

The Ivory Federation

Propps Hall Junior, Infant and Nursery School Springhead Infant and Nursery School Rushcroft Primary School

SECURITY

**This policy should be read in conjunction with the Health & Safety Policy and Security Risk Assessment.*

RATIONALE

The Ivory Federation recognises the importance placed on providing a safe and secure environment for our children, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

PURPOSE

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

- safeguard all children, staff and visitors whilst on our premises
- safeguard all persons authorised to be on school property from abuse by intruders, i.e. persons whose presence on the premises has not been authorised.
- safeguard the property of authorised persons from theft and/or damage by intruders
- highlight and reinforce the importance of adopting and maintaining strategies for dealing with safety and security
- describe the types of incidents that present a threat to personal safety and security and identify measures to overcome them.

ROLES AND RESPONSIBILITIES

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BROAD GUIDELINES

Security of Pupils, Staff and Visitors

Staff

- staff based in school are the only staff to know the combination of the door locks (Propps Hall and Rushcroft);
- staff are to contact the main office or senior staff in an emergency;
- all staff are to wear ID badges and ensure they are visible;
- all staff must challenge visitors who are not wearing a visitor's badge;
- staff to take shared responsibility to ensure the security strategies are implemented;
- staff must ensure that classroom doors are kept locked;
- staff are responsible for the safe keeping of any keys or passes they have been issued with;
- staff are to ensure that they enter and exit the building at the main entrance and use the digital entry system to register their presence in the building.

Visitors

- all visitors, including contractors, to come to the main office entrance, and report to a member of staff, sign into the digital entry system and wear a visitor's badge;
- all parents to make an appointment to meet with a member of staff. To follow the same procedure as above;
- all other services (SEN Teams, ICT Advisor etc) based in the school must sign in via the digital entry system and wear a visitor's badge;
- parents to be reminded of our security strategies regularly through monthly newsletters

All visitors attending school assemblies, and events during the school day

- Enter the school via the main office
- Are given a visitor sticker to wear whilst in school
- Are signed in on a class list
- Follow the specified route to and from rooms

Hardware

- all external doors are to be kept closed. (Doors can be opened internally but not externally);

- all rooms containing equipment that may pose a risk to be kept locked - Site Manager's room, IT server room, IT suite, science cupboard, school kitchen and rooms containing cleaning equipment;
- all windows are to be secured.

Outside School

- all school gates to be kept locked out of school hours;
- pupil gates to be kept locked during school hours;
- children must not play in areas with limited visibility;
- all staff to challenge visitors on the school grounds during playtimes.

Security of Equipment

Inside the School Building

- all expensive, portable equipment to be marked as belonging to the school;
- the intruder alarm system to be in operation when the school is closed;
- staff to be responsible for returning equipment to the secure area;
- staff to ask permission from the Senior Leadership Team before taking any equipment home.

Outside the School Building

- all outdoor movable storage to be placed away from low roofing areas to avoid anyone scaling onto the roof
- security fencing to the boundary line of the school to prevent intrusion.

Equipment Issued to Staff

- All teachers are issued with a laptop and some, an IPAD. LSAs who cover PPA and the Pastoral Care Worker are also issued with a laptop. It is the staff member's responsibility to ensure that these items are kept safe and locked away during high-risk times e.g parents' evening, out-of-school hours, and whole-school events.
- We accept that staff that are issued with a laptop or iPad may take it home to work on. Under no circumstances are laptops to be left unattended or visible in a car. They are to be taken into the staff members' house overnight.
- It is the staff member's responsibility to ensure that school equipment taken off-site does not contain any personal data (that enables them to be identified) about any children or their families (in line with GDPR).
- Every staff laptop is to be encrypted by the IT technician, this is to minimise any data protection risk in the event of theft.

Security of Staff, Visitors, Pupils and Equipment during whole-school events

Parents' evening

- all valuable portable equipment and personal belongings to be stored in a lockable cupboard or room;
- staff to meet with parents in an open visible area

Fundraising Events

- all rooms apart from those required, to be locked;
- all valuable portable equipment and personal belongings to be stored in a lockable cupboard or room;
- for outside events - football matches, sports day, and internal doors by toilets to be locked so people have access to toilet facilities without having access to the whole building.

Monitoring of strategies

- informally through verbal reports from staff and visitors;
- formally through fortnightly SLT meetings and Governing Body meetings.

Policy reviewed and amended Sept 2024