

Security Policy

for

Canon Popham CofE Primary Academy (Part of Diocese of Sheffield Academies Trust)



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Vision Statement

Our vision is to work together as a Christian community to nurture our children within a happy, stimulating and caring school.

A place where:

- *Christian values are at our heart: endurance, compassion, thankfulness, forgiveness, justice and hope*
- *Everyone is unique and welcome*
- *We respect and care for everyone and everything around us*
- *High standards are expected and achievements celebrated so that everyone is able to reach their full potential*
- *Self-esteem and confidence are nurtured on a journey of self- discovery*

Everyone Matters!

Aims

To ensure children can learn and play in a safe, secure environment.

The Governing Body recognise that a balance must be made between absolute security and the need to run an efficient school within the constraints of our site. Every reasonable effort is taken to maintain the security of the site to protect the children, staff and equipment.

It is the responsibility of all staff to be vigilant at all times and to give their best efforts to maintaining site security and safety at all times.

Specific Policy Measures

- The school ensures that safe recruitment procedures are followed with all appointments and that volunteers are requested to be DBS checked with a view to maintaining the security of the site at all times
- A clear recording system is in place in the office for all incidents/problems, including suspicious incidents. Any vandalism or damage to the school fabric or perimeter fencing is reported to the site supervisor and action taken as soon as possible to rectify the problem.
- The school has security cameras in place to monitor vulnerable areas such as the playgrounds/ main entrance, which are monitored by the office staff.
- The site supervisor and head teacher walk the site daily to identify any potential issues and act on them quickly.
- All staff are required to wear an identity badge to make clear their name and role within the school.
- All visitors are required to sign in at the office, wearing an identity badge with their photograph on at all times that they are on site and are escorted to the meeting room/classroom by a member of staff. The office staff will ask for verification of identity if the visitor is not already known to the school staff.
- Volunteers must not be left unaccompanied with children – even though they have a DBS in place for their volunteer role within school. They should work within the classroom under the supervision of the class teacher or in a communal area such as the shared area.
- To encourage parents and visitors to use the main entrance several specific measures are taken:
 - The main entrance by the office is well signposted at the front of the school. All other external doors are kept locked by access system, only granting access to authorised personnel. Parents collecting children from school early are asked to

report to the office, rather than going to the classroom to collect their child. A member of staff then brings the child to the office.

- Parents must sign out any child leaving school early before leaving the school.
- The Nursery entrance is clearly identified at the front of the school. The Nursery gate is only opened at drop off and pick up times and is supervised by staff to ensure no child leaves unless they are accompanied by an identified and authorised adult.
- If an unexpected adult comes to school to collect a pupil, this should always be politely challenged, and the pupil should never be allowed to go with the adult until a phone call has been made to parents to verify that this is acceptable. Parents are encouraged to inform school in advance if they expect someone different to be collecting a child.
- External doors to the school are locked closed during teaching hours and staff of the school have codes or fobs to gain access.
- The school is kept locked and alarmed when not in use. The main key holders are the site supervisor, the business manager, and the head teacher. All teachers have a fob to the school front door for access at weekends and holiday times. They should liaise with the site supervisor if they require access to the building during these times and sign in and out as normal. The site supervisor is responsible for ensuring the security of the school site.
- All computer and expensive electrical equipment is security marked.
- Cash handling procedures are regularly reviewed. The school aims for an almost cashless office. General day to day payment for dinners, visits etc is through an electronic system and therefore no cash is accepted by the school. Where children bring in cash for 'special events' such as non-uniform and charity days this is counted and banked as soon as practically possible. Any cash is stored in the school safe until it is banked.
- Children are regularly reminded to inform staff of anyone they see who is not wearing a badge, and not to open the door to strangers.
- Staff on playground duty are expected to challenge anyone who they see on the external footpath outside of the school premises, who may be paying unusual attention to the children when they are playing

The Church of the Good Shepherd

The school building is attached to The Church of the Good Shepherd. The school works closely with the Rector of the church to ensure that procedures are in place to ensure the safety and security of the school at all times. Security measure in place include:

- The internal door between church and school is kept locked when the school is working unless the school wishes to use the church for worship.
- The external door to the church is kept locked unless there are authorised church personal on the site or there is a specific service taking place in church eg a funeral.
- The key to the church is held by authorised church personnel and the head teacher of the school (with access for authorised school staff as needed).
- Where the church needs to use the coffee lounge during school hours, the internal door between the coffee lounge and the school hall and the side door of the coffee lounge are kept locked.