



Beaumont Lodge
PRIMARY SCHOOL

SECURITY POLICY

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the LA, Governing Body and Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At Beaumont Lodge Primary the Resources Management Committee of the Governing Body monitor the policy on a yearly basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Resources Management Committee for discussion.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities;
- Staff training needs are kept under review and training as necessary;
- Parents are informed of the security Policy and encouraged to help;
- In addition routine security checks are carried out on an on-going basis by the Premises Officer;
- Termly reports are made to the Resources Management Committee of the Governing Body and, where necessary, the LA;
- All crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School:

Staff

- Staff based in school use a security door fob to access the building;
- Staff to contact the School Office or senior staff in an emergency;
- Staff to have meetings with parents in the bases or at the School Office;
- All staff must challenge visitors who are not wearing a visitors' badge;

Visitors

- All visitors, including contractors, to come to main office entrance, report to School Administrator, sign in the visitors' book and wear a visitors' badge;
- Parents to be reminded of our security strategies on a regular basis through newsletters.

Hardware

- All external doors to be kept closed once children have entered;
- All rooms containing equipment that may pose a risk to be kept locked – Premises Officer's room, school kitchen and rooms containing cleaning equipment

Outside School

- School gates are only open first thing until 8.30am
- Staff should ensure that gates and doors are closed behind them so no member of the public can 'tailgate'
- Children must not play in areas marked as out of bounds - by the school gates and by the carpark;
- All staff to challenge visitors on the school grounds or perimeter during playtimes;

Security of Equipment

Security strategies

Inside School Building

- All expensive, portable equipment to be marked as belonging to the School;
- CCTV system to be in operation when the school is closed;
- Staff to be responsible for returning equipment to the secure area;

Outside School Building

- CCTV system in operation;
- Security fencing to be maintained to prevent intrusion.

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

Parents' evening

- All personal belongings to be stored safely/locked in Headteacher's Office;
- All parents to access and leave school via the main entrance.

Fundraising Events

- All rooms apart from those required to be locked;
- All personal belongings to be stored safely/locked in Headteacher's Office;
- For outside events - football matches, Summer Fayre, people to have access to toilet facilities without having access to school building where possible.

Monitoring of strategies

- Informally through verbal reports from staff and visitors;
- Formally through regular Premises meetings, termly Resources Management Committee meetings and Full Governing Body meetings.

All staff to take shared responsibility to ensure the security strategies are implemented.

