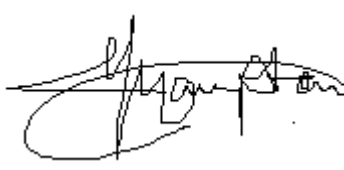


Roman Way Primary School

On-Site Security Policy



Issue Date	January 2024
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Reviewed and approved by Governors	
Name	Tanya Hampton
Signed	
Date	25 th January 2024

Review Date	January 2027
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1. General Statement of Policy

This policy is part of, and should be read in conjunction with, the Health & Safety policy. The main aim is to ensure that quality learning and teaching take place in a safe and secure environment.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed every 3 years by the school governors, or earlier if deemed necessary.

2. Organisation

2.1 Governors

The school governors are responsible for:

- a) arranging to consult and inform staff about security
- b) resource allocation and approving training for security in consultation with the Headteacher
- c) arranging to monitor and review the policy, including frequency and nature of reports from the Headteacher
- d) identifying their own training needs to enable them to understand their responsibility for managing security

2.2 Headteacher

- a) ensuring that this policy works, is understood by all staff and is reviewed every 3 years, or earlier, if deemed necessary
- b) Ensure that this policy is monitored as required by the Governing Body
- c) Identifying training needs and arranging training (see 3.3)
- d) ensuring that regular routine security checks and periodic risk assessments take place
- e) Raising awareness of pupils to security and personal safety issues (see 2.5)
- f) Developing and encouraging close links with others (see 2.4)

2.3 Delegation of Responsibility

a) The Health & Safety Representative is delegated by the Headteacher to:-

- Familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform their duties
- Ensure the advice, support and information is obtained from the Education Department's Health & Safety Department
- Ensure that in planning new/improved accommodation, full regard is taken to security in the planning and design stages.

b) All Individual Staff Members have a responsibility for ensuring:-

- The safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults
- That property is safeguarded
- That they know when to contact the police
- How to implement the school's emergency plan
- Their own actions do not expose themselves or colleagues to unacceptable risks

2.4 Involvement of Other Groups

The Headteacher are responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues and as appropriate receive a copy of this policy.

2.5 Pupils

The Headteacher and all staff are responsible for ensuring the raising of pupils' awareness in relation to

- Their own safety and welfare and the safety of others in and out of school (e.g. swimming, cycling training, online/internet safety and PSHE programmes).
- The safe use of the accommodation eg anti-bullying campaigns, school councils, Junior Road Safety Officer's
- The appropriate parts of this policy and expectations of the school has for the pupils to take responsibility and action

2.6. Information

The Heads of School will ensure that the following key documents are available to all staff:-

- Children's Services Safety Guidance Procedure No: 18/07 – Violent Incident Management & Reporting
- Zurich Municipal – School Fire and Security Guidance
- Health & Safety Executive – Violence at Work A Guide for Employers

3. Arrangements

3.1 Risk Assessment

The Headteacher will ensure that a formal security risk assessment takes place every 3 years (and at any time a significant change occurs).

3.2 Incident Reporting

All violent incidents should be reported to the Headteacher and recorded on a Violent Incident Form which will be kept in the school offices and uploaded to Hampshire with an incident number. Alongside this, staff will be asked to complete an ABCC form to enable them to assess the incident and put in place necessary support to remove any clear triggers.

All staff should ensure that the security incidents to be reported include trespass, vandalism, theft and burglary, fire and attacks on staff or pupils.

3.3 Training

As part of his responsibility for training, the Headteacher will ensure that opportunities will be provided for:

- a) specific training on security issues within the school's overall health and safety training
- b) Training of new staff including supply and temporary staff

3.4 Personal Security

The Headteacher and Governors will review measures for combating violence to staff and pupils. They will include

- a) ensuring priority is given to personal security training
- b) fully cooperate and notify all assaults to the police, including full cooperation with the police in the exercise of their legal powers
- c) ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute
- d) sending formal letters to people making threats or verbally abusing staff as appropriate

- e) fully supporting staff who have been assaulted or suffered verbal abuse and facilitate access to the County Council Counselling Service
- f) ensuring appropriate investigation of all incidents of violent that take place

4. General

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instill into pupils and students a similar sense of responsibility for their own safety and that of others.

5. Local Security Practice

5.1. Registers to be marked at the beginning of the morning and afternoon session as laid down by the Local Authority and are printed by the School Office Staff.

5.2 Visitors should enter the school by the main door at the school reception, which is only to be opened by a member of the school staff.

5.3 Visitors to school to sign in using the electronic system in the reception areas and wear badges and sign out upon leaving.

5.4 Any visitors on the premises not wearing a badge to be challenged by staff.

5.5 All external doors to be secured after playtimes.

It is important that we all maintain the levels of security at school. It is not one person's responsibility, but everyone's. With tragic happenings in mind, please look out for and report anything out of the ordinary.