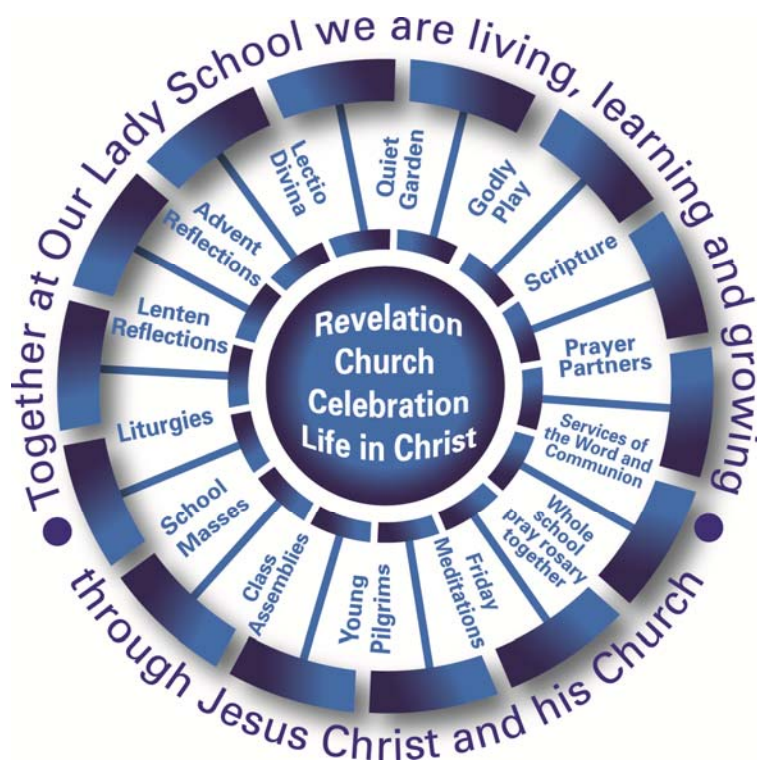




Our Lady Catholic Primary School

Security Policy



The Diocese of Westminster Academy Trust
A Catholic Academy

April 2016

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

ROLES AND RESPONSIBILITIES

Management Responsibility - School security is shared between the Governing Body and Headteacher.

Role of the Governing Body

The main role of the Governing Body is to maintain an overall policy for security within the school and to support and monitor its implementation by the School.

At Our Lady School, the "Operations Committee" of the Governing Body monitors the policy on a regular basis. Any key issues that arise are taken to the Full Governing Body.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training taken as necessary;
- parents are informed of the Security Policy and encouraged to help
- there are termly risk assessments conducted by the Headteacher and Site Manager
- in addition routine security checks are carried out on an on-going basis by the Site Manager
- regular reports are made to the Operations Committee of the Governing Body
- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- Staff based in school and Governors are the only persons to know the combination of the door lock
- staff to contact the School Office or senior staff in an emergency
- where staff have meetings with parents after school these will always take place on school premises and another member of staff should be aware of the meeting
- all staff must challenge visitors who are not wearing a visitors badge

Visitors

- all visitors, including contractors, to come to main office entrance, report to School Secretary, sign in and out in the visitors book and wear a visitors badge

- all parents who make an appointment to meet with a member of staff or help in school must follow the same procedure as above
- all other visiting services must sign in at the School Office
- parents to be reminded of our security strategies on a regular basis through newsletters from the school
- parents taking part in 'shared reading' sessions must sign in and out in the classrooms and wear visitors badges

Hardware

- push button combination locks operate on the main entrances to school and the staff area
- all external doors to be kept closed. (Doors can be opened internally but not externally)
- all rooms containing equipment that may pose a risk to be kept locked

Outside School

- electronic gates to school drive and pedestrian gate
- CCTV cameras around school monitored from school office and site managers office
- children must not play in areas marked as out of bounds
- all staff to challenge visitors on the school grounds

Security of Equipment

Inside School Building

- all expensive, portable equipment to be marked as belonging to the School
- the infra-red intruder alarm system to be in operation when the school is closed

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents' evening

- staff to meet with parents in the Hall.

Fundraising Events

- all rooms apart from those required to be locked

Monitoring of strategies

- informally through verbal reports from staff and visitors
- formally through Operations meetings, 'Health and Safety' and Full Governing Body meetings.

All staff to take shared responsibility to ensure the security strategies are implemented.

Date: April 2016