

Wood End First School



Safety and Security Policy

2016

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WOOD END FIRST SCHOOL

Safety and Security Policy

1. Introduction

Wood End First School is committed to providing a safe and secure environment for its pupils, staff and visitors. We recognise the importance of security and have in place measures to achieve this. The Governors regularly look at security issues and review procedures and their effectiveness. Steps to improve security will be taken whenever possible within available budgets.

2. Safety and Security of Staff and Children

- The school has CCTV cameras (installed Summer 2011).
- The school has a visitor policy, requiring all visitors to report to the administrator at Reception, sign in the book and wear a visitor identity badge whilst on the premises. As far as is reasonably practicable, the school will seek to monitor all those who enter school premises and grounds.
- All staff will approach any visitor who does not have a badge and challenge them. All staff will have prior warning of visitors or the visitors will be accompanied whilst in the building. Children will also be aware to report adults not wearing visitor badges.
- Car park gates are shut once all staff are on site.
- All doors can only be opened from the inside. The main entrance has a turn-key lock and an intercom bell is rung to gain entry. The North school door is open at the following times to enable access:
 - 8.45 – 8.55am
 - 2.55 – 3.10pmDuring these times, the caretaker and staff are on site to ensure that only known adults and children enter the school.
- At playtimes:
 - 10.00 – 10.15am (Monday 10.15 – 10.30am)
 - 12.00 – 1.00pma teacher or midday supervisor will unlock the North school door to enable children to have access to the toilets.

At playtime, teachers carry a panic alarm whilst on duty and at lunchtime midday supervisors have an alarm and a walkie-talkie. The agreement is that all staff who hear the alarm will immediately respond and go to the playground.

The side gate and playground gate are locked during the day when access by parents is not needed.

- We have a list of named adults authorised to pick up the children. If a child is to leave school with an adult not on the list, the child's parent or carer must phone us to confirm or we will phone them. Pupils will be booked out if they need to leave school and the class attendance registers on the wall in the office will be updated.



- Staff who leave the premises between 8.45am and 3.25pm should also inform the administrator that they are off site. They should also update the 'In/Out' board at all times.
- All accidents in school, whether pupils, parents or staff, should be reported to the person in charge of First Aid. All bumped heads should be reported. In addition, near-miss accidents and incidents of verbal or physical abuse should be reported to the Headteacher. The school has established procedures to deal with emergency situations, e.g. fire or bomb alerts. All staff and pupils are familiar with these procedures. A fire drill practice is held termly.
- All staff are aware of the procedure in the case of accidents. An accident book is kept in the Medical Room by the teaching assistant in charge of First Aid and an incident book is kept by the Headteacher. Serious incidents are reported by the Headteacher in accordance with RIDDOR – Reporting of Injuries, Diseases and Dangerous Occurrences regulations.
- The Health and Safety policy reminds all staff of their responsibility to ensure the safety of themselves, the pupils and their colleagues. All security or H&S risks should be reported immediately to the H&S rep. or Headteacher. The Headteacher, caretaker and H&S rep. do a Health and Safety walk termly.
- The school encourages staff to consider the dangers of lone working and if working alone to make extra effort to ensure their safety by locking all doors whilst on the premises and informing a person when they will be home. When meeting with parents, it is advised that another member of staff is working close by in case assistance is required.
- Training will be offered to staff as necessary to enable them to recognise the risk posed by unwelcome visitors and to enable staff to cope effectively in these situations and minimise any risk.
- All significant incidents of theft, vandalism, assault or arson will be recorded and reported as part of the school's Health and Safety procedures.
- The school will maintain contact with appropriate organisations such as the L.A. and police to ensure its procedures are effective current and familiar to staff, governors, pupils and parents.
- All staff take part in a yearly fire walk.

3. Safety and Security of Outside Users of the Premises

The caretaker is present for most outside lettings. Certain groups do have keys and act as keyholders and are responsible for safety and security whilst on the premises. They should ensure that:

- a) all users know the procedure for evacuation of the building;
- b) where possible, the users are safe when leaving the premises at night, e.g. by putting on the outside lights;
- c) there is access to a telephone;
- d) there is accessibility to fire-fighting appliances and First Aid equipment.



4. Safety and Security of the Building and Its Contents

The Governors and Headteacher regularly review the security of the building, and finances are put towards improvements.

- The caretaker is responsible for locking and unlocking the building. When the building is closed, important doors are always locked – administrator’s office, Headteacher’s office, main stock cupboard and ICT suite. All windows have locks and are kept locked.
- MK Security are employed by the school as keyholders.
- The school has a sophisticated alarm system with an appropriate number of sensors around the school and vibration alarms on the whiteboard projectors. The alarm system is linked to a monitoring station. Any interference with the telephone system or activation of the alarm or sensors will alert the monitoring station. They immediately inform MK Security and the police. MK Security attend and look for signs of entry. They hold keys and can gain access to the school and re-set the alarm. The caretaker and Headteacher can also be contacted if needed. If there is a confirmed response activation (i.e. two), police are automatically called.
- The school is surrounded by a security fence. The car park gate and two pedestrian gates are always locked when the school is shut.
- A floodlight activated by movement is positioned above the main entrance and car park.
- Teachers’ laptops are locked in the stock cupboard at night or taken off site.

Implemented: October 2016

Review date: As necessary