



School Security Statement

2016

School Security Statement

Beech Hill Primary School

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. People come first and the safety of children and staff are of paramount importance. Our Security Statement 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 Newcastle City Council, Local Advisory Board and Executive Head Teacher.

Role of the Local Advisory Board

The Local Advisory Board is responsible for formulating the Security Statement and monitoring its implementation.

The Finance and Staffing Sub-Committee of the Local Advisory Board monitors the security of the site on a termly basis. Any key issues that arise are taken to the Full Local Advisory Board.

Role of the Head Teacher

The Headteacher is responsible for implementing the Security Statement agreed by the Local Advisory Board.

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 is given as necessary;
- parents are informed about security, consulted and encouraged to help;
- children are instructed by all staff to NEVER open the door to visitors
- the school uses the agreed risk assessments of the LA and has annual meetings with LA Health & Safety Officer
- there are termly risk assessments conducted by the Headteacher
- EYFS carry out daily risk assessments
- Additional routine security checks are carried out on an on-going basis by JE, ML and PR.
- termly reports are made to the the Local Advisory Board;
- all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security Strategies in School

Staff

- Staff based in school are the only staff to hold a key for the school doors.
- There are classroom telephones for staff to contact the School Office or senior staff in an emergency.
- All staff, including lunchtime staff, must challenge visitors who are not wearing a visitors badge and direct them to the School Office.
- During fire evacuations visitors signed in the visitor's book will be checked and accounted for by the admin staff.

Visitors

- All visitors, including contractors, must first report to the School Office, sign in the visitors' book and wear a visitor's badge.
- All visitors are provided with safe guarding documentation.
- All visitors must hand in mobile telephones.
- On leaving, all visitors, including contractors, must sign out in the visitors' book.
- Parents wishing to meet with a member of staff must make an appointment and follow the same procedure as above.
- All other services (LA teams, school health etc) based in the School must sign in by the School Office.
- Parents will be reminded of our security strategies on a regular basis through the School Newsletters.

All visitors on courses must:

- sign in at the School Office and wear a visitor's badge;
- Ensure they exit via the School Office.
- All staff must ensure that people trying to gain entry to the School, enter via the main gate and report to the **School Office**.

Hardware

- Key locks operate on the main entrances to school.
- All external doors will be kept closed. (Doors can be opened internally but not externally).

Outside School

- Only the main entrance will be unlocked during school hours.
- Children must play in designated areas.
- All staff will challenge visitors on the school grounds during playtimes.
- When children go swimming or go on trips and visits the relevant risk assessment procedures must be followed.
- Dogs, other than guide dogs and the school dog, are prohibited from the school premises, including the yard.

Security of Equipment

Inside School Building

- All expensive, portable equipment will be marked as belonging to the School.
- The caretaker will ensure that the infra-red intruder alarm system is in operation when the school is closed.
- Staff are responsible for returning equipment to lockable cupboards.
- All staff have access to lockable cupboards in classroom areas.
- Children should not carry mobile phones or other electronic equipment. If they need to be brought into school then they are to be securely stored during the day and returned to the child at the end of the school day.

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

Parents' evening

- All CDs, cameras and personal belongings will be stored in storage containers and locked away.
- All rooms apart from classrooms, kitchen and staffroom will be locked.

Fundraising Events

- All rooms apart from those required will be locked.
- All CDs, cameras and personal belongings will be stored in storage containers and locked in designated secure places. .

Monitoring of Strategies

These strategies will be monitored

- informally through verbal reports from staff , parents and visitors;
- formally through weekly meetings with the site manager, and Whole Local Advisory Board meetings.

All staff take shared responsibility in ensuring the security strategies are implemented.

Jess Eatock

Head teacher

September 2021