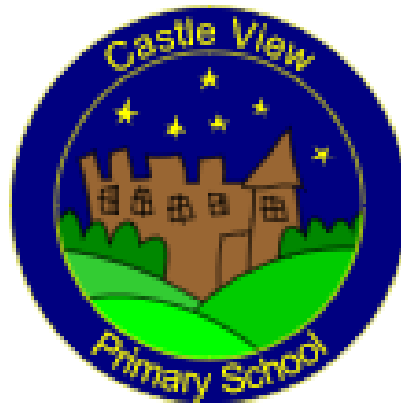


# Castle View Primary School

Keswick Road, Lancaster, LA1 3LE

Tel. 01524 67880

Headteacher: Miss Claire Bright



## SCHOOL SECURITY POLICY

<b>Date updated by staff</b>	
<b>Date approved by Governors</b>	
<b>Review Date</b>	

## **School Security Policy**

### **Purpose**

- to outline the measures necessary to maintain the reasonable security of the school site
- to note who will exercise responsibility with regard to the policy
- to provide a framework for monitoring and review of school security

### **Links with Health and Safety**

The policy should be read in conjunction with the school's Health & Safety policy, and Information Governance Policy.

### **School Security Measures**

It is the school's responsibility to make staff aware of the potential security risks affecting the school site and the people working there. It is the governors' and staff's responsibility to exercise a "duty of care" to themselves and to other adults and the children when on the school site.

### **Visitors**

- The school will maintain signs directing visitors to the main entrance, and a notice requesting visitors to contact a person in authority on arrival. Visitors to the school will sign in and out and wear an identifying badge during their stay.
- Staff will challenge unauthorised visitors, after assessing the risk of doing so, and unsatisfactory reasons for their presence will lead to them being asked to leave the premises.
- Pupils will be asked to tell staff of the presence of unrecognised visitors.
- All visitors to the school are made aware of safeguarding and health and safety requirements through the Welcome Pack.

### **Pupils & Staff**

- Families and staff will be made aware of the arrangements for the arrival of children at the start of the school day and their collection at the end of school.
- Families will be made aware of the procedures for children leaving the school premises during the course of the day, i.e. being collected by an adult and being signed in and out.
- Registration procedures will follow County guidelines.
- Staff will ensure that pupils are supervised during their time in school - from 8.50am to collection.
- Lunchtime supervision staff will be given guidance about the security of the children.
- Children who remain uncollected at the end of the school day will be dealt with by the Head teacher. Where a designated contact cannot be reached by 4.30pm the Head will follow LCC's recommended procedures and contact Lancaster Police Station and the duty social worker.

- All school staff are subject to LCC's standard safeguarding checks (including DBS checks, replacing List 99 and CRB). Regular visitors are also subject to these checks. Occasional visitors are accompanied by school staff at all times when on site.

### **Security of Personal Property**

- Individual members of staff are responsible for any items of value that they bring to work.
- Personal items should not be left unattended.
- Children will be discouraged from bringing valuable or fragile items to school.
- The security of cars parked on school premises is the responsibility of the owner.
- All monies sent into school must be in a sealed labelled envelope and directed to the school office.

### **Security of Equipment**

- All portable assets worth more than £50 will be:
  - registered in the Asset Register,
  - be security marked,
  - be subject to regular stock checks;
- Valuable items will be stored as securely as possible.
- Staff who are allocated specific items of equipment (such as laptops or i-Pads) are responsible for taking reasonable steps to ensure the security of these items both on site and when they are taken off the school premises.

### **Security of Premises**

- The school will take preventative measures, where possible, to minimise risk to the building and site.
- The Head delegates responsibility for premises keys to the Site Supervisor. The main set of school keys are kept in the Site Supervisor's Room. A full set of school keys are kept in the locked key cupboard which is in the locked P.E. Store. The school maintains a list of who holds front door keys.
- The Head delegates responsibility for opening up and locking up the building during business hours (6am – 6pm, Monday to Friday during term time) to the Site Supervisor. In her absence other arrangements will be made.
- Key holders for an emergency are the Head, Site Supervisor and Business Manager.
- Staff who hold door keys and access codes and who work on site outside business hours are expected to take responsibility for ensuring the site is appropriately locked up before they leave.

### **Security of Data**

- The school buys into the LA's (BTLS) SLA for the back-up of the Admin Server only.
- The curriculum server is backed up to an on-site device.
- See also the Information Governance/ Data Protection Policy.

### **Security of Communications**

- The school office is responsible for secure receipt and despatch of physical correspondence ('post'). The office staff will:
  1. Open and date stamp all inward post (including that marked 'urgent', 'confidential' or 'private').
  2. Sort inward post and to deliver it to the appropriate recipient's pigeon hole.
  3. Not read post unless necessary to determine the appropriate recipient – for example when the addressee has moved post.
  4. Endeavour not to open post marked 'personal' unless necessary (as 3).
  5. The school does not encourage staff to have personal post sent to the work place.
- The school office is responsible for ensuring outward post left at the office is stamped with sufficient postage and taken to the post office at least twice per week, and that larger parcels are collected and delivered by a reputable courier (e.g. Parcelforce).

- The school office is responsible for the secure receipt and transmission of verbal messages, whether received in person or by telephone. Messages will be written on a duplicate pad and either passed to the recipient in person or delivered to their pigeon hole.
- The School Business Manager is responsible for electronic transmission and receipt of pupil and staff data by secure means – including use of encrypted email and School2School.
- All personnel in school have a responsibility for ensuring that information is handled in line with data protection guidelines.

#### **Monitoring and Reviewing the Policy**

- Day-to-day monitoring of site security is the responsibility of the Site Supervisor and Head Teacher supported by all staff.
- The security of the school will be monitored by the Resources Committee during their annual Summer Term inspection of the site. Their findings will be reported to the full governing body.
- The Policy will be reviewed annually by the Resources Committee in the Autumn Term.

**To be reviewed Spring 22**