

Security Policy

MARINE ACADEMY PRIMARY POLICIES

VERSION CONTROL SHEET

**POLICY NAME: Security Policy****Policy Prepared by: Siobhan Easton**

| Document date | Filename        | Meeting submitted | Summary of changes required |
|---------------|-----------------|-------------------|-----------------------------|
| 01-09-14      | Security Policy | 04-03-15          | New policy                  |
|               |                 |                   |                             |
|               |                 |                   |                             |
|               |                 |                   |                             |

### **Security Policy**

This policy should be read in conjunction with the Health and Safety Policy.

The purpose of this policy is to define procedures and physical measures to safeguard:

1. All pupils whilst in the care of the school, to ensure they only leave the premises in authorised circumstances.
2. All persons authorised to be on Marine Academy Primary property from violence and abuse by intruders
3. The property of authorised persons from theft and/or damage by intruders.

### **Violence and Threatening Behaviour**

Violence, threatening behaviour and abuse against school staff or other members of the school community will not be tolerated. All members of the school community have a right to expect that their school is a safe place in which to work and learn. There is no place for violence, threatening behaviour or abuse in schools.

Where such behaviour does occur, Marine Academy Primary will take all possible action to deal with it. Marine Academy Primary will work with both the Local Authority and the Police in dealing with any incidents. The governing body will decide what action should be taken based on the advice from these bodies. Such actions may include:

- ★ Banning from the school premises
- ★ Prosecution under Section 547 Education Act 1996
- ★ Other legal action as recommended by the police and local authority

### **Entry Procedures for Visitors**

Visitors are anyone who enters the school premises with the exception of;

- ★ Delivery person
- ★ Pupils
- ★ Staff

All visitors must;

- ★ Enter by the main school entrance at the front of the school building
- ★ Sign in correctly
- ★ Where an appropriately labelled visitor badge and lanyard
- ★ Agree with the school office staff the purpose of the visit and the area of the school to which they will access.
- ★ Sign out immediately before they leave the school premises

### **Door Security**

The gates to the school playground will be opened by the Site Team at 8:00am. The doors to access the school from the playground will be opened at 8:30am. The playground gates are locked at 9.15 each morning when Parents/Carers have left the school. At 3.00pm the playground gates are unlocked to allow Parents/Carers to enter the school playground to collect children. At all other times all Parents/Carers must enter the school by the main entrance. All other visitors must use the main the Academy entrance at all times.

The main door is fitted with an audible alarm to alert reception staff. The second door is fitted with a door entry system controlled by an access control box to enable authorised staff and visitors to enter the building.

All fire exit doors are fitted with bar/button openers to allow egress in the event of an emergency.

### **Internal Security**

All internal areas are monitored by an alarm system which is set by the Facilities Manager or the last person to leave the premises.

Personal 'panic' alarms are in the Headteacher's office and Assistant Headteacher's office.

### **Supervision in the playground**

The playground is supervised between 8:30am and 8.55am when the doors are open to allow children and Parents/Carers to attend Early Morning Learning.

All playgrounds are supervised during break and lunchtimes and whenever pupils are using the playground. At the end of playtimes teachers will collect their pupils from the playground and escort them to the playground.

At playtime and lunchtime children should be outside the building except during wet play.

### **Marking Property**

All valuable school equipment is marked with Smartwater and items over £100 are entered in the school inventory. Parents are asked to mark all children's clothing with their names.

### **Responsibility for Security**

1. The Headteacher is responsible to the governors for Academy security.
2. Children will not be released to anyone other than a parent or carer unless requested by the parent or carer.
3. Any member of staff needing to be in school during the holiday period should inform the caretaker or Headteacher or a third party so that someone is aware of their location.
4. Staff should inform the school office staff if they have an appointment with Parents/Carers.

5. If a member of staff discovers an intruder, they must ask that person to leave the premises and alert the Headteacher unless :
  - The intruder is considered a threat, when the police should be called immediately
  - The member of staff has reason to believe that the intrusion is unintentional, when that person will, at the discretion of the member of staff, be asked to register as a visitor.
6. Staff will take all reasonable steps to assist authorised persons to locate and retrieve property lost on the school premises but cannot be held responsible for such losses.
7. Parents are asked to play their part in ensuring that this policy is effective.
8. Regular contact will be maintained with the police to deal with any safety concerns.

Any precautions are only as effective as the people using them. Be aware of any strangers in school; be aware of any strangers in school; direct them to the appropriate authorities. Encourage children to find a responsible adult if approached by a stranger.