



Corley Centre

SECURITY POLICY

Policy Review

The policy was last reviewed and agreed by the Headteacher.

This policy will be reviewed in full by the Governing Body every three years, unless circumstances dictate that it should be reviewed sooner.

It is due for review Autumn Term 2017 – *revised review date now every two years*

Policy Reviewed	March 2010
Policy Reviewed	June 2013
Policy Reviewed	Autumn 2015
Next Review	Autumn 2017

Reviewed autumn 2015 – amendments

Roles and responsibilities

Headteacher

deletion of Corporate Security Advisor

Parents

deletion of school prospectus

amended website address

addition – text message

Police / Local Community

additional paragraph

The office staff have been instructed to keep the gates locked if there is a chance of a student trying to leave the site, all staff and visitors to site must understand that should such an incident be happening when they approach the gate they should park off site and use the pedestrian entrance.

deletion – health and safety services

Students of Special Concern

additional paragraph

All staff are given individual student information detailing areas of concern when they join the school.

2. Security Strategies

Additional paragraph :-

Drones

Staff should inform the school office should a drone be seen in the school vicinity. The school office will report the incident to the police. It is illegal for these to be flown over school sites. Staff should use their discretion as to whether to bring students back into the building.

Security codes

amended paragraph

Security codes to the external doors and gate will be kept secret by staff, and they will ensure that their access cards are kept safe at all times. Lost cards will be reported immediately to the School Business Manager. Access cards will be given to long term temporary staff but will be cancelled immediately upon termination of the arrangement. All leaver's cards will be cancelled

Access to school building(s)

amendment

external doors are connected to the fire alarm system and will open should the fire alarm be activated – amended to read external doors have a 'break glass' lock in case of emergency.

Additional paragraph :-

Parents bringing/collecting their child to /from school should park off site and walk into the school grounds. Once the child has entered the building, unless the parent/carer wishes to speak to staff they should leave the school premises. If they are staying they must report to reception and sign in. Parents collecting their children at the end of a school day should do so from the allotted door, other than from After School Club or detention when parents should wait in the lobby area for their child to be brought to them.

Supervision of school grounds

amendment

Teaching staff are requested to be in their classrooms at 8.45am.

addition

It is good practice to always have another person present at all time to safeguard both staff and students from sensitive situations and wherever possible the door should remain open

Should a student leave class during a lesson, the teacher should request that their or a neighbouring class TA should follow the student and encourage them to return to the lesson. If there is no TA available, the teacher must advise the school office, who will refer to 'support' or a member of SLT. The member of SLT should take necessary actions to ensure that the student is safe and their whereabouts is known.

amendment

In the event of school staff having to take students home by car, another member of staff must always accompany them, unless approved by the Headteacher or Deputy Headteacher and drivers must be on authorised drivers list

New paragraph

Photographs

Students, staff and parents are reminded that photographs should not be taken whilst on the school site, or during school educational visits unless specific permission has been given by the class teacher or a member of the Senior Leadership Team. Staff and students taking permissible photographs should do so only with school owned cameras or ipads; personal phones or cameras should not be used.

Photographs of students must not be taken off site. It is the responsibility of all staff to ensure that they remove any photographs from their ipads before they leave the premises with them.

Leaving school at the end of the school day

addition

If a taxi / mini bus is late, staff on duty will take the child to the office and checks will be made to see what the delay might be. The staff member responsible for the signing out of the student should remain with the student or ensure that they pass the responsibility of that student to another member of staff. Office staff should not be left responsible for the student. No child is allowed to leave unless we are sure they are safe.

Parents collecting their children at the end of a school day should do so from the allotted door, other than from After School Club or detention when parents should wait in the lobby area for their child to be brought to them.

Security of Building

amended

It is the responsibility of all staff to ensure that all classrooms and offices are secure, windows closed and equipment switched off, before leaving the premises.

The SSO is responsible for the checking the security of the premises and locking of all external doors. The SSO is also responsible for setting the intruder alarm at the end of the day.

Site Services Officer

addition

A site walk should also be carried out daily to ensure there are no breaches in security, or any risks within the grounds; shards, broken branches etc.

Corley Centre Security Policy

This policy has been prepared after consultation with all staff and will be presented to Governors for their approval. Parents have been informed of the contents of this policy. The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the Centre in ensuring the care and safety of students and staff but also enhance the learning and teaching opportunities for our students by minimising disruptions to classroom routines and maximise learning and teaching time.

1. Roles and Responsibilities

Overall school security is the responsibility of the employer. At Corley Centre, this is the school governing body. The Headteacher is responsible for implementing the security policy.

Governing Body

The Governing Body of Corley Centre has drawn up and agreed the Security Policy with the school community.

The school's Health and Safety Committee meets once a term to review safety, including security, and reports to the full Governing Body.

Headteacher

The Headteacher at Corley Centre is responsible for implementing the Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Headteacher should ensure parents and older students are fully informed of the security policy and should be encouraged to help.

The school undertakes an annual review of security risk assessments and undertakes regular routine security checks. Advice is obtained from the Corporate Security Advisor on security matters and all crimes are reported to the Police. The Headteacher reports regularly to the Governing Body.

The Headteacher is responsible for the security of the premises during the school day; in their absence the Deputy Head assumes this responsibility.

Staff

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect students from harm
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Site Services Officer

The SSO is responsible for the "hands-on" security of the school, for example unlocking and securing the school site during the week and pre-arranged for use outside of school hours.

Students

As the students progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. The students will be taught about personal safety and social responsibilities.

Students of Special Concern

The Headteacher must be informed of any special concerns regarding students, e.g. students on the Child Protection Register; looked after children; those who may be abducted; those who may run away and any who are subject to Care Orders. Parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any students who require special care and sensitivity. Safeguarding is a 'standing' item on the agenda of our weekly Senior Leadership Team meeting.

All staff are given individual student information detailing areas of concern, when they join the school.

Parents

The parents of students at Corley Centre are kept fully informed of security procedures and of their responsibilities when visiting the school, via:

- School website: www.corleycentre.co.uk
- Individual letters for specific incidents / text messages
- School Newsletter

Police/Local Community

Corley Centre values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area.

Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Emergency Procedures Policy contains information for staff on what to do if a student leaves the site unauthorised. The office staff have been instructed to keep the gates locked if there is a chance of a student trying to leave the site, all staff and visitors to site must understand that should such an incident be happening when they approach the gate they should park off site and use the pedestrian entrance.

The Local Authority, with assistance from the Police and Corporate Security Adviser will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

2. Security Strategies

Control of Access

Corley Centre has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the students, we have introduced procedures to limit access to the school site.

Drones

Staff should inform the school office should a drone be seen in the school vicinity. The school office will report the incident to the police. It is illegal for these to be flown over school sites. Staff should use their discretion as to whether to bring students back into the building.

Security Codes

Security codes to the external doors and gate will be kept secret by staff, and they will ensure that their access cards are kept safe at all times. Lost cards will be reported immediately to the School Business Manager. Access cards will be given to long term temporary staff but will be cancelled immediately upon termination of the arrangement. All leaver's cards will be cancelled

School Grounds

Fencing bounds the perimeter of the school grounds, and signs direct visitors to where they may park. All students enter the school grounds via the front door. During the school day, the gates are closed; visitors and late arrivals also enter the school through the front door, reporting directly to the administration office, signing-in and presenting credentials.

If parents/carers want to meet with staff, formal appointments must be made through the administration office. When attending appointments, parents/carers should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, all external doors are access card entry and push button exit via maglocks. All of the external doors have a 'break glass' lock in case of emergency. Out of hours all external doors will be locked.

All visitors to the school should report to the administration office, which is clearly signed. In the first instance, a member of admin staff will meet visitors; they will be asked to sign in and give the reason for their visit and given a 'Visitor's Information' leaflet. A member of admin staff will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff will then come to collect the visitor.

All visitors are expected to sign-in and wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All students and staff are alert to unrecognised adults in school. Students should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

Parents bringing/collecting their child to school should park off site and walk into the school grounds. Once the child has entered the building, unless the parent/carer wishes to speak to any staff they will leave the school premises. If they are staying they must report to reception and sign in. Parents collecting their children at the end of a school day should do so from the allotted door, other than from After School Club or detention when parents should wait in the lobby area for their child to be brought to them.

If parents wish to take their child/children out of school during the school day, they should report to the administration area. A request to take a child out of school should normally be made in advance in writing on a form requesting leave of absence.

Trespass

Corley Centre is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a student, member of staff or another parent, the Headteacher or Deputy Head might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'
- If the parent still refuses to leave willingly, the Police are called.

- A formal letter from the Headteacher or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.
- Formal notification is important, as their human rights are being affected.
- **The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.**

In the event of intruders on site at night, the SSO should call the police / ESU and should not approach them unless he feels secure to do so.

Supervision of School Grounds

Teaching staff are requested to be in their classrooms at 8.45am.

Students are supervised at all times when in the playground(s). Supervision at breaks and lunchtime is by teachers and support staff on a rota basis.

If a teacher requests that a student remains in class for any reason then it is the class teacher's responsibility to supervise that student. It is always advisable for staff to ensure that they are not alone with students for any length of time. It is good practice to always have another person present at all times to safeguard both staff and students from sensitive situations and wherever possible the door should remain open. Students must not be left alone in classroom areas. Should a student leave class during a lesson, the teacher should request that their, or a neighbouring class TA should follow the student and encourage them to return to the lesson. If there is no TA available, the teacher must advise the school office, who will refer to 'support' or a member of SLT. The member of SLT should take necessary actions to ensure that the student is safe and their whereabouts is known.

In the event of school staff having to take students home by car, another member of staff must always accompany them, unless approved by the Headteacher or Deputy Headteacher and drivers must be on authorised drivers list

Communication

Corley Centre has three sets of 2-way radios and three mobile telephones which are issued to staff as necessary, for example to travel to a training event, visiting other schools or outdoor learning.

One set is reserved for the Site Service Officer and the school Administration Office communication.

Photographs

Students and parents are reminded that photographs should not be taken whilst on the school site, or during school educational visits unless specific permission has been given by the class teacher or a member of the Senior Leadership Team. Staff and students taking permissible photographs should do so only with school owned cameras or ipads; personal phones or cameras should not be used.

Photographs of students must not be taken off site. It is the responsibility of all staff to ensure that they remove any photographs from their ipads before they leave the premises with them.

Leaving School at the End of the Day

At the end of the school day, the students leave from their designated signing out room. Staff who supervise the signing out process will ensure that students are safely handed over to escorts / drivers at the end of the day. If a taxi / mini bus is late, staff on duty will take the child to the office and checks will be made to see what the delay might be. The staff member responsible for the signing out of the student should remain with the student or ensure that they pass the responsibility of that student to another member of staff. Office staff should not be left responsible for the student. No child is allowed to leave unless we are sure they are safe.

Parents collecting their children at the end of a school day should do so from the allotted door, other than from After School Club or detention when parents should wait in the lobby area for their child to be brought to them.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Educational Visits

Corley Centre follows the policy and guidance on educational visits from the City Council.

Staff will closely supervise students during educational visits. The school should be contacted if any student is injured or the party is likely to be delayed, e.g. if the coach breaks down. Parents will then be informed accordingly.

Security of Personal Property

Students should not bring anything of value to school. Mobile phones, , DSs, iPads and iPods and any other technological equipment not used for school work, must be handed in at reception at the start of the day and signed for by a member of staff. The equipment can be collected when school finishes and should be signed out by the student. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard, drawer, locker or room.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, DVDs, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

Security of Building

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

CCTV and security lighting has been installed.

It is the responsibility of all staff to ensure that all classrooms and offices are secure, windows closed and equipment switched off, before leaving the premises.

The SSO is responsible for the checking the security of the premises and locking of all external doors. The SSO is also responsible for setting the intruder alarm at the end of the day.

Safety of Key Holding Staff

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Emergency Services Unit will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

The Headteacher, the Deputy Head and Site Services Officer are designated key holders and are responsible for the security of the building.

Site Services Officer

It is the responsibility of the site services officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. A site walk should also be carried out daily to ensure there are no breaches in security, or any risks within the grounds; shards, broken branches etc. The operation of the CCTV and intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the site services officer has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

Contractors in School

When contractors are working in Corley Centre, the following precautions should be taken:

The Centre will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company, for which they work, should be worn at all times.

Contractor work on site will be subject to a specific risk assessment detailing how segregation between workers and students will be achieved. If contractors have to work in areas where students are present, students will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards students.

Access Outside School Hours

On occasion, staff, students or contractors require access to the Centre out of normal hours, in the evenings or at weekends and in the holidays, arrangements for access are made with the School Business Manager and SSO as required.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, students and other visitors should have access to this area only; the remainder of the building should be locked.

Fire

At Corley Centre, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

Automatic fire detection and fire alarms are in place throughout the school. These are tested regularly and the results documented.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire.

The school refuse bins are secured and are held away from the building, and are emptied on a daily basis.

Bomb Threats

Any warning Corley Centre receives about such a threat is treated seriously, with the safety of the students and staff paramount. If a bomb threat is received the Centre should be evacuated immediately according to the emergency plan and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

Injury

Health and Safety Services must be informed of any serious injury caused to a student or member of staff via the LA SheAir system.

Conclusion

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary.

This policy will be evaluated biannually and governors and parents informed of any changes.

New intake parents will be informed of the contents of the policy during parents meetings.

The students will be regularly reminded of the policy during school assemblies.

Signed

Headteacher

Chair of Governors

Date:

Date:

Date shared with staff:.....

Date shared with parents..... (via website)

Date shared with students.....(as part of PHSE curriculum)