



School Security

Policy Leader: David Martin
Reviewed Date: October 2023
Review Date: October 2025

Ghyll Royd School, Pre-School and Nursery is committed to safeguarding and promoting the welfare of young children and expects all staff and volunteers to share this commitment

Policy Statement

1. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the School

1.1. Governors

The Governors will ensure effective implementation of the policy, this will be achieved by:

- The Health and Safety Governor monitoring performance during regular visits
- Via Headteachers – Facilities/Business Manager – report to Governors
- By Governors observations during visits to the school

Governors will delegate the day to day implementation of this policy to the Headteacher and Facilities/Business Manager.

1.2. Headteacher

The Headteacher will:

- Ensure that all staff within the School receives information, instruction and training in the security policy and procedures
- Investigate and record any breaches of this policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors and agency staff adhere to the policy

- Monitor the implementation of the policy and security arrangements, this responsibility will be delegated to the Facilities/Business Manager.

1.3. Staff

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and other users and visitors to the school site
- Those listed below have been given specific responsibilities for school security

Security issue	Name	Specific duties
Agreeing and reviewing school security policy	Governing body delegated to relevant Committees	Agree policy/Review annually
Day to day implementation and management of policy	Headteacher/Facilities/Business Manager	Inform staff/Monitor performance/Review arrangements
Securing school entrances/exits as detailed in this policy	Head/Deputy/Teacher/Facilities/Business Manager/Caretaker and Staff	Locking external doors and making site secure
Checking condition and operation of physical and electronic security devices	Head/Deputy Teacher/Facilities/Business Manager/Caretaker	Part of normal duties to check physical integrity of security devices
Control of contractors	Head/Deputy Teacher/School Secretary/ Facilities/Business Manager.	Vetting and suitability of contractors
Security of money	Head/Deputy Teacher/School Secretary/ Facilities/Business Manager/Bookkeeper/ Tuck Shop Supervisor	Collection of cash/safe storage of cash on site/banking or secure collection of cash
Control of visitors	Head/Deputy Teacher/School Secretary/ Facilities/Business Manager.	Issue of passes/direct to relevant department or member of staff
Security risk assessment	Facilities/Business Manager/Headteacher	Review annually and inform Governors of findings to use as part of policy review

1.4. Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others
- Children will cooperate with the arrangements to ensure the safety and security of staff, pupils and other persons using the school's premises.

2. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises:

2.1. Information and communication

- All staff must be aware of the school's security procedures, especially staff that have been designated specific responsibilities.
- All staff induction will include familiarity with this security policy and will be recorded on the employee's training profile.
- These arrangements will be communicated to all third parties that use the premises and grounds.

2.2. Buildings and Grounds

The school will take all reasonable efforts to restrict 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 are:

- Unlocking of the main school and coach house is completed by 7.30am; the playground gate is left locked to prevent unauthorised access these are then unlocked by the Head/Deputy Teacher or School Secretary.
- The Manor House has a front office controlling access to the Main school site, Multi Purpose Hall users and visitors are directed to enter via the Multi Purpose Hall car park entrance.
- Staff will ensure supervision during the normal school day and will professionally challenge any unauthorised visitors or person not displaying a valid visitors pass.
- All visitors to the school are directed via signage to enter either via the main school office or the multi purpose hall car park entrance.
- During times outside the normal school day, areas of the school may be locked in order to restrict entry. To ensure that safety is not compromised in the event of a fire or evacuation, points of exit are always available.
- The school operates a manual attendance/registration system, this allows us to monitor absenteeism and truancy, and students who are late or leaving early are also required to sign in and out.
- Members of the public entering the multi purpose hall during school hours are required to sign in at the school office.

- The school operates a signing in/signing out system for all parents and visitors, all visitors must wear a pass with their name and valid date displayed, this is returned to reception staff upon leaving
- Staff monitor the movement of vehicles around the site and report any suspicious activity.
- Contractors working/visiting the school site are controlled by the Head/Deputy and must comply with all guidance.

Access arrangements for the grounds are:

- School gate and entrance gate are unlocked at 7.30am. Both gates are usually locked by 10.00pm each weeknight and are locked at the weekend if no events are being held.
- Playing fields & access to the playing fields for PE should always be under the supervision of a staff member, during lunchtime children are allowed to use certain areas of the playing fields. Access to the multi purpose hall is via the playground entrance; staff will professionally challenge any person on the pitch area not displaying an ID badge.
- Users of the multi purpose hall are directed via signage to the rear car park entrance.
- Parents are allowed to drop off children before the morning registration at the front of the school and in the main school playground, collection of children after 4.00 pm will be made from the Manor House entrance and the Pre-School entrance, any parent attempting to collect children from any other entrance will be challenged.
- A register is kept identifying all staff vehicle types and registration details of vehicles used to commute to the school site.

2.3. Supervision of contractors

Contractors and external maintenance personnel will not always have been CRB checked, therefore they should not have unsupervised access to children. Control measures include:

- All contractors should have signed the locally employed contractors check list (Appendix B) supplied by the Head/Deputy Teacher/Facilities/Business Manager.
- All contractors are signed in and out and issued with badges and are expected to wear them.
- Contractor vehicle movements and material deliveries are monitored by all staff
- Work will only be carried out at agreed times and locations.

4. Cash Handling

All cash collected on site is securely locked in the finance cabinet prior to banking by staff.

- All banking should be carried out at irregular times and days
- Cash handling should not be carried out in visible areas
- Staff should not leave cash in an unsecured location
- If banking large amounts of cash, staff should request that another member of staff accompany them to the bank.

5. Personal property

Personal property will remain the property of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 3 months before disposal.

5.1. Keys

- Any missing keys issued to staff are to be reported immediately to the Head/Deputy Teacher/Facilities/Business Manager in order to fit new locks where required or arrange replacement keys
- Keys for external locks are only issued to staff when absolutely necessary (Appendix A).

5.2. Property protection

All valuable or property attractive to criminals is security marked using Smartwater, thus deterring theft and enabling any stolen/recovered property to be returned to the school. The school ensures that all reasonable precautions are implemented to reduce property theft and wilful damage to property.

- All staff should ensure that any property requiring watermarking is communicated to the Facilities/Business Manager
- Prominent notices are displayed indicating the use of Smart water.

6. Personal Safety

Safety of all staff pupils and visitors is of paramount importance, the school has effective measures in place to prevent accidental injury or assault to staff and pupils, all incidents are logged in accident books at the school office. If any further investigation is required this is carried out by a senior member of staff.

Additional specific measures relating to Safeguarding are contained within our separate 'Safeguarding Policy'

6.1. Visitors causing concern/intruders to site

The Headteacher/Senior Manager must be informed immediately of any intruder or visitor acting in a manner so as to cause concern or distress to any staff member.

- Police will be alerted immediately
- Children should be moved away from any intruder or visitor quickly and quietly
- Police are to be informed of all such instances even if that person leaves the building/grounds upon request
- If such an incident occurs during lunch or break time the staff on duty will ensure that all pupils return to the school building safely and inform a senior member of staff
- If it is known that any parent/visitor to site may be abusive or violent, no staff member shall be left alone with such person; additional staff are to be made available if required.

6.2. Alarm activations

Any security alarm activations are dealt with either by the Caretaker/Head/Deputy teacher. If the activation is on the school site or multipurpose hall as we have not been included on Police automatic response it is essential that any staff attending an activation do not place themselves in unnecessary danger.

- Staff should where possible wait until a second member of staff can attend, before entering the building, particularly during the hours of darkness
- Staff should carry a mobile phone whilst checking building
- If any forced entry or vandalism is found the Police should be informed immediately
- All activations should be reported to the Head/Deputy/Business/Facilities Manager who will investigate the matter and arrange any necessary action
- If any staff member is unsure of entering the building they **MUST** wait until backup has arrived.

7. Risk Assessment

A security risk assessment will be completed and reviewed annually by the Head Teacher/ Business/Facilities Manger, the findings of which will be used in the review of this policy.

8. Monitoring and review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing body. Governors will monitor performance via the Headteachers report to Governors and when visiting school. This policy will be reviewed annually by the Head Teacher/Business/Facilities Manager.

Appendix A Key Holder Agreement Policy

For the purposes of this agreement; "GRS" means Ghyll Royd School and Pre-School ; "the site" means any Land, Buildings or Facilities owned and/or operated by GRS. I as the Key Holder agree to and will abide by the following terms and conditions.

1. The issued key(s) will remain the property of the GRS.
2. The key is issued only for the Key Holders sole use and it must not be loaned or otherwise provided for the use of anyone else under any circumstances.
3. The Key Holder is responsible for any abuse or damage caused by the use of his/her key.
4. The site is to be left secure at all times and when the Key Holder leaves the site.
5. Rubbish or recycling must be placed in the appropriate bins. If items are too large to fit in the bins then it must be removed from the site by the Key Holder.
6. The key(s) must be returned when they are no longer required or if the Key Holder ceases to be entitled to hold them.
7. No copies of the key(s) are to be made under any circumstances.
8. Keys cannot be transferred to a third party under any circumstances.
9. Use of the site is entirely at the Key Holders risk and the GRS will not accept any liability for personal injury or property damage caused to either the Key Holder or a person under their responsibility.
10. Behaviour that could potentially cause damage or injury to others is strictly prohibited.
11. Use of the site when under the influence of alcohol or substance abuse is strictly forbidden and the Key Holder will be asked to leave the site immediately.
12. GRS reserve the right to withdraw the key(s) without reason at any time giving 7 working days notice in writing to the Key Holder.
13. The Key Holder may terminate this agreement without reason, giving GRS, 7 working days notice.

Key/s Issued: _____

Key Holder Name: _____ Signature _____ Date _____

Approved on behalf of GRS

Name: _____ Signature _____ Date _____

Appendix B



Ghyll Royd School and Pre-School
A foundation for life

Company Name:
Contact Name:

Questions	Yes	No	Comments
Does the contractor hold public liability insurance (£5m minimum)			
Are you happy the contractor has adequate financial standing to carry out the works?			
Does the contractor have a written Health and Safety Policy?			
Has the contractor been the subject of any Health and Safety enforcement action by HSE or anyone else?			
Does the contractor understand the Management of Asbestos and KCC's policy on Asbestos?			
Has the contractor undergone any Health and Safety Training ?			
Is the contractor a member of any Trade Associations?			
Does the contractor have an Environmental Policy?			
Does the contractor operate a complaints procedure?			
Does the contractor understand current legislation on the Management of Waste?			
Does the operative hold the correct level of CORGI registration?			
Is the contractor IEE registered?			
Are all operatives suitably qualified and competent to do the work?			
Do you have a system for vetting sub-contractors for H & S practices.			

Date accepted to carry out works: _____

Accepted on behalf of client by: _____

Name: _____

Position: _____

Signature: _____ Date: _____