



"Developing potential without limitations"

Frieth C.E.C. School School Site Security Policy

Date implemented : February 2003

Member of staff responsible: Headteacher

Governing body committee responsible:

Headteacher's signature

Chair of Governor's signature

Review date: April 2015

signed:

date:

Review date:

signed:

date:

Review date:

signed:

date:

Review date:

signed:

date:

Opening Statement

Frieth C.E.C. School is committed to providing a safe and secure environment for its pupils, staff and visitors. We recognise the importance of security and have in place measures to achieve this.

- This school has a visitor policy requiring all visitors to report to Reception, sign in and wear a badge whilst on the premises.
- Pupils are required to be booked out if they need to leave the school. For primary age pupils a letter of authority, signed by the parent (guardian), will be required if the child is to leave with someone other than the parent (guardian).
- The school has established procedures to deal with emergency situations that may arise, such as fire, hoax calls, bomb alerts, accidents, unauthorised persons, trespassers, etc. All staff and pupils are familiar with the emergency procedures.
- The school Head and the Governors will undertake regular risk assessments of security and review procedures to ensure their effectiveness. Within available budgets, steps to improve security will be taken wherever possible.
- As far as is reasonably practicable the school will seek to monitor all those who enter school premises and grounds.
- Appropriate training will be given to staff to enable them to recognise the risk posed by unwelcome visitors. Training will be given to enable staff to cope effectively in these situations and minimise any risk.
- All significant incidents of arson, theft, vandalism or assault will be recorded and reported as part of the school Health and Safety procedures.
- The school will maintain contact with appropriate organisations, such as the police and LEA, to ensure its procedures are effective, current and familiar to staff, governors, pupils, etc.
- The school has a policy on lone working for its staff to ensure that they are not put at risk whilst working on the premises out of hours.

Lettings

Information is given to assist those letting our premises:

- Safety of users in the event of fire.
- Safety of users leaving the premises at night (i.e. safeguards to ensure well lit car parks).
- Lock-up arrangements.

- Emergency arrangements for summoning assistance, e.g. access to a telephone to call for assistance.
- Accessibility to fire fighting appliances and first aid equipment.

Fire Alarm Procedures

Procedures are displayed around the school - the fire bell, a continuous audible bell, indicates that the school should be evacuated. Whole school evacuation practice is held termly. The bell is tested weekly from a different call point.

Re-occupation Procedures

As well as the usual evacuation fire drill, we have a lockdown procedure to instruct pupils to re-occupy the school as a place of safety. Whilst the risk of harm or injury to pupils by intruders is likely to be rare, there may be other situations where the alternative drill is appropriate. For example:-

1. If animals from adjoining land stray onto school grounds and where injury to pupils could occur
2. If stray dogs come onto the playground
3. If bees swarm onto school grounds
4. If there are other insects (e.g. wasps) causing distress or harm to pupils
5. If any incidents occur in the near vicinity of the school which could traumatisate or cause distress, if witnessed by pupils, e.g. car accident, violent behaviour, etc.

Raising an Alarm from Playground Areas

Raising the alarm in the event of any situations such as those given above will be done by blowing a loud whistle 3 times; children and adults are expected to stop immediately and listen to instructions.

Lone Working Policies and Guidelines

Please refer to our lone working risk assessment.

Admission Forms

We recognise the importance of having clear information about pupils and their family circumstances. Apart from needing to know standard information such as medical conditions, medicines, emergency contacts, etc. it is equally important to check whether records are up-to-date in terms of access arrangements for the child, details of court orders, etc.

There have been instances where schools have found themselves in difficult situations where an estranged parent may call at the school to see or collect his/her child but has no

legal authority to be there. In these situations it is important to ensure staff know what access arrangements are and information is current.

Similarly it is important to know if other relatives of the child, or friends of the family, have permission to collect a pupil and to keep this information to hand in the school file. Importantly staff need to know who cannot collect a child.

We always ensure they have written permission from the parent/guardian authorising collection of their child from school by others.

Reporting Procedures

It is important to ensure that appropriate records are kept and any incidents reported that have security or personal safety implications. We record incidents of vandalism, theft and arson in order to assess risks and channel resources effectively. We report and take action where any incidents of assault have occurred. Verbal abuse is also considered as assault and records are kept. "Near misses" are also recorded as a re-occurrence could be more serious.

Personal Safety in the Workplace

Interviewing, or meetings with people, is a task which staff in school perform almost as a matter of daily routine.

These situations can unfortunately lead to aggressive or violent behaviour and good practice guidelines are established for staff to follow. Difficult interviews should, ideally, not be conducted in 'isolation', e.g. make sure someone else is with you. Always inform the Headteacher if you are meeting with someone about whom you have a concern.

- Ensure that interview rooms are comfortable and well lit and create a welcoming atmosphere.
- Avoid meetings which have not been pre-arranged.
- Avoid interviews/meetings when you are alone in the building.
- Let someone else know who you are interviewing and the reasons why.
- Try and keep to agreed times. Persons kept waiting can become aggressive if they are not seen promptly.
- Try and arrange meetings/interviews at times to suit the interviewee.
- Consider how you communicate with the other person both verbally and non-verbally. (Try calming aggression using sympathy, empathy and paraphrasing what was said to show you understand.)
- Try and reach agreement on a solution and avoid making promises you cannot keep.

The points given above are not meant to be exhaustive but cover the general guidelines to be followed during difficult interviews which may occur in school.

Personal Safety away from the Workplace

- Consider whether a home visit is absolutely essential. Could the meeting be held elsewhere?
- Could a colleague accompany you?
- Have you checked to see whether there is any record of aggression before and if so what can you do to reduce the risk?
- Make sure someone knows where you are and your estimated return time.
- Have you a means of communication, e.g. mobile phone for you to contact someone or for them to call you?
- Avoid meetings at night.
- Think about where you are going. Do you know the location, car parking facilities, best route?
- Remember you are the visitor and you should respect the other person's home and 'territory'.
- Do not enter the property if you feel uncomfortable about their attitude or demeanour (alcoholic state, etc.) In these circumstances it would be better to walk away and rearrange the meeting later.

First written Feb 03.

Reviewed 9.5.05

Reviewed _____ Date:

Reviewed _____ Date:

Buckinghamshire County Council School Fire and Security Assessments

Comments

Frieth School falls within the lower risk category. The following risk improvement suggestions will help to further reduce the risk and assist in maintaining the present lower risk category.

- The control of refuse on site has potentially increased the risks of arson at the school. Waste could be freely moved alongside vulnerable doors and windows and when ignited would involve the buildings. The disruption caused by even the smallest of bin fires close to buildings can be horrendous – *see H and S audit.*
- All boiler rooms/houses should be kept clear of combustible goods and kept locked at all times - *completed*
- Visitor monitoring and access control is a topical and important area which the school may wish to review. There should be a revision of the school's pupil and visitor access points and the adequacy of signing in and badge procedures. The schemes will only be effective if there is adequate signage clearly directing visitors to the appropriate entrances – *to purchase lock which allows limited access via the side door.*
- Consideration should be given to the installation of an intruder alarm system covering at least all corridors/circulation areas, offices and areas containing computers or all other hi-tech valuable equipment – *completed.*
- It would be advisable to remove all items that are currently stored in the bund area around the storage tank – *completed. Oil tank now moved.*

Revised H and S meeting Nov 07