

## **Minsterley Primary School**

### **Security Policy**

This policy provides for a safe learning environment for all our pupils, a secure workplace for staff and seeks to protect the safety of all legitimate visitors to our site. Improving safety and security within our school is a shared responsibility, and everyone connected with the school and its community has a part to play. Developing a secure strategy and carrying out improvements to the building should involve parents, children, staff, Governors and the LA.

#### **Visitors to our school**

1. The school site has adequate direction signs in place to direct visitors to the school reception. Visitors will not be allowed in through other entrances unless by prior arrangement.
2. Visitors are asked to identify themselves the school reception and sign the visitor's book. They will be issued with and asked to wear a visitor's sticker.
3. Identified visitors may be permitted to move around the school unaccompanied only if they are wearing a badge.
4. Unidentified and unauthorised persons will be challenged. Pupils are encouraged to report immediately unidentified visitors to a member of staff. Pupils are regularly reminded not to let visitors into the building.
5. Specific outside doors may be left unlocked during periods of PE and breaktimes to allow pupils and staff to access the building. It is the responsibility of the adults supervising in these areas to ensure that any unauthorised visitors seeking to enter the building through these doors are challenged.
6. We are especially vigilant at the beginning and end of the school day and during and after special school occasions, e.g. sports day, open day and lettings.

#### **Buildings and Site**

1. The main gate, field gate and gate to the car park are accessed by 'child proof' latches.
2. We will ensure that as far as reasonably practical all vulnerable doors and windows are capable of being securely locked. All subsidiary entrances are kept locked from the outside. Entrance is by ringing the doorbell and being allowed access into the 'holding lobby' by a member of staff.
3. Our intruder alarm system is serviced and tested every twelve months.
4. We maintain strict control of Key Security through a key register.

5. All our entrances are covered by security lights which activate when approached. The car park is adequately lit by a spot light operated by a timer.
6. We ensure that our shrubs and trees do not obstruct building sight lines.
8. An up-to-date inventory is maintained of all high cost equipment (IT, videos, etc.) All high-risk equipment is permanently security marked.

### **Personal Safety**

1. We know and adhere to the Shropshire Council violence policy:
  - All incidents involving assault, serious verbal abuse, threats of violence or harassment should be recorded. Wherever possible, include the name/description of the aggressor together with details of the occurrence within the incident section of form DT6441.
  - Hate crime should be reported following guidance provided on the Shropshire Council website ([www.shropshire.gov.uk](http://www.shropshire.gov.uk))
  - Advice and legal support can be arranged through the council's legal section for employees involved in violent incidents.
  - Shropshire Council employees can access the confidential counselling service via the network of Staff Supporters (NOSS).
2. Pupils will not be released from school by any member of staff, teaching, or professional support staff, during the school day without written notice from the parent or guardian.
3. Staff are pleased to meet with parents or guardians by prior appointment.
4. No person will be permitted on our premises carrying any knife or any other offensive weapon.
5. We are aware of the risks associated with lone working.
6. Any incident occurring in school (as defined by this policy) will be recorded on the incident reporting form DT 6441 in accordance with Shropshire Council policy.

### **Risk Assessments**

1. We undertake security related risk assessments annually.
2. Personal safety is our priority. However, whilst our security measures are essential we will not compromise on good fire prevention practices.

**This policy was reviewed November 2018**