

# Security Policy

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<b>Last review date</b>	June 2018
<b>Next Review date</b>	June 2021
<b>Review Cycle</b>	3 Years
<b>Statutory Policy</b>	No
<b>Publication</b>	Website. Sharepoint/Policies

## 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 Board of Directors and Chief Executive Officer.

#### Role of the Board of Directors

The Board of Directors is responsible for approving the Security Policy and monitoring its implementation.

At The Small Schools Multi Academy Trust, the Board of Directors monitor the policy on a termly basis. The Board of Directors discuss any key issues that arise.

#### Role of the Chief Executive Officer

The CEO will be responsible for implementing the Security Policy agreed by the Board of Directors.

The CEO will ensure:

- All staff appreciate the importance of security and understand the Trust's policy and their responsibilities.
- Staff training needs are kept under review and training is undertaken as necessary.
- Parents are informed of the Security Policy and encouraged to help.
- Formal risk assessments are conducted annually by the Health and Safety Co-Ordinator and updated on a termly basis.
- In addition the caretaker carries out routine security checks on an on-going basis.
- Termly reports are made to the Board of Directors.
- All crimes are reported to the Police.

### GUIDELINES FOR SCHOOL SECURITY

#### Security of Pupils, Staff and Visitors

##### Security Strategies in School

##### Staff

- Staff are the only people to know the combination of the door lock.
- Staff to contact the School Office or senior staff in an emergency.
- Staff to have meetings with parents in Classrooms or Headteacher's Office.
- All staff must challenge visitors not known to them unless wearing the necessary identification.
- All staff must ensure that the people trying to gain entry to the School should enter via the School Office. They should not gain entry through the playground gate.

##### Visitors

- All visitors, including contractors, to come to main office entrance, report to School Secretary, sign in the visitor's book and wear a visitor's badge.
- All parents wishing to meet with a member of staff, to follow the same procedure as above.
- All other visitors visiting the School must sign in by the School Office.
- Parents to be reminded of our security strategies on a regular basis through the weekly planner.

### Hardware

- Push button combination locks operate on the main Reception entrance to school.
- The gates giving access to the school's external areas are locked and only opened at the start and end of the school day.
- All external doors to be kept closed. (Doors can be opened internally and externally).
- All rooms containing equipment that may pose a risk to persons must be kept locked e.g. school kitchen and rooms containing cleaning equipment.
- All upstairs windows to be secured.

### 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 signs or cones.

### **Security of Equipment**

#### Security strategies

#### Inside School Building

- All personal belongings to be stored in locked cupboards.
- All expensive, portable equipment to be marked as belonging to the School.
- All valuable and recognisable equipment to be photographed.
- The infrared intruder alarm system to be in operation when the school is closed.
- Staff to be responsible for returning equipment to the secure area.

#### Outside School Building

- Security fencing to the front and side of the school to prevent intrusion.

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

#### Parents' evening

- All personal belongings to be stored in locked cupboards.
- All computers to be stored in rooms that are locked.
- All rooms apart from classrooms and hall to be locked.

#### Fundraising Events

- All rooms apart from those required to be locked where possible.
- All personal belongings to be stored in locked cupboards.
- For outside events - Sports Activities and Fun Days, internal doors by toilets to be locked so people have access to toilet facilities without having access to classrooms.

### **Monitoring of strategies**

- Informally through verbal reports from staff and visitors.
- Formally through termly Full Board of Directors meetings.

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