



**Ravenscroft  
Primary School**  
Explore. Achieve. Fly.

## **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 LEA, Governing Body and Head Teacher.

#### **Role of the LEA**

The main role of the LEA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School. The Head Teacher will be responsible for implementing the Security Policy agreed by the Governing body.

The Head Teacher 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;
- in addition routine security checks are carried out on an on-going basis by the Site Supervisor;
- all crimes are reported to the Police.

### **GUIDELINES FOR SCHOOL SECURITY**

#### **Security of Pupils, Staff and Visitors and Security Strategies in School**

##### **Staff**

- Staff based in school are the only staff to know the combination of the door lock;
- staff to have formal meetings or appointments with parents in the Meeting Room;

## Visitors

- all visitors, including contractors, to come to main office entrance, report to School Secretary, sign in the visitors book and wear a visitors badge;
- all other services (SEN Teams, ICT Advisor) based in the School must sign in by the School Office;
- contractors reporting to Nursery entrance must report to School Office, sign in and wear a visitor's badge;

## Hardware

- push button combination locks operate on the main entrances to school;
- all external doors to be kept closed. (Doors can be opened internally but not externally);
- all rooms containing equipment that may pose a risk to be kept locked - Site Manager's room, I.C.T. server room, Science cupboard, school kitchen and rooms containing cleaning equipment;
- all windows to be secured. They do not open fully.

## Outside School

- school gates to be kept locked out of school hours;
- school gates to be kept closed and bolted during school hours;
- children must not play in areas marked as out of bounds - by the school gates and by the car park;
- all staff to challenge visitors on the school grounds during playtimes;

## **Security of Equipment**

### Security strategies Inside School Building

- all expensive, portable equipment to be marked as belonging to the School and entered on to the school inventory;
- staff to be responsible for returning equipment to the secure area;
- staff to "sign out" equipment which is taken home, e.g. lap-top computer.

## **Monitoring of strategies**

- informally through verbal reports from staff and visitors;
- formally through risk assessment

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

This policy was agreed on **November 2015**

Policy to be reviewed by: **July 2018**