



Security Policy

May 2021

For the children to realise their God-given gifts and talents, and grow following the example of Jesus

Matthew 19:26- But Jesus looked at them and said, "With man this is impossible but with God all things are possible"

At St Peter's School the security of staff, pupils and premises is taken very seriously.

Aims

- To ensure that St Peter's School is safe for pupils, staff and visitors whilst they are on the premises.
- To ensure that the premises are secure from intruders whilst unoccupied.
- To ensure that valuable property is accounted for and kept securely.

The School's premises are private property. Trespass and causing or permitting nuisance or disturbance on a school's premises is an offence under section 547 of the Education Act 1996. If any person causes a nuisance or disturbance, they may be removed from the premises and the Governors can bring proceedings under section 547 of the Education Act 1996.

The Governors at St Peter's School have a nominated person who has responsibility for Health and Safety. This is the Headteacher of the School. There is also a named governor who has responsibility to carry out checks that the Health and Safety Policy is being adhered to. Both of these report to the Finance and Premises Committee as well as to the full governing body.

The role of the Governing Body is

- *to ensure that the School has a detailed school security policy that links to the Health and Safety Policy*
- *to have a named governor who has responsibility for security as part of health and safety.*
- *to monitor and review the policy annually.*

The role of the Head Teacher is

- *as health and safety lead, to ensure that all reasonable steps are taken to ensure the safety of the pupils, staff and premises*
- *to act upon any reports that are brought to his or her attention*
- *to carry out termly checks on the site to ensure that there are no security issues*
- *To report regularly to the Governing Body on the security of the School.*

The role of the staff is

- *to report any security issues to the Head Teacher or, in his or her absence, the nominated person in charge. The staff should be mindful not to put themselves into situations where their personal security could be comprised.*

The role of the pupils is

- *to report anyone that they do not recognise and has not got a visitors' badge to an adult*
- *not to open the exterior doors to anyone, but instead to find a member of staff.*

Site security

The School has an alarm system that is connected directly to Secom. The alarm is always set, and doors locked, when the School is not occupied. The alarm system has two call out modes. One is when one beam is broken and indicates a low level alert not caused by a break in. The second involves two beams being broken and indicates a break in. In this case the police are alerted and no one is to enter the building without a police presence. Secom provide a first responder to attend all alarm calls. The Head teacher, Deputy Head and Site Manager are the named people that Secom contact if the alarm is activated. The alarm systems in the School are checked yearly by qualified professionals. A log of the checks is kept in the Site Manager's office.

The front gates are automatic. They are open between 7.30am and 8.30am to allow easy access for staff and then automatically close. There is a coded key pad for staff to open the gates and all other visitors must buzz the office to gain entry. The side gates to the School are kept locked after the children have entered the School at the start of the day. They are opened at 3.00pm to allow access to the playground by the parents or carers picking up children.

All visitors to the school must sign in at the reception and are allocated a badge, from the automated system that identifies them as an authorized visitor. The automated system has a data base of parents, governors and visitors and is able to alert if no DAB check has been carried out on individuals. Any adult in the School who does not display a badge is challenged.

Entrance to the front of the School is through a locked door where visitors must identify themselves through an intercom system. Once the office staff are confident of a visitor's identity then they are allowed access to the School.

The School's Safeguarding Policy details arrangements for the security of children with regard to adults in the School.

There are various coded doors around the school. The codes for these will be changed on an annual basis.

CCTV

The school has 14 cameras that record movement around the exterior of the school, covering entrances and exits. This system is monitored from the school office and is stored 14 days. For more information please see the school's CCTV policy.

Perimeter

The school has a chain link perimeter fence which is approximately 6 feet high. This is checked on a weekly basis for damage.

Fire

The school has a fire alarm system which is linked to a control box in the entrance hall. The system has both smoke and heat sensors; however, these are not directly linked to the fire brigade. See the Fire Risk Assessment for more details.

Panic alarms

In each room there is a panic alarm. These are to only be activated when a lock down of the school is required.

Lone workers

If there is to be anyone working alone in the School they must make the Head Teacher or Site Manager aware so that emergency exits are not top locked, as part of the locking up procedure.

The Governors recognise the need to maintain an inventory of equipment in the school: **see the Financial Regulations for further details.**

Key holders

a) Buildings

Keys for all buildings and rooms in the School are held by the Head teacher and the Site Manager. The Deputy Head and Chair of Governors are also key holders and have their own alarm codes to allow entrance to the school. Their names are entered in a Keys Register which is maintained by the Site Manager. Other named persons, agreed by the Governing Body, may be key holders.

b) School Safe

Keys for the School safe are held by the Head Teacher, Administrative Officer and the Finance Officer. Keys are their responsibility at all times and taken off the school site when not on duty. Where only one key is in use, due regard to security is made when considering the location of the others.

See the Financial Regulations for details of cash and cheque limits.

Reviewed: May 2022

Next Review: May 2023