

Pupil 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.

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 staff can purchase, 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, the Deputy Head for Well-Being and the Premises & IT 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.

Controlled Access and Egress

Designated entrance doors are controlled by numerical keypad locks and or swipe cards, the combinations of which are changed when required. Only staff employed by School or medical staff based in school permanently have access to these external door codes.

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.

Physical Security Measures

The School playgrounds are secured by fencing with child proof locks installed on gates. Staff are reminded and encouraged to ensure that these gates are locked after use.

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

Pupil Attendance

School recognise that children who are registered at school and fail to attend are placing themselves at greater risk of either offending or becoming the victims of offending by others. As such, we have developed a whole school policy on attendance in discussion with staff, governors, parents and pupils taking account of relevant advice from the Department of Education and good practice identified by the Local Authority. Please also see policy on Promoting School Attendance.

Pupil Information

School recognises that efficient management of records is necessary to comply with legal and regulatory obligations and all pupil data is held according to Data Protection principles. Retention and disposal of pupil records is done so according to recommendations contained within the Records Management Policy.

Staff are reminded of their personal responsibility for safeguarding and protection of data and to comply with the Data Protection Act 1998 together with any other legal, statutory or contractual obligations that school, the local Authority deem to be relevant.

