

PENYDRE HIGH SCHOOL SECURITY POLICY

This policy has been prepared after consultation with all staff and will be presented to Governors for their approval. Parents have been informed of the contents of this policy. The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community.

The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

CCTV

The school is fitted with CCTV and there are sixteen cameras sighted on the school premises. These are recording on a 14 day hard drive and backed up onto CD when requested by Police. During the school day staff are able to monitor the school from the main office. Notices informing the public of the CCTV system are displayed in prominent places on the school premises. The caretaker has been trained regarding the monitoring procedures of the CCTV security system and the equipment will be regularly maintained to ensure that it is always fully operational.

The safety of pupils and staff is of paramount importance and the following procedures have been introduced to ensure the highest levels of security for all.

DOORS

The main entrance is fitted with a security intercom opening system and entry is gained after sounding the buzzer system (this sounds in the main office) and the opening system being operated by a member of staff. The intercom allows visitors to identify themselves before entry is permitted. A CCTV camera allows staff to view and all visitors to the school. Pupils are not allowed to open the doors. The main entrance is for visitors/parents only and is not an entry/exit door for pupils.

The pupils enter and exit the school via the following doors:

Lower School entrance.
Toilet entrance.
North door.

The doors will be opened at 8.10 a.m. and 2.40 p.m.

A member of staff will be on duty at each entrance. If parents need to speak to a member of staff they may speak to the secretary at the main office and make an appointment.

Doors will be locked at 8.45a.m. Any pupils arriving at school after the doors have been locked must enter the building via the main entrance and their late arrival will be recorded in the 'Late Book'.

GATES

The side gate will be locked at 8.50 a.m, opened at 12.00pm for lunch locked again at 1.15pm and opened at 2.30 p.m. each day. The main entrance gate will remain open during the school day to allow access for visitors and deliveries.

VISITORS

All visitors must report to the main office on arrival at the school and enter the building via the main entrance. All visitors must sign the visitor's book on arrival and departure. Parents collecting their child/children early must report to the office – not the child/children's classroom.

VEHICLES

All visitors and 6th Form students must park in the Visitors' and 6th Form car park area. Parents must not proceed past the car park provided for the safety of the children.

COLLECTION OF PUPILS

Pupils that are collected from school must be collected by their parents or nominated representative. Pupils who are not collected on time must wait inside the main entrance until parents arrive. Parents are requested to inform the school if there is an emergency or change in collection arrangements.

PUPILS OF SPECIAL CONCERN

The headteacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

VISITORS CAUSING CONCERN

The headteacher must be informed immediately of any intruder or visitor under the influence of drink or drugs being on the premises. Children should be shielded or moved away quietly and quickly if required. The police will be alerted immediately. Any visitors or parents who gain entry to the school grounds or classroom and behave in an inappropriate manner must be asked to leave the premises immediately, the headteacher must be informed immediately. The police will be informed of any such instances even if that person leaves the building on request. If such an incident occurs during break times the teacher on duty will first ensure that all pupils return to the school building safely and secure all entrances and alert a senior member of staff.

INCIDENT BOOK

All incidents of vandalism/damage/threat must be reported to the headteacher and a written record of the incident must be made and reported to the relevant bodies.

INJURY

The Health & Safety officer must be informed of any serious injury caused to a pupil or member of staff. The area should be evacuated and the emergency services alerted. First aid will be administered until the arrival of the emergency services.

FIRE/BOMB THREAT

In the event of a fire or if a bomb is detected or bomb threat received the school should be evacuated immediately according to the fire drill and the emergency services informed.

EDUCATIONAL VISITS

Staff will closely supervise pupils during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any pupil is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. A member of staff who will remain there until the child's parents arrive will take any pupil requiring medical attention to a hospital.

KEYS

Nominated key holders only have possession of keys to external doors. The headteacher must be informed immediately if any keys are lost so that replacement locks can be fitted.

SUPERVISION OF PUPILS

During break time it is the responsibility of staff on duty monitors the pupil behaviour. If a teacher requests that a pupil remain in class for any reason then it the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

COLLECTION, STORAGE AND BANKING OF MONEY

All monies collected by staff must be safely secured in a locked area as soon as possible and then given to the member of staff responsible for recording and banking that money. Any money collected must be banked as soon as possible and should not be left on school premises overnight. A lockable secure storage unit if available for the safe storage of money during the school day until a member of staff is able to bank the money. Two members of staff hold the keys and money will be stored on request and a written record of that money must be made. Staff responsible for the banking of money must ensure that they are vigilant and try and vary their banking routines. When any large amounts are to be banked staff should request that another member of staff accompany them to the bank. The personal safety of staff is paramount and if staff responsible for banking money are approached by thieves then they should comply with demands for monies and never place their own personal safety at risk.

PERSONAL PROPERTY

Staff must ensure that all valuable personal property is stored securely during the school day. It is the responsibility of all staff to safeguard their own personal property.

SAFETY OF KEY HOLDING STAFF

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. The police must be summoned and entry to the building made once the police have ensured that the premises are safe to enter.

CONCLUSION

It is the responsibility of all staff to ensure that the procedures agreed in this safety policy are complied with. The safety of everyone in our school community is of paramount importance to us all. In the event of an incident occurring, an enquiry into the incident will be carried out by the Senior Management Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary. This policy will be evaluated during the Summer Term of each academic year and governors and parents informed of any changes. Details of this policy will be included in the School Brochure and the Governors Annual Report to Parents. New intake parents will be informed of the contents of the policy during parents meetings. The pupils will be regularly reminded of the policy during school assemblies.