



Roman Road Primary School Policy for Security and Personal Safety

The children and staff of Roman Road Primary School Primary School need to work and learn in a safe environment. This document is the security policy of our school and represents measures agreed between staff and governors to promote the security and personal safety of pupils, staff and visitors, together with the protection of the school premises

Our first concern should be for the safety of everyone in school. Safety, whilst obviously referring to physical well-being, also includes the emotional protection of pupils, staff and visitors from abuse and other hostile behaviour. School security is intended to prevent such occasions arising and to deal effectively with such incidents should they arise, with the minimum of distress to the school and its occupants. As an overriding principle, the school should be perceived as an open, friendly and caring community. We should continue to exercise current good practice in being open and accessible but be mindful of risk.

Daily Procedures

- During the school day all visitors and contractors are required to report to the school office, to present identification as necessary, to sign in and out and to wear a visitors' badge.
- All visitors into the school must be authorised by the Headteacher or a member of the Senior Leadership Team.
- All contractors should have notified the school in advance of their visit and have appropriate documentation with them (job sheet , company ID etc).
- They should liaise with the Administrative team or site supervisor who will check that the work has been completed to specification, sign accordingly, and ask the contractor to sign out of the Visitors Book.
- Staff must be vigilant that all outside doors are closed so that all visitors must enter school via the main entrance only
- Children arriving/leaving school mid-day for appointments must sign out via the main office, recording time of leaving and time of return.
- All parents are asked to inform the school in advance if somebody different is to collect their child from school – details will be requested to ensure identity
- All staff are asked to be vigilant at the start and end of the day to ensure children are collected by a known adult. Children should be reminded continually, by parents and staff, to go back inside the school building if no one is there to collect them. A member of staff should be at the external doors at these times

- All staff and pupils are asked to be aware of unknown and unaccompanied adults; staff should check at the office if concern is aroused. Visitors should be wearing a Visitor's Badge.
- Pupils should be continually reminded not to open the door to visitors but to inform the nearest member of staff.
- The gates to the playgrounds are locked when the playground is in use – playtime, PE. Teachers on duty should be particularly vigilant to visitors arriving at school during this time.
- When classrooms are empty during the day, the external doors are locked.
- Outside of school hours external doors should be kept locked so access to the building is through the main entrance only.
- All high value equipment is marked with "Smart Water"
- All alarms, entry and exit to the building are regularly monitored – this shows times of entry and exit from the building.
- Only authorised people are key holders to the school, in agreement with the Headteacher and Chair of Governors. Keys must not be copied without prior agreement.
- It is the caretaker's responsibility to ensure that all doors are locked, windows are secure and curtains/blinds are drawn at the end of the school day before leaving the premises at night.
- All authorised visitors, e.g. parent helpers, peripatetic teachers, supply teachers will have had CRB checks before beginning unsupervised work with children.

Administration Procedures

- Confidential records of staff and pupils will be locked in a secure place.
- Any confidential paper work will be put away when the office is left unattended, or office will be locked
- If the office will be unattended, then money must be locked away or the office door locked.
- All money coming into school must be sent promptly to the school office for recording and safekeeping. No monies should be kept in classrooms. All charged for activities should have the prior agreement of the Headteacher/Chair of Governors
- Money will be banked regularly to ensure that only small sums are left in school. Banking will be carried out on different days, and at different times to prevent a predictable routine being observed.
- The office servers are backed up on a daily basis.
- Computer log in passwords are updated on a regular basis and staff are asked to keep them confidential.

Security of assets

High value, movable items are marked with "Smartwater" and/or permanent marker with school name.

Lettings

During all other lettings the Site Supervisor (or Assistant) is currently responsible for the security of the school premises. All outside doors should remain locked until immediately before access is required. A responsible person must remain within sight of the main door when it is unlocked to ensure there is no unauthorised entry. During all lettings the main office and the Head's office must remain locked. During a letting in the school hall the Fire doors in the hall must be unlocked.

It is the duty of the responsible person, under the Health and safety regulations, to ensure that those letting the hall are aware of the positions of the fire exits.

Ratified by Governors

Signed A Mahmood & K Ellis