



Villa Real School
together we achieve

Security Policy and Procedures 2023

Responsibility: Jean Allen

Date: January 2023

Signed and Adopted by the Governing Body:

Chair of Governors

Date: 06.02.2023

Date to be reviewed: January 2025

POLICY STATEMENT

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for pupils, students, employees and visitors to Villa Real 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 pupils, students and staff

ORGANISATION

The following groups and/or individuals have responsibilities for ensuring the security of the School:

The **Governors** will:

- Ensure that the School has a Security Policy and that this has been implemented
- 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 Headteacher's reports to Governors
 - By all Governors observing its implementation when they visit the School
- Periodically review the School's Security Policy
- Delegate the day to day implementation of the Policy to the Headteacher

The **Headteacher** 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

Staff will:

- Comply with this policy and the arrangements made by the Headteacher to ensure the safety of pupils, students, employees and others on the School site
- Those listed below have been given specific responsibilities for school security

Security issue	Name	Specific Duties
Agreeing and reviewing the School Security Policy	Full Governing Body via the Finance Committee	<ul style="list-style-type: none">• Agree policy• Review every 12 months
Day to day implementation and management of policy	Headteacher/ School Business Manager	<ul style="list-style-type: none">• Inform staff• Monitor performance• Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Check demountable gate and F1A outside area
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	Administration Staff	Inventory System used which issue badges
Control of contractors	School Business Manager/ Caretaker	Supervision
Security of money etc	Administration Staff & School Business Manager	
Security Risk Assessment	Headteacher/ School Business Manager	Review annually and inform Governors of findings to use as part of policy review

Pupils and Students will:

- Be encouraged to exercise personal responsibility for the security of themselves and others
- 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

ARRANGEMENTS

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

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 Staff personnel files

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/carers will be informed about the School security arrangements and what is expected of them, e.g. when visiting the School or at handover times.

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, students 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. Villa Real School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils and students.

BUILDINGS

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

The access control procedures for the building are:

- The main building has only single access entrance via reception area. Only authorised visitors allowed access via Paxton Fob System. Entry is controlled by the Administration Staff
- All doors except main entrance cannot be opened from the outside except with keys
- The Demountable classroom has a Fob Control System on the main gate which is controlled by the Administration Staff
- Please see School Visitors Policy

GROUNDS

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

- All school yards and perimeter of school are secured by 6ft palisade fencing and padlocked gates

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the School deals with visitors.

The public can only access the School through the main entrance driveway and footpath. All other areas are fenced, gated and padlocked. The access arrangements for the grounds are:

- School field – access to school field for Outdoor Education and Forest Schools – always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge
- Outdoor Classroom – the public cannot access this area as the main entrance gate is controlled via a Fob control system. The buildings are kept locked unless being used by staff, pupils and students

EARLY YEARS OUTSIDE AREAS

As pupils and students 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 year's 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.

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/carers, 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 Headteacher. Any aggression will be reported to the Police
- Visitors will not remove any items of school property without the express permission of school staff and when appropriately signed for

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.

SUPERVISION OF PUPILS AND STUDENTS

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

LOCATIONS WHERE SUPERVISION IS PART OF OUR SAFEGUARDING PROCEDURES

Playground

Pupils and students are always supervised in this area and visitors challenged if they approach pupils or students from the other side of the fencing.

TIMES OF THE DAY WHEN SUPERVISION IS PART OF OUR SAFEGUARDING PROCEDURES

- Start and end of the School day
 - Almost all our pupils and students arrive by taxi, mini bus with escorts or are accompanied by their parents/carers. Staff collect pupils and students from the transport and take them into school in accordance with school transport procedures
- Lunchtime & breaks
 - All parts of the School yards are supervised by staff
- Changing Rooms
 - Pupils and students who need help with intimate care have 2 members of staff to assist with changing – refer to Intimate Care Policy

Our security arrangements also include the handover arrangements for the start and end of the School day:

- These are detailed in the School's Transport Policy

COOPERATION WITH THIRD PARTIES, EXTENDED SERVICES AND COMMUNITY GROUPS

Our school security arrangements have taken into account any other third parties that use the School building or grounds. In most circumstances the arrangements for the School in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use – community groups use the hydro pool area during the School day. Access to this area is controlled by the Administration Staff. Visitors in unauthorised locations will be challenged by staff.

SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to pupils and students. 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 pupils and students

LONE WORKERS

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

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, pupils and students. 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, pupils and students.

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

LOCKING ARRANGEMENTS

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

Main gate – Unlocked by the caretaker at 6.00am and locked again at 6pm. They remain locked all night and at weekend unless the School is being used.

Side pedestrian gate – Only unlocked by the caretaker 6.00am and locked again at 6.00pm.

Main Building – Fire Doors are unlocked before 9.00am and locked at 6.00pm. These entrances are only accessible from the outside by key entry.

Outdoor Classrooms and Containers – These are kept locked unless in use.

CCTV

CCTV has been installed and covers the front of the school building including the car park and internal corridors. The system is serviced yearly as part of our SLA with Durham County Council.

CASH HANDLING

Villa Real avoids keeping cash on the premises wherever possible. Safes are 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.

VALUABLE EQUIPMENT

All items above the value of £250 will be recorded in the School asset register.

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 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.

PERSONAL PROPERTY

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

Lockers are provided for staff.

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

MEDICINES

There are occasions when pupils and students may be prescribed treatment where medicines are needed during school time. Parents/carer will provide such medicines in suitable and labelled containers. These containers will be locked in the School's medicine cabinet in the medical room. The key is locked away in the medical room cupboard.

Arrangements for the administration of medicines are detailed in the Administration of Medication Policy.

RISK ASSESSMENT

A security risk assessment will be completed annually by the Headteacher/School 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.

MONITORING AND REVIEW

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

Governors will monitor performance via the Headteacher's termly report to Governors and when visiting school.

This policy will be reviewed annually by the Headteacher and School Business Manager.