate, for late evening meetings or events.

The pedestrian access gates will also be opened to provide access to the site in the mornings, but, the gate which accesses the hardplay/MUGA' area will be locked again at 09:00, and reopened for parental access at the end of the school day.

Please refer to attached site layouts for lock/unlock times of all gates.

The school buildings are opened at 07:00 and currently locked by the Site Team at 18:00 on the Upper Site and 17:00 on the Lower Site.

On the Upper Site, the class bell will sound at 17:30 and 17:40, to remind staff of the time and that they must be out of the building by 17:40 to allow the Site Team to 'check and lock down' the building.

All 'spare' keys must be labelled and stored within the designated key safes, located within each school admin office.

12. Visitors on Site

All visitors onto the school site must report to the school's reception and sign the visitor's book and be issued with an official school visitor's badge.

Any visitor without an official school visitor's badge, and is unaccompanied by a member of school staff, should be challenged and regarded as an intruder with the school's reception being notified immediately of their whereabouts., who will then contact and notify the caretaking team or police accordingly.

Visiting service providers to the school, e.g. PCT staff, ICT staff, must provide CRB certification and photo identification, before being allowed access into school.

13. Vehicles on Site

All vehicles should be parked in designated spaces.

The car parks are for staff usage and visitors with booked meetings only.

The Governing Body accepts no responsibility for any damage to vehicles whilst on the school sites.

There are no parking spaces designated for parents who are dropping off or picking up pupils from school and are not be allowed onto the school site. However, parents who hold 'disabled blue badges' will be able to use designated spaces, but must also obtain a "parking permit" to allow them onto the school premises at the start and end of the school day.

Drivers must recognise and comply with all traffic signs within the school sites.

At all times access should be kept free for emergency vehicles to gain access to all areas of the school site.

Any pupil or member of staff wishing to bring a bicycle to school should use the designated area at the front of school only to securely lock their bicycle to.

D. SECURITY OF PROPERTY

14. Personal Belongings

Personal belongings remain the responsibility of their owner. The school can only consider compensating for loss if every effort has been made to secure possessions under lock and key and any claim for loss will only be dealt with by Bolton Council's Insurance Section.

During timetabled PE lessons pupils should hand in all valuable items to a member of staff for extra security before the start of the lesson. At all other times pupils are responsible for the security of their personal property.

15. School Equipment

Every teacher has a responsibility for the security of all equipment allocated to their classroom and should report any losses immediately to the School Business Manager. All equipment valued at over £100 will be asset tagged with a security number and entered on the Asset Register. Items of a lower value deemed to be a security risk, are similarly tagged and recorded.

16. Lost Property

All lost property should be given to the school admin office, and will be 'stored' for collection in the school's main hall.

17. Handling of Cash

All official monies will be dealt with as prescribed in the School's Financial handbook and cash will be secured in a locked cupboard during the day and locked in the school's safe "out of school hours".

18. Medicines

Refer to the policy for "Supporting Pupils with Health Care Needs in School".

There are occasional circumstances in which school children may be prescribed treatment where doses of medicine need to be taken during school hours. It is the responsibility of the parents to provide drugs in suitable containers which should be carefully labelled with the child's name and class.

For safety and security, all such drugs should be kept in a locked cupboard within the admin office.

There are also secure drug cupboards on both sites, again refer to the policy for "Supporting Pupils with Health Care Needs in School".

E. ARRANGEMENTS AND IMPLEMENTATION

19. School Visits

Teachers and/or any accompanying adult are by law considered to be acting in Loco Parentis for the whole period of the trip and this responsibility cannot be delegated to anyone else. School journeys and visits are extremely important co-curricular activities in the life of The Orchards and there is a separate Policy and Risk Assessments covering all aspects of School visits.

20. Dissemination of Information

Matters relating to security will be communicated via the most appropriate means, be it notice board, bulletin or staff briefing/meeting. If appropriate each member of staff will be contacted individually via email or pigeonhole.

21. Monitoring

A record of incidents involving pupils and staff should be maintained by the Heads of each school and be reviewed by the Premises & Health and Safety Manager.

Consideration of Security, Health, and Safety and Welfare matters will form an item on the agenda of each meeting of the Governing Body Finance and Premises Committee.

In addition, the Governing Body delegates to the Finance and Premises Committee responsibility for monitoring and evaluating the effective working of the systems within the school.

Approved by Governors Finance and Premises Committee.....

F. CONTRACTOR / CONTACT DETAILS:

Keyholding Service:

Bolton Council – Security and Response, Town Hall, BOLTON

Tel: 01204 336900 (24/7 Answer)

Insurance:

Bolton Council – Finance Department – Insurance Section

Tel: 01204 331679

Intruder Alarm, Access Control and CCTV Systems:

Mono Alarm Installations Ltd.

New Hall

Liverpool Road

Eccles

Manchester M30 7LJ

Tel: 0161 786 2649

Fax: 0161 786 2648

Email: mail@monoalarms.co.uk