



# Caversham Preparatory School

## Policies and Procedures

### Site Security Policy

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The proprietors recognise and accept their responsibilities to provide a safe and secure environment for children, employees and visitors to Caversham Preparatory School. The premise security procedures will operate within the framework described in this policy.

Where appropriate the proprietors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Bursar will provide staff with enough resources, information and training to implement the security procedures.

## Responsibilities

**The Board** 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 members of the Caversham Preparatory School community.

**The Bursar** is responsibility for security at Caversham Preparatory School.

**The Head Teacher** is the responsible manager who manages all aspects of security for staff, children and visitors at Caversham Preparatory School on a daily basis and reports directly to the Bursar on all matters of security.

**All staff** have an obligation to co-operate with the requirements of this policy.

## Aims & Objectives

Our security policy requirements will be achieved by:

- Ensuring that all children and all those who work at or visit the premises feel safe and secure.
- Ensuring our focus is strongly on personal awareness and responsibility.
- That the latest recommendations of the DfES, ISI and Government guidelines and advice are adhered to.
- Identifying and minimising the risk as far as is reasonable practicable and sensible.
- Controlling access to and movement within the premise and its grounds by people and vehicles.
- Responding effectively and in good time to identified security issues.

## Scope

This policy covers the following areas:

- Site access, general building security, movement around and outside of the premises.
- Lock up and unlock procedures.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons.
- Identified threats to the safety and well-being of the premise community from those with criminal intent.
- Emergency procedures.



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- Visitors, contractors, helpers or other persons involved with the children.
- Computer data security.
- GDPR Security.
- Cash handling.

#### The Bursar will:

- Ensure that the premise has a security policy and that this has been implemented.
- Will monitor the performance of the site security measures.
- The Head Teacher will:
- Implement the security policy approved by the Proprietors.
- Ensure that staff 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, contactors and agency staff adhere to the security policy.
- Consider particular risk situations (e.g. Parents Evenings, lone working).
- Monitor and review the implementation of the policy and security arrangements.
- All staff will:
- Comply with this policy and the arrangements made by the Bursar to ensure the safety of children, employees and others on the site.
- Report any shortcomings to the Head Teacher.
- Pupils will:
- Be encouraged to exercise personal responsibility for the security of themselves and, to co-operate with the arrangements made for the security of the school.
- Parents and Visitors will:
- Be expected to respect the measures taken by the school to improve and ensure security.
- Be encouraged to report ideas and problems to the staff or the Head teacher.

## Arrangements

### Controlled Access And Egress During The School Day

Controlled access is a combination of measures to ensure that the risk to pupils and staff from unauthorised visitors is minimised.

The extent of physical controls, such as gates /fences/barriers, has been decided by a robust security risk assessment of the site/premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at Caversham Preparatory School have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

### Buildings And Grounds

The school will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building/s are:-

- The school has only single access entrance via the front door. Only authorised visitors are allowed access
- The front door has a double lock system out of reach of the children



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- There is a security camera trained on the front of the school to view and record visitors and challenge access
- All visitors are badged and signed in and out
- All peripatetic staff sign in and out
- Designated entrances, restricted for staff use have access control
- Unauthorised visitors will be challenged by staff
- The school operates a signing in/signing out system for all visitors and pupils who are late/leaving early
- The school operates a signing in/signing out system for all pupils who are late/leaving early
- The Bursar or Secretary closely monitor the movement of vehicles whilst present on the premises and are responsible for contractors on site
- Contractors comply fully with site procedures at all times
- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around the site

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

The access arrangements for the grounds are-

- The school playground/access to the school for activities/PE –is always under control of staff.
- Staff would challenge any person who is not a parent, not wearing a photo ID or visitor badge

### Control Of Visitors

The control of visitors is a fundamental part of our site security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors must report to the School Secretary on arrival.
- All visitors are issued with a badge to be worn at all times.
- Unknown visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to sign out.
- Any person on site without a badge will be asked to accompany a member of staff to the
- School Office or asked to leave the site. Any refusal will be reported immediately to the Head teacher who will contact the Police.
- Any acts of violence or aggression will be reported to the police
- Visitors will not remove any items of the school property without the express permission of the Head Teacher.
- For their own safety authorised visitors will be given appropriate information on the schools' health & safety procedures such as parking, fire safety and first aid

### Supervision of Pupils

The schools' overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised site staff. Please see Supervision of Pupils Policy.

Locations where supervision is part of our safeguarding procedures –

- Playground and fields – Children are always supervised when on the playground during break/lunchtimes.



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Times of the day when supervision is part of our safeguarding procedures

- Start of the school day – duty staff are deployed from 8.30am until classes start.
- Lunchtime – the Dining Room is supervised by staff at all times.
- Duty teams are also deployed at the end of the school day.

### Supervision of Contractors

Contractors and maintenance personnel will not always have been DBS checked; therefore they should not have unsupervised access to children. They will be controlled as follows –

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site.
- Contractors will park in authorised parking areas only.
- Contractors will only carry out work agreed at the start of the contract and at the times agreed.
- Contractors will be supervised by duty staff.
- Contractors will comply with the contractors' risk assessment.

### Physical Security Measures

The Bursar and Head Teacher will consider the need to use physical measures such as security fencing and CCTV to ensure the safety of staff and pupils. The Bursar and Head Teacher 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.
- Where justified by consideration of the risk, the Head Teacher/Bursar will ensure that physical security measures are installed. Where physical controls are not justified the Head Teacher/Bursar will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.
- Where electronic controls are installed, for example alarm systems, they will be maintained according to the manufactures specifications.

### Security Of The Building

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied.
- Security lights are on whilst the premises is occupied after dark.
- A separate list with the names of the key holders who are responsible for the security of the building/s is retained in the school office files under 'Alarms'
- It is the responsibility of the class teacher to make sure that their classroom is secure with windows closed and equipment switched off before leaving the premises.

### Unlocking And Locking Arrangements

The site will be unlocked daily at 07.45am this will be the responsibility of one of the responsible key holders during term time. At weekends the responsibility to unlock the site will be with a key



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holder. The daily locking of the building entry doors will be performed by one of the responsible key holders’.

The normal hours for public access to the buildings will be 8.00am to 6.00 pm.

### Emergency Call Outs

- If a key holder is contacted as a result of a ‘Person Present’, they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support.
- Staff should never enter the site alone.

### Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Staff should avoid handling cash in visible areas; any money requiring banking should be carried out at irregular times. Any money in the School, e.g. collection money will be stored in the school safe.

### Valuable Equipment

- The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### Vehicle Movement

- Staff are advised not to park in the immediate vicinity of the school during school time without specific permission of the head teacher.

### Personal Property

- Personal property will remain the responsibility of its owner. This includes both staff and pupil’s personal property. Both are discouraged from bringing any valuable personal property to school.
- Mobile phones are not to be used out of the office area during the school day.
- Lost property should be handed to the office where it will be kept for 6 months before disposal.

### Staff and Pupil Involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings
- Safeguarding the school

They should be told:

- The schools’ procedure on reporting assaults, disturbances, theft, damage and burglary

### Risk Assessment

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.



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## Policy Administration

### Linked Policies

This policy also needs to be in line with other school policies and therefore should be read in conjunction with the following school policies:

- Health and Safety Policy
- Safeguarding Policy
- Data Protection Policy
- Risky Areas Policy
- Supervision Policy
- Dynamic Evacuation and Lockdown Procedures

### Quoted Legislation and Guidance

### Review Schedule

Update Schedule – 2 Years or in response to any changes required

### Update and Review Log

| Updated/<br>Reviewed By | Date     | Notes                  |
|-------------------------|----------|------------------------|
| J and I<br>Lawson       | Jan 2012 |                        |
| J Lawson                | Jan 2015 | None                   |
| J Lawson                | Jan 2018 | GDPR                   |
| Board Sign-<br>Off      | Jan 2019 | Related Policies added |
| A Lawson                | Apr 2022 | Review and update      |