

Security Procedures

One Minute Guide

Portsdown Primary School and Early Years recognises its duty, under the Health and Safety at Work etc. Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures. A security risk includes risks to staff and pupils.

This one minute guide is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.

The headteacher has appointed a competent person responsible for security on site. This is Andy Taylor, the facilities/site manager. In his absence, George Ball, the assistant caretaker, will deputise. In their absence, a member of the Senior Leadership Team will deputise (namely the headteacher, Ash Vaghela; the deputy headteacher, Darran Cowell; or the SENDCo, Nikki Ludlam).

All staff members are responsible for:

- Securing windows and doors when rooms are not in use. This includes at the end of the school day.
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals and notifying the headteacher of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with this one minute guide and the lone working policies.
- Acting in accordance with the school's Data Protection Policy and ensuring that data and information is secure.
- Reporting any minor security concerns to the facilities/ site manager.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Carrying their school ID with them at all times.
- Any of their own property that they bring to the school site.

The competent person is responsible for:

- Ensuring the school estate is well maintained, including the physical and electrical security systems.
- Securing school entrances and exits.
- Liaising with named key holders to ensure that the school is effectively secured at the end of each day.

- Undertaking daily visual checks of the school fencing, security glazing, gates and locks thereby helping to ensure that they are maintained to a high standard and raising any security concerns with the headteacher immediately.
- Considering the type, frequency and probability of an incident or event, so that effective control measures can be established.
- Prioritising risks and, in line with the school's and locally agreed procedures, implementing control measures to mitigate priority risks.
- Reviewing CCTV systems to monitor activity, ensuring that CCTV is used in accordance with the school's policies.
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed/ ensuring that the keyholders are aware of how to ensure that the alarm is activated.
- Seeking professional advice on security issues where necessary.

Pupils and parents/carers are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity that they believe to be suspicious or concerning to a member of staff immediately.
- Taking responsibility for their own security.

Access to the site

- The school premises are private property; however, parents/carers of enrolled pupils have an 'implied licence' to access the school premises at specified times. They would not sign in, as an example, when visiting the school office to request a school dinner for their child.
- Upon arrival at the school, visitors will be directed to the school office where they must sign in, giving a reason for their visit, and wait for further direction from a member of staff.
- All visitors will be made aware of security expectations by the member of staff who signs them in.
- All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge, which will be kept visible at all times.
- Anyone who does not have an ID badge - or is suspected to be an intruder- will be challenged.
- Individuals who are hiring the school site will act in accordance with their hire agreement.
- Integrated access control systems are installed to control, monitor and deny access when necessary for example fob controlled gate locks. The competent person will ensure that all access control systems are in place and effective.

Further information A number of policies and procedures exist in the school to further complement and support the procedures at Portsdown Primary School and Early Years.

Key policies and procedures linked to these procedures include:

Child protection and safeguarding policy

Health and safety policy

CCTV Policy

Lockdown procedures

Equality policy

Low level concerns policy

Esafety policy

Mobile phones policy

Data protection and protection of biometric information of children in school policy.