



## BREWOOD C.E. (C) MIDDLE SCHOOL

### POLICY STATEMENT

#### SECURITY

##### **Purpose:**

The purpose of these controls is to ensure the safety and security of all members of the school community and security of resources, information and equipment. They are introduced to minimise the possibility of attacks to our security. They are there to act as a deterrent as well as providing a physical barrier to unauthorised access to our premises and removal of school and personal belongings. Cameras monitor 8 areas of the school grounds, the recording equipment is located in the school office. Access to recordings is by secure password. Detailed instructions regarding the equipment is held in the Bursar's office.

It is important that everyone recognises to the possibility of unauthorised persons gaining access to the building which may encompass a number of motives ranging from theft, vandalism to physical harm of children and staff. Each and every one of us has a responsibility for investigating the unusual situation, the person we do not recognise passing the window or making sure that a piece of valuable equipment is kept in a secure place.

##### **Procedures:**

###### **Visitors:**

All visitors must report to reception and are given a visitors leaflet outlining the safeguarding procedures and general information about visiting the school. Visitors must sign the visitor's book to confirm that they have read the leaflet before being given a visitor's badge.

Pupils and staff must not open the reception door to visitors - they must be allowed in by the office staff after being cleared by the intercom and screen.

Particular care is required during school open days and visitors to the school after school hours. The Site Supervisor and cleaning staff should pay particular attention to anyone purporting to visit the school and trying to gain unauthorised access.

**Pupils:**

Pupils are not allowed through the reception entrance - they should use the usual pupil entrances which are:

- Year 5 Key Stage 2 door
- Year 6 Technology door
- Year 7 KS3 Pupil entrance door
- Year 8 KS3 Pupil entrance door

(Exceptions may be made to the above after consultation with the Assistant Head). Pupils must not be allowed in cloakrooms during the day, bags must be emptied at the beginning of the day.

Valuable items must not be brought into school by pupils. Should this be necessary due to sleepovers etc items must be taken to the office for safe keeping.

Mobile phones must be handed in at the appropriate collection points and will be locked away in the school office to be returned at the end of the day. At the end of the school day, phones are to be collected in the internet café where the procedure is supervised by a teaching assistant on duty. Pupils will then exit school through the bell tower door.

**Doors and Gates:**

All external doors must be kept locked at all times, combinations to locks need to be kept secure and are only to be made known to staff. Combination numbers will be changed at regular intervals.

Fire doors must be kept clear at all times.

All external doors have appropriate signage directing visitors to reception.

Perimeter gates to the school playground and rear access to Dirty Lane should be kept locked at all times.

**Trespass**

All incidents of trespass will be reported to governors at the appropriate Finance and Premises Committee meetings or directly to the Chair of Governors, if appropriate.

**Internal Doors**

Locks are fitted to all classrooms and offices. These rooms will be locked when closing the school at night. Should an intruder gain access to the premises this will prevent them having full movement around the building.

**Car Park Barrier**

The barrier is there to control access of vehicles to the school site. Parents will be expected to drop their children off outside the school grounds. The barrier will be raised at 4:15pm to allow parents to collect children from after school activities. It will be locked down at 7:00pm when closing the school. Members of the school office have a list of those parents allowed to bring vehicles on to the school grounds, this has been agreed with the headteacher.

**Windows:**

All windows should be closed and locked if possible at the end of the school day.  
All curtains / blinds should be closed at the end of the school day.

**Filing cabinets:**

We all have a responsibility to keep information secure, cabinets should be locked at the end of the school day and the keys kept in a safe place.

**Passwords:**

Similarly information held on computers needs to be kept secure, passwords should not be given to others. Passwords should be changed at regular intervals. Computer screens should be locked when not in attendance.

**Valuable items:**

Laptops must be left in a secure place and locked away at night.  
Laptop computers are not covered by the school insurance when off the premises or in cars. Staff will need to make their own arrangements for insurance at these times. When transporting laptops in the car they should be locked in the boot.  
Personal property is the responsibility of each individual. The school cannot take responsibility for any personal items whilst on school premises.  
Valuable items should be kept in the school safe if they are not about your person.  
In the car brief cases and handbags and similar items should be kept out of sight in a secure place.  
Take particular care with bags and wallets in school, there have been several instances in other schools where cheque books and credit cards have been stolen.

**Resources and Equipment:**

All books should be stamped with the school stamp.  
Items for use in lessons should be counted in and out and checked regularly.  
Staff should be alert to the possibility of portable items being removed and take appropriate action to ensure that they are protected as far as possible.  
The teacher's desk is ALWAYS out of bounds and children must be trained that this is the case.

Policy formulated November 2004

To be reviewed annually in the Spring Term

Reviewed January 2017

Signed .....  ..... Chair of Governors

Date..... 20 MAR 2017 .....