

All Cannings Primary School Security Policy



Ethos Statement

I have come that they might have life, and have it to the full.

John 10 v 10

At All Cannings Church of England School, everyone embarks on a unique journey of learning, personal development and faith.

We consider our school a family, travelling together with support from people at home, the community and the church.

Our attitudes to learning and our attitudes to life are interwoven, with the Christian values of the school evident in all aspects of daily life.

By being fully involved in our own development and an active member of both the school and wider community, we leave All Cannings equipped to achieve personal success and shape the future.

Version Control

Version	2.0	
Approved on:	30/10/23	
Approved by:	AC Full Governing Body	
Review Period:	Three Years	
Review Date:	October 2026	
Chair of Governors	Pam Moscrop	
Headteacher	R Borman	

Responsibility

Equa MAT is responsible for overall management of school security. Day to day management is delegated to the Headteacher who is responsible for reviewing and monitoring procedures, raising awareness of issues and for ensuring that regular checks and risk assessments take place. The Headteacher and the Finance and Administration Officer conduct a security audit check of the school site three times a year.

The School will take all appropriate measures to promote the security and protection of its staff, its pupils and of its premises. All staff have a responsibility for security.

This policy should be read in conjunction with the school's Health and Safety Policy. The main aim is to ensure that quality learning and teaching take place in a safe and secure environment.

Security of the site

It is the duty of Equa MAT to ensure that this school offers pupils and staff a safe and secure environment in which to work.

The school is perceived to be in a low-crime rate area. It is bordered on one side by the village cemetery; one border runs alongside a field and it is bordered by residential buildings on two sides. Road access to the site is via a pair of entrance and exit gates.

Signs will direct all visitors to the School Office. The school maintains 6ft security boundary fencing on all sides. Although there is a public right of way, this now runs outside the fencing of the school playing field and, therefore, the site is secure.

Securing the building - Security Alarm System

The school will maintain a security alarm system, which will report to a central monitoring station. This will cover all areas of the school, organised into zones. Two members of staff (currently the Deputy Head teacher and the Cleaning Supervisor) are the nominated key holders and will be contacted by the alarm monitoring company. All nominated key holders are aware of and abide by the ***Responding to the Intruder Alarm Policy***.

The security alarm is set by the last person leaving the building each evening and disarmed by the first person arriving in the morning. At the end of the school day, each member of staff should ensure that in their area windows are secure and that valuable equipment is stored. Rooms should be kept clear of materials that increase the risk from fire. The school bins are stored in a separate compound.

The last person leaving the building conducts a final check of the building – ensuring there is no electrical equipment left on, lights are switched off and all external windows and doors and internal fire doors are closed.

The Headteacher, the Cleaning Supervisor and the Finance & Administration Officer hold master keys for the school and one key is kept in school.

School Visitors

All adhoc visitors are asked in advance to bring their work ID, photo ID, DBS certificate, letter of assurance from their employer (whichever is applicable). Visitor names are entered on the calendar and the means of identification they will produce.

Any volunteers who regularly visit the school will have undergone our full volunteer vetting process – including full enhanced DBS clearance. They will be asked to provide two referees and complete a Volunteer Agreement, signing to say they have read KCSIE and the School's Volunteer Policy; Equa Code of Conduct for Safer Practice; Equa Data Protection Policy, Equa Whistleblowing Policy; Safeguarding and Child Protection Procedures Leaflet and Guide for Visitors (including fire/first aid/ H&S matters). They will also be asked to complete and sign a Volunteer Declaration of Disqualification Form and an ICT Agreement Form.

For regular visitors who are employed by others e.g. peripatetic music teachers, a letter of assurance is obtained to say their employer has carried out all the relevant/necessary safeguarding checks.

All visitors who report to the school office are asked to sign in and out and are issued with a visitors' badge. Those who are DBS cleared, or for whom we have received a declaration from their employer that they have undertaken the necessary checks are provided with a visitor badge with blue lanyard and allowed unescorted access. Other visitors will be provided with a visitor badge with a red lanyard to highlight that they should not be left alone with children. Staff are instructed that any people who are on the school site without a visitor badge should be challenged and escorted to the school office.

The main pedestrian gate and the front door are equipped with an access control system to enable authorised visitors only to enter the building. The main pedestrian gate has a handset which allows office staff to talk to any visitors before they are allowed access to the school site. Office staff can also complete a visual check through the window if they are uncertain of the identity of a visitor. If another member of staff opens the door to a visitor they are directed to the office staff to ensure all the necessary checking in procedures have been followed. Children are explicitly told never to answer the door to visitors to school, even if they recognise them.

All staff are issued with a fob for the access control system. These must be surrendered when no longer employed at the school.

School Staff

When interviewing for new staff, the school ensures that at least one person on the interviewing panel has received Safer Recruitment training. All new staff and governors will be required to hold enhanced DBS clearance for child workforce and have two satisfactory references. Further checks that are carried out are as follows: The Barred List and Prohibition from Teaching List checks for new teachers; overseas checks for anyone who has worked and lived overseas; Section 128 (Prohibition from Management) check for governors and senior leaders.

All staff will wear security badges displaying photograph and designation at all times.

Single Central Record

The school will maintain a Single Central Record of all checks carried out on staff, governors, volunteers and third parties. It is recognised that it is impractical to insist that all irregular contracted workers, such as builders, electricians etc. apply for disclosure. However, the risk should be minimised by arranging for as much work as possible to be undertaken outside normal school hours and for contractors to wear red lanyards, so staff know they are not DBS cleared. They should be escorted to their workplace and supervised if they are working in the proximity of pupils.

Security of Pupils

Drop off

The playgrounds and school field are not supervised at the beginning of the day and all children come straight into school when dropped off. If staff see that children have been dropped off earlier than the designated time they allow them on site and contact parents to say they are welcome to book their child in to Breakfast Club. The gates to the KS1 playground and the side gates are locked by the class teacher during the school day once all the children have arrived.

Registers

Morning registers are completed by 9:15am, after which the office staff will make enquiries about any children not present and where parents have not left a message to notify of absence.

Afternoon registers are completed by 1:15pm.

During the school day the safety and security of the pupils is the responsibility of school staff, including events at which parents and carers may be present, e.g. sports day.

Lunchtime and breaks

The playgrounds and school field are supervised at break, lunchtimes and whenever pupils are in the playground. At lunchtimes, the MDSAs will ensure that the field gates are all closed and they will circulate around the grounds to ensure that all areas are covered and the entrance points are monitored.

The duty adults will check the playground when all classes have gone in to ensure no-one has been left outside.

At playtime, children will not be allowed outside the building unless a supervising adult is present.

End of the Day

Children in EYFS and KS1 must be collected by an adult known to the children. Children will only be handed to other adults listed as a contact on the school management information system, or by another nominated person by prior arrangement with the class teacher, or school office.

Children who take the taxi will wait in the foyer at the end of the day where they will be registered before being escorted by the Clerical Assistant or the Finance & Administration Officer.

Curriculum

As part of their PSHE education pupils will be taught to understand the need for personal and school safety.

Breakfast & Afterschool Club

Children attending Breakfast & After School Clubs will remain under the supervision of a member of staff for the duration of the club and will be handed to the child's known contact, or another adult by prior arrangement with the class teacher, or school office.

Extra-curricular Clubs

Children attending after school extra-curricular clubs will remain under supervision of the club organiser. In the event that the child's known contact is not there to collect their child at the end of the session, the club organiser will wait with the child, pass responsibility on directly to another member of staff, or the child will be placed in afterschool club, after confirming this is the situation with the Club's staff.

Security lighting

Security lights are in place on all sides of the building. Half of the lights are controlled by a time clock. The remaining half and the car park lights are controlled by a light sensor.

In the event of new building or alterations to the building, note is to be taken of the potential security implications and new risks are to be kept to the minimum.

Fire and Intruder Alarms

The school maintains a fire alarm system and appropriate fire safety precautions. The fire alarm system will sound a local alarm and will not be monitored by an external agency. The Headteacher and Finance & Administration Officer are familiar with the system-operating procedures, including the location of break-glass points. Break glass points and emergency lighting are tested each week and results recorded in the Fire Log Book. A fire drill is held each term. The **Fire Safety Policy** is reviewed every three years and approved by governors and the **Fire Evacuation and Emergency Plan** is reviewed annually.

The Finance & Administration Officer is responsible for ensuring that all alarm and security systems are properly serviced and maintained.

Cash

No cash from parents is kept on site. All payment is made via Parent Mail. Small amounts of cash may be held from charity collections and these are retained in the school safe until banking.

Security of Property

The school accepts no responsibility for the safety of individuals' personal property whether they be staff, pupils, parents, contract workers or visitors.

The school will maintain a register of all items of equipment over £50 in value. The asset register is to be checked annually. When a member of staff wishes to take an asset off site, they are to obtain prior permission from the Headteacher.

Risk Assessments

The Headteacher will ensure that appropriate risk assessments are undertaken annually, e.g. lone working, security of the site and that any training needs are reviewed and training taken as necessary. These will be used to inform a review of this policy.

All security incidents should be reported to the Headteacher. If appropriate, an accident form should also be completed.

Security of Information

The school will abide by the GDPR and the **Equa Data Protection Policy**. The Equa CFO has responsibility for the role of Data Protection Officer.

Internet will be continuously available to pupils during the school day, but filtering software is in place to prevent access to unsuitable sites. The school will restrict access to particular sites as it feels appropriate (see separate e-Safety Policy).

Parents have a right to see, on request, the curricular records of their children, and can apply to the governors for access to any other records, which may be held on their children. The school will abide by the legislation on this matter.

All staff and governors who hold personal data, whether on paper or electronically, must keep that data secure. This may include pupil reports, SEN records, letters to parents, exam results and medical information. All computers and laptops issued to staff by the school include bit lock encryption. Any personal data that leaves the school, e.g. Safeguarding and Child Protection data, should be encrypted, as should any removable data. Staff and governors, in accordance with the Code of Conduct and the Acceptable Use Agreement, must only use designated school email addresses when corresponding by email.

Where a member of staff has access to large amounts of data remotely, access should be over an encrypted connection protected by a username/ID and password.

All laptops that are passed on will be securely wiped of any data before the next member of staff uses it.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers and complete an Administration of Medicines Form. These containers will be kept in the schools medicine cabinet in the school office.

Arrangements for the administration of medicines are detailed in the ***Administration of Medicines policy***

School Trips

Many of the security measures above, as well as specific policies such as on ratios of adult to child on school trips help to provide personal security. During school hours, and whilst on organised trips, members of the teaching staff are “in loco parentis” and they have a duty of care. Their actions should thus be commensurate with this position.

Prior to trips a full risk assessment is completed and submitted via the Wiltshire Council EVOLVE Educational Visits Management System. Risk assessments are written by the Visit Leader and then checked by the Headteacher and EVC (Educational Visits Co-ordinator).

Police Liaison and Incident Reporting

The school maintains a liaison with the police through occasional visits by Community Support Officers.

Appendix – Members of staff with specific responsibilities detailed within the Security Policy

Responsible person	Post
Mr Richard Borman	Headteacher
Mrs Carolyn Kelly	Deputy Headteacher
Mrs Jackie Whittaker	Finance & Administration Officer
Mrs Aimee Harford	Clerical Assistant Educational Visits Co-ordinator
Mrs Carol Walters	Cleaning Supervisor
Mr Nigel Reeves	Equa Chief Finance Officer