

SCHOOL SECURITY Policy and PROCEDURES

Oakley CE Junior School



PURPOSE

The Governors and Staff of Oakley Church of England Junior School are aware of the importance of maintaining a high level of personal security within the School as well as reducing the potential for arson, theft and vandalism.

The purpose of this policy is to set out the measures that will be adopted to ensure, so far as is reasonably practicable, that employees, pupils and other users of the school are protected from risks to their health, safety and well-being.

ORGANISATION

The Headteacher is responsible for the management of school security. Employees have responsibilities for ensuring the security of the school site and premises as follows:

Caretaker

- locking and unlocking site and buildings as required
- surveillance and monitoring
- regular checks and inspections
- making safe as necessary (e.g. icy conditions)

Office Staff

- checking and receiving visitors
- checking contractors
- safe collection and control of payments
- inventory of equipment

Teaching Staff

- supervision including playground duties (as rota)

All staff

- duty of care and to report any concerns
- risk assessments as appropriate
- First Aid (administer only if trained)

Headteacher, Administration Manager and Governor

- risk assessments and site inspections

Fire/Emergency Evacuation

Duties allocated as outlined in School Fire Manual

RISK ASSESSMENTS

Risk assessments of site security are performed regularly. These are reviewed by the Headteacher and Administration Manager.

ARRANGEMENTS

The School has implemented the following arrangements to ensure, as far as reasonably practicable, the safety and security of staff, pupils and other persons using the School premises.

Security Measures in place:

- All visitors should enter via the main entrance.
- Push button operated inner door at main entrance which is controlled by office staff.
- All visitors must sign in and are issued with health and safety information and a school badge. They must sign out on exit.
- All school external doors are closed when not in use.
- An intruder alarm operates across most parts of the building, which is linked to Kestrel Alarms. The code is known only to the key holders and the cleaning contractor.
- The Headteacher, Deputy Headteacher and Administration Manager are authorised key holders.
- Awareness of lone working and personal security issues where appropriate, e.g. Caretaker
- Adequate signage
- Adequate lighting
- Regular review of procedures and risk

Information and Communication

Written information is contained in:

- Induction Booklet
- School Staff Handbook
- School Fire Manual
- School Health and Safety File
- Health and Safety Information for Visitors
- Health and Safety Noticeboard

Regular updates and discussion take place at staff meetings.

Any concerns about the safety of children will be brought to the attention of the Headteacher and discussed and dealt with accordingly, e.g. unusual or patterned behaviour.

Training

Health and Safety and security matters are addressed in

- induction training for all new staff
- updates in accordance with school training programme