



## **General Security Policy**

### **Introduction**

Newfield School places a high priority on providing a secure environment for pupils, staff and visitors at all times to create safe working conditions and promote the highest standards of care.

The School takes all reasonable efforts to restrict access to the buildings and grounds to prevent unauthorised access to pupils and ensure personal safety of staff.

### **Safeguarding**

Newfield School is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority

Full copies of Policies and Procedures related to all aspects of Safeguarding, and the Complaints Policy, are available on request from the Head Teacher and Designated Senior Person for Safeguarding and Child Protection.

Newfield School operates a Dress and Appearance policy for all staff who are encouraged to wear the staff uniform which is provided, in order to support the School's Safeguarding culture.

### **Organization**

Management responsibility for School security is shared between the Governing Body, the Head Teacher, Senior Leadership Team and staff.

- The Governing Body is responsible for agreeing the Security Policy and monitoring its implementation
- The Head Teacher will make arrangements to ensure that the Security Policy is implemented by ensuring that staff receive information, instruction and training

in security policy and procedures. Part of this responsibility will be delegated to the HR Manager re Induction procedures, and the Premises & Services Manager.

- All staff have a duty to comply with this policy and the arrangements made to ensure the safety of the School Community.

The School operates Accident/Incident reporting procedures and all staff would be expected to report any suspicious incident i.e. unknown persons waiting outside the school gates. Please also see Accident/Incident Recording and Reporting Guidelines.

## **Physical Security Measures**

The School is secured by a perimeter security fence with gates for pedestrian and vehicular access. The condition of the fence is checked regularly for signs of vandalism by site staff and repairs arranged as necessary. Due to the high number of off site visits, deliveries and visitors, the main gates are unlocked and open during the school day but are secured by site staff at the end of the day. Playgrounds are secured by fencing with child proof locks on gates to minimise the risk of pupils absconding.

There are external doors in every classroom which provide access to play areas and exits in case of emergency. All staff are advised to keep external doors closed and locked when not in use and kept clear of equipment to allow prompt evacuation when required.

CCTV is installed around the school and images are monitored independently. This is mainly out of hours unless a member of the Site Staff Team makes alternative arrangements. Live streamed images can be viewed during the school day and historic information is stored by the CCTV Recorder on site. If intruders gain access to the site they will be asked to leave via an audible message before the Police or Security Company is called. Signage advises that CCTV is in operation.

Out of hours call outs are attended by an independent security firm (Top Marks), who will attend in the first instance and who have a list of school staff contact details in case of major incident.

School also has intruder and fire alarm systems which are subject to regular maintenance.

Security lighting is installed around the perimeter of the building and on the car park.

School have close links with Community Police who will patrol when available.

## **Controlled Access and Egress**

Designated entrance doors are controlled by numerical keypad locks, the combinations of which are changed if necessary. Arrangements to alter the key codes can be made at any time by the Site Staff Team if and when required to do so. Only staff employed by School or medical staff based in school permanently have access to these codes. Advice on using the access codes at the Main Entrance is given regularly to Staff by the Site Staff Team and on Induction

Signage requests that all visitors report to Reception where all Visitors are issued with a badge detailing their designation e.g. Parent, Governor, Contractor or Visitor. All Visitors will be advised to wait in Reception until a member of staff can accompany them to their destination. Parents calling to collect their children during the school day will be asked to wait in Reception whilst a member of staff brings the child. All staff are expected to challenge any person on site who is not displaying a Visitor Badge.

## **Supervision of Contractors**

Contractors and maintenance personnel will not always have CRB clearance and will therefore not have unsupervised access to pupils. Contractors will be issued with 'Contractors Badges' and will be expected to wear them at all times. After signing in at the main office, contractors will be asked to meet a member of the Site Staff Team at the delivery door where they will receive any instruction or guidance. All contractors will also be issued with the Schools 'Guidelines for Contractors working on Site' leaflet, which gives detailed instruction about working at Newfield School. Site staff are informed immediately when contractors arrive on site. Contractors will be asked to work at times agreed with the Site Staff Team and will be asked to leave site if they are unable to comply with this request. All contractors will be supervised by site staff, in a way proportionate to their location and proximity to unsupervised pupils.

## **School Holidays**

During the school holidays all external doors should remain closed and locked at all times. Visitors to site will be asked to sign in at the Main Entrance. Contractors will then be directed to their place of work by site staff. CCTV monitoring will remain live whenever it is practical to do so.

Only one main gate will be opened during the holiday period, and all contractors or visitors will be directed to enter and leave the site via this gate.

## **Lone Working**

There are specific security risks associated with lone working and Newfield School operates procedures to minimize these risks. Please see Risk Assessment for Lone Working.

## **Information Technology**

Please see Code of Conduct/E Safety policy

## **Valuable Equipment**

All items above £350 in value are recorded on the Schools Asset Register. Regular stock checks are undertaken on attractive portable items e.g. ipads and details are held with the Finance Manager. Staff receive regular reminders to ensure that valuable items are locked away during holiday periods. All valuable equipment is marked using UV Pen and asset tagged.

## **Cash Handling**

Two safes are available for holding cash and secure items e.g. blank cheques. Staff are advised to hand over cash as soon as possible to the Finance Team to ensure its safe storage. Cash prepared for paying into the bank is collected on a fortnightly basis by G4 Security.

## **Personal Property**

Newfield School holds insurance which is organised through Blackburn with Darwen's policy with Zurich Insurance. The insurance policy does not cover the personal property of pupils and members of staff and this remains the responsibility of the parent/guardian or member of staff respectively. Staff are advised not to bring valuable items or large amounts of cash into school. Items of lost property will be advised to staff via email and if not claimed will be disposed of. Notices are displayed to advise that cars parked on the school premises are done so at the owners risk.

## **Monitoring Arrangements**

This policy will be reviewed on an annual basis and any breaches in security will be investigated by the Head Teacher, or Facilities Manager with a report made to Governors detailing any remedial action required.