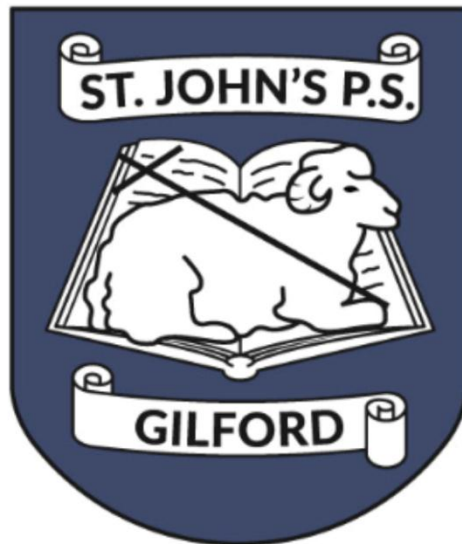


# St. John's Primary School Gilford



## Security Policy

Policy Adopted: 30<sup>th</sup> May 2018  
Next Review Date: Summer 2020

Signed: \_\_\_\_\_  
(Chair of Governors)

Date: \_\_\_\_\_

In St John's Primary School, it is important to create a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Children need to feel that they are safe. Staff should feel that the Board of Governors has done everything they can to make the working environment a safe place to work.

## **Security of Children and Staff**

### **Controlled Access**

To prevent unauthorised or unknown visitors entering school, security locks are fitted to the external doors on the main building of the school.

### **Visitors**

The main entrance is clearly marked and clear signs ask visitors to report to the main office. Visitors are not permitted to visit class teachers without signing in at the office first. This is in the interest of Child Safety and Protection and applies to all visitors to St John's Primary School. All visitors have to sign in, stating the purpose of their visit. If they are not a regular visitor and are therefore unknown to the staff and children, they are given a badge to wear.

They are then either escorted by the School Secretary to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All children and staff are alert to unrecognised adults in school. Children are asked to report strangers to the nearest member of staff. Staff asks any unknown person the purpose of their being on the premises.

If, at any time, an unsatisfactory reason is given, or proof of identify cannot be produced then the member of staff concerned should ask for assistance from the nearest member of staff. The unauthorised person will be asked to leave and will be escorted from the premises as they are committing a trespass. If that person refuses, becomes aggressive or damages property no attempt is to be made by staff to remove the intruder from the premises but the police should be called immediately.

### **CCTV**

The Governors undertake to review annually security options including the appropriate use of CCTV.

### **Entering and Leaving School**

All children enter and leave the school via the main entrance.

All parents are asked to wait outside the gates at the end of the school day. They are, however welcome to enter via the main entrance if they need to call at the office or wish to see a teacher.

### **Supervision on School Grounds**

One member of staff is on duty each morning from 9.00am – 9.10am so that parents can safely leave their child. No child should be on school premises before 9.00am. All children are supervised when in the playground. This is by teachers and assistants at morning breaks and by the lunch-time supervisors at lunch-time. At no time are the children left unsupervised outside.

### **Leaving School at the end of the Day**

At the end of the school day all children leave by the main entrance. All children know that, if the adult who should be collecting them has not arrived, they are to return straight into school and stay in the front hall after informing an adult. If after 10 minutes, no-one has arrived the teacher will telephone to see what the delay might be. The child stays at the office until an adult arrives. No child is allowed to leave unless we are sure they are safe. Some children go home by taxi. Children who travel by taxi report to the office at the end of the day. Parents must inform the secretary and the name of the taxi firm collecting their child.

Primary 1 – Primary 3 children are escorted to the main gate at 2.00pm.  
Primary 4 – Primary 7 children walk to the main gate.

### **Leaving School during the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents know they need to report to the office if they need to collect their child. All pupils leaving must be signed out by the adult collecting them.

### **Security of Personal Property**

Children are asked not to bring anything of value to school. Individual staff are responsible for any items they bring to work. Staff are expected to make sure the doors are closed securely if they are the last person to leave the room.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, are security marked. Any cash left on the premises is kept in the safe but all monies are banked daily. Teachers do not leave cash in their classrooms.

### **Security of Building:**

- an effective intruder alarm is in operation. This is always on when the school is not in use;
- CCTV has been installed and warning signs have been placed on the outside of the school building;
- security lighting has been installed;
- the Principal and Building Supervisor are designated key holders and are responsible for the security of the building;
- it is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises each day.

### **Building Supervisor**

It is the responsibility of the building supervisor to check daily that:

- all locks and catches are in working order;
- the fire alarm has no faults;
- CCTV is working;
- the security system is working properly and before leaving the premises, to check:
  - all the windows are closed;
  - CCTV is recording;
  - the doors are locked and secure;
  - the security alarm is set;
  - all gates are locked.

### **Principal**

It is the responsibility of the Principal to perform the above functions in the absence of the Building Supervisor. In addition, the Principal is responsible for the security of the premises during the school day.

### **Review of Policy and Procedures**

This policy and the procedures which are in place will be reviewed by the Board of Governors as appropriate. They will complete any necessary risk assessment as required. This policy has been presented to the Board of Governors for approval.