

## Security Policy and Procedures February 2019

**Reviewed By:** Isla Lunan

**Reviewed on:** February 2019

**Next review:** August 2019

**Related Policies:** Health & Safety Policy, Fire Policy, Safeguarding Policy, Late Collection Policy

### Endorsement

Full endorsement is given to this policy by:

**Name:** Joel Chalfen

**Position:** Cambridge Steiner School Trustee

**Signed:**



**Date:** February 2019

It is important to create a secure and safe environment for all children and adults at the Cambridge Steiner School (the School). Parents need to be confident that procedures are in place to provide this environment, and children need to feel safe. Staff should feel that the governing body has done everything they can to make the working environment a safe place to work.

### Personal Safety

The safety of all pupils, staff and visitors is of paramount importance. The School has effective measures in place to prevent accidental injury or assault to staff and pupils, all incidents are logged in our accident/incident folder/book, and if any further investigation is required, this is carried out by a senior member of staff. Parents are kept informed at all times.

Additional specific measures relating to safeguarding are contained within our Safeguarding Policy, which can be found on our website or a copy obtained from the School Office.

### Access to the Building

All visitors, parents and pupils access the school building through the main entrance and pass by reception. The main entrance remains locked at all times and the Receptionist, or other member of staff where appropriate, will let parents, pupils and visitors in. Pupils should under no circumstances let anyone into the building.

### Security of Pupils

Children, staff, parents and visitors are encouraged to exercise personal responsibility for the security of themselves and others in the school.

In the morning, all children enter the school via the main entrance. The door must not be propped open at any time. At 1pm/3pm, pupils are handed over by their teacher to their parents, carers or

other authorised adult (with the exception of older pupils where parental consent has been received for them to leave unaccompanied).

No child is allowed out of school during the day unless a known adult arrives to collect them. Parents are required to report to reception and sign their child out.

### **Supervision on School Grounds**

All children are supervised when in the playgrounds. This is by teachers and support staff at morning, lunch and afternoon breaks. At no time are the children left unsupervised outside.

### **Security of Building**

The Resources Manager decides who has keys to the School and retains an up-to-date list of key holders. Key holders should under no circumstances obtain copies of keys or let others use their keys. Lost keys should be reported to the Resources Manager immediately. All keys should be returned to the Resources Manager upon request, and when employment ceases. Staff should not disclose the access code to the front door to anyone, either during or after employment.

The front door to the lobby shared with Eddie's Hydrotherapy Pool is unlocked by the first member of staff who arrives in the morning (usually around 7.45am) and locked by the last member of staff leaving the building at the end of the day (usually Eddie's staff at 7.45pm).

It is the responsibility of the Class Teacher to ensure that their classroom is secure, windows closed and equipment switched off before leaving the premises. Members of staff using communal areas, eg. the meeting room, should ensure that windows are closed and equipment is switched off when vacating the area.

### **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.

### **Visitors**

All visitors are required to report to reception where they must:

1. State the purpose of their visit and who they are visiting.
2. Sign in the visitors' book when they arrive and sign out when they leave.
3. Provide identification if requested.

Then:

1. **All visitors** are then issued with a visitor's badge.
2. Visitors should in all cases be met by or shown to the person they have come to visit who is then responsible for them whilst in the building, unless the Receptionist is informed otherwise.
3. Where possible, a DBS check will be requested for those working in the school.
4. Staff are alerted to adults in school, workmen etc, particularly those who will be on site for any length of time and/or not accompanied at all times.
5. Visitors with mobility problems or disability should be made aware of the emergency evacuation exits and they must have a responsible person with them at all times to assist should an evacuation be necessary.

### **Contractors**

All contractors should sign in and out and be issued with a visitor's badge. Work will only be carried out at agreed times and locations. Contractors and external maintenance personnel who have not been DBS checked should not have unsupervised access to children.

## Parents

- If you wish to make an appointment with a teacher or a member of staff, please arrange this through reception or directly with your child's teacher via email or by approaching him/her at pick-up time after school.
- Parents who need to speak to a class teacher in an emergency should report to reception.
- Parents who arrive late with their child **must** report to reception and register them in the late log at reception.
- Parents are required to inform the School and fill in and sign a collection consent form if another adult is collecting their child/children.
- Parents are required to inform the School if, in exceptional circumstances, they expect to be late to collect their child. In the case of a pupil not being collected, the School will follow the procedure in the Late Collection Policy.
- If a parent is remaining in School for longer than just to pick-up/drop-off their child/ren, eg. they are staying in the Community Room or meeting with a staff member, they should sign in the visitors' book when they arrive, wear a visitor's badge and sign out when they leave.

## Visitors Causing Concern/Intruders to Site

All members of the School community have a right to expect that their School is a safe place in which to work and learn. As such, the School has a zero-tolerance approach to violence.

Violence is any form of abuse or threatening behaviour including:

- threatening behaviour and/or threats of violence by a parent or other adult towards a member of staff or pupil at the school;
- threatening behaviour and/or threats of violence by a pupil towards a member of staff or another pupil;
- actual violence towards a member of staff or pupil by a parent or other adult;
- actual violence towards a member of staff or pupil by another pupil;
- any form of verbal abuse or bullying.

The Resources Manager must be informed immediately of any intruder or visitor acting in a manner so as to cause concern or distress to any staff member or pupil.

An aggressive visitor could be a parent or another relative of a pupil, or even someone with no particular link with the School. It is important to follow procedures that avoid discussions degenerating into disputes and disputes turning violent. If the visitor's anger is dominating the conversation, staff should:

- try to stay calm;
- keep their voice steady and not raise it to match the volume of the visitor's;
- firmly state that the conversation should be continued at another time;
- if the visitor persists, state that they are ending the conversation, but would be happy to continue the discussion at a mutually convenient time;
- if necessary walk away, explaining that they are doing this to protect their personal safety;
- if necessary ask a colleague to mediate on their behalf;
- if they sense that the person may be under the influence of alcohol or drugs, consider whether to request police help.

## Procedure:

- Children should be moved away from any intruder or aggressive visitor quickly and quietly.
- In the case of an intruder, the police will be alerted immediately.
- In the case of an aggressive visitor, the Resources Manager or member of the School Coordination Team will decide whether to alert the police, even if the person has left the site on request.

- If such an incident occurs during lunch or break time, the staff on duty will ensure that all pupils return to the school building safely and inform the Resources Manager immediately.
- If it is known that any parent/visitor to site may be abusive or violent, no staff member shall be left alone with such person; additional staff are to be made available if required.

### **Car Park**

In order to reduce the number of vehicles using the car park, particularly at drop-off and pick-up times, the school's parking bays are exclusively for staff and visitors. We kindly ask parents arriving by car to park in an alternative location and to accompany children to the school reception. Staff and visitors **must not** park in the spaces reserved for the users of Eddie's Hydrotherapy Pool.

With the exception of older children who have parental permission to travel to/from school alone, children **must** be supervised by parents at all times and should not be allowed in the car park alone at any time. We ask parents to encourage children to hold hands and look out for cars at all times.

All car park users must observe the **5mph speed limit** in the car park at all times, but we would ask drivers to drive slower than this and be vigilant at all times.

### **Cash Handling**

All banking should be carried out at irregular times during the day, cash handling should not be carried out in visible areas, staff should not leave cash in an unsecured location and, if banking large amounts of cash, staff should request that another member of staff accompany them to the bank.

### **Daily Checks**

Daily checks are carried out by teachers, the Resources Manager and the Receptionist to ensure that the building and grounds are safe and secure.

### **Dogs**

For the health and safety of all our children, no dogs other than guide dogs are allowed in the school grounds and premises.

### **Duties of the Resources Manager**

The Resources Manager will ensure that all staff and volunteers within the school receive information, instruction and training in the security policy and procedures, will investigate and record any breaches of this policy and take reasonable steps to prevent reoccurrence, will ensure that all visitors and contractors adhere to the policy and the day to day implementation of the policy. In addition, the Resources Manager is responsible for the security of the premises during the school day.

### **Duties of all Staff**

All staff will comply with this policy and the arrangements made by the Resources Manager to ensure the safety of all the children, employees and other users and visitors to the school site.

### **Duties of the Trustees**

The Health and Safety Trustee will monitor performance during his/her regular visits to the school.

## Appendix 1 – Categories of Visitors (all non-staff members)

Purpose of Visit	DBS Checked	Sign in and badge	Supervision required during school hours
Parents at drop-off and pick-up	No	No	Unsupervised entry only between 8.15am – 8.45am, 12.50pm – 1.10pm and 2.50pm – 3.15pm.
Parents late for drop-off and pick-up	No	Visitors book and visitors badge	Supervised by a staff member at all times apart from after school.
People attending events in school time eg. harvest of work	No	No	Unsupervised entry only for ten minutes before and after the event. Anyone not known to the Receptionist and not with a known parent to be challenged.
Pre-arranged appointment with staff eg. parent consultation, new volunteer, staff children, student visitors	No	Visitors book and visitors badge	Supervised by a staff member at all times.
Parents' meetings on site eg. PTA, Craft Group	No	Visitors book and visitors badge	Supervised by a staff member or DBS checked volunteer at all times. Should leave promptly at the end of the session.
Parents in the community room for pre-agreed purposes eg. during a settling in period in kindergarten, event preparation	No	Visitors book and visitors badge	Supervised by a staff member at all times unless in the community room.
Visitors to the school shop	No	Visitors book and visitors badge	Supervised by a staff member or DBS checked volunteer at all times. Should not usually be on site for more than 30 minutes.
Parent & Child/Baby Group attendees	No	Visitors book	Supervised by a staff member at all times when in the building. Should leave promptly at the end of the session.
Open morning attendees	No	Visitors book	Supervised by a staff member at all times. Should leave promptly at the end of the session.
Contractors eg. maintenance	No	Visitors book and visitors badge	Ideally work should be undertaken out of hours. Must not work in areas that allow unsupervised access to children.
Contractors eg. maintenance	Yes	Visitors book and visitors badge	Not needed.
Volunteers/parent helpers	Yes	Staff book	Not needed.
Trustees	Yes	Visitors book and visitors badge	Not needed.
Contractors/supply staff	Yes	Staff book	Not needed.
Consultants, LA staff and inspectors	Yes	Visitors book and visitors badge	Not needed.

*NB - Parents includes carers and others named on the collection consent forms*