



# **THE BISHOPSWOOD SCHOOLS FEDERATION**

## **SECURITY POLICY**

At the Bishopswood Schools Federation, we strive to create and maintain a secure and safe environment for all children and adults within the federation schools whilst continuing to make visitors feel welcomed. Parents need to be confident that the procedures we have in place provide this environment and both children and staff should feel that their environment is a safe place in which to work.

### **Our aims are:**

- To help make the children and all those who work in the school feel safe and secure.
- To focus strongly on personal awareness and responsibility.
- To meet the latest recommendations of the DfE, Government guidelines and the advice of the LA.
- To identify and minimise risk as far as is practical and sensible.
- To control access to and movement within the school and its grounds by people and vehicles.
- To respond effectively and in good time to identified security issues.
- To review our policy on bi-annual basis or more often if events dictate.

### **Scope**

This policy covers the following areas:

- Site access, general building security, movement around and outside of the school.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Offensive weapons.
- Identified threats to the safety and well-being of the school community from those with criminal intent, including drug dealers.
- Visitors, contractors, helpers or other persons involved with the children.
- Computer data security.

Health & Safety is the subject of a separate policy document.

Fire procedures are laid out in the Fire Management Plan for each school.

## **Roles and Responsibilities**

### **All staff**

Staff should:

- Support the Executive Headteacher in implementing this policy.
- Report any shortcomings to management.

### **Executive Headteacher**

The Executive Headteacher shall:

- Implement the security policy and any action plan approved by the Governors.
- Ensure staff have a clear understanding of their particular responsibilities.

- Take day to day operational decisions.
- Consider particular risk situations (e.g. home visits, lone working).
- Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
- Provide appropriate information to pupils, parents and visitors.
- Monitor and review security measures.
- Review the policy and update the governing body as needed.

### **Governing Body**

The governing body shall:

- Review and approve the security policy and any action plan for the school.
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine expenditure priorities.

### **Pupils, Parents, Community Users and Visitors**

Pupils, parents, community users and visitors will be:

- Expected to respect the measures taken by the school to improve and ensure security.
- Encouraged to report ideas and problems to the staff or Governors or both.

### **Active Security Measures**

There are three entrances to the school premises:

- the main gate which is a vehicular access on to Barlows Road alongside which, is a pedestrian access to the Junior School and the Greenacre pre-school unit,
- the pedestrian gate from the car park area to the Infant school
- the side gate that gives pedestrian access to and from Hinton Close.

These entrances are used extensively by both parents and pupils along with some staff who also use the main gate to access on-site parking area. Deliveries for all schools use the main entrance.

The school uses the following physical security measures:

- Sign-posted entry to ensure all visitors report to the appropriate school reception.
- All visitors are required to sign in and out at reception. Leaflets for visitors and contractors covering Health & Safety matters are provided.
- Identification badges are provided for visitors and helpers.
- All door and window locks comply with LA standards and are reviewed regularly.
- Doors leading into the reception area of each school have keypad-controlled access. Other external doors have locks. No member of staff should admit an unknown person unless proof of identity has been obtained.
- Outside normal hours the school has an electronic security alarm activated.

### **Security of the Building**

- An effective intruder alarm is in operation. This is always set when the schools are not in use and is monitored through a county appointed service contractor.
- A Security company is engaged to patrol the premises during the evenings, at weekends and during school holidays.
- Security lights are on whilst the premises are occupied after dark.
- It is the responsibility of the site management team to ensure that all windows and doors are closed at the end of the working day and equipment switched off before leaving the premises.
- The last key holder to leave the premises is responsible for securing the building if they leave after the cleaning company. Appendix 1 lists the key holders who are responsible for the security of the building. All key holders have read and signed the Key Holder Policy.

## **Alarm Call-Outs**

If a key holder is contacted as a result of a 'Person Present', they will wait in the outside car park until the police arrive. If necessary, additional key holders should be contacted for support.

## **Car Parking and Vehicle Movement**

Vehicles are not allowed to enter or exit the main gate when pupils are arriving at the beginning or end of the school day. The only exception to this is where prior arrangements have been made for disabled parents or visitors. A section of the outer car park is allocated for staff use but the remainder is available for parents to drop off their children. Crossings points have been provided and are clearly marked to reduce risks to pedestrians entering the school.

## **People Management**

The Federation Governing Body, site management and teaching staff acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules which follow the HCC Guidance apply to all individuals who come into contact with children:

1. All staff are fully vetted before joining the school team. This includes the taking up of references and checks with the Disclosure and Barring Service (DBS) on criminal records for any offence. A single central register of security incidents will be maintained by the School Admin Team.
2. All regular parent helpers are checked with the DBS before working unsupervised with children.
3. In exceptional circumstances, the Executive Headteacher may authorise helpers to work with children under constant supervision.
4. Visitors at the schools are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

## **The Site Management Team**

It is the responsibility of the Site Management Team to check daily that:

- all locks and catches are in working order
- the security system is working properly

and before leaving the premises, to check:

- all the windows are closed
- the doors are locked and secure
- the security alarm is set
- all gates are shut

## **Executive Headteacher**

It is the responsibility of the Executive Headteacher to ensure the performance of the above functions in the absence of the Site Management Team.

In addition, the Executive Headteacher or in their absence, a member of the SLT is responsible for the security of the premises during the school day.

## **Lone Working (see also Lone Working Policy)**

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any teacher or teaching assistant wishing to work outside of normal school hours should try to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with

both parties having mobile phones programmed with each other's numbers. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site they should take these precautions:

- Do not work at heights on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of the nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone or take a school phone from the office.
- Cars should be parked close to the entrance.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

### **School Security Survey and Risk Assessment**

The Executive Headteacher (or representative) and a Governor complete half termly site security walks and annually complete the School Security Survey and Risk Assessment.

### **Pupil Supervision**

#### **Arrivals**

School doors are opened at 8.45am. Pupils should enter school through the appropriate entrance and then go to their respective classrooms where they will be supervised by members of staff. All children who arrive after 9am must report to the School Office. School doors will be locked by 9:05am.

#### **Supervision on School Grounds**

During the school day all children are supervised when in the playground. This is by teachers and support staff at morning break and by mid-day supervisors at lunchtime.

#### **Leaving School at the End of the Day**

The side gate is opened in the afternoon. Parents are permitted to wait in the playgrounds. Children are released from their classrooms and may leave the school via their external classroom doors or through the Upper or Lower School doors for the Junior School. Members of staff supervise pupils leaving the classrooms. All children must be collected by an adult. If after 10 minutes, no-one has arrived a member of staff will telephone to see what the delay might be. The child remains in the reception area until an adult arrives to collect them. The only exception to this rule is when Junior School parents have informed the school in writing that they wish their child to walk home alone.

### **Leaving School during the Day**

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff.

### **Trespass and Nuisance**

In the first instance, members of the SLT should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary for them to return to the classrooms. However in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the police.

### **Serious Incidents or Threats**

In the event of any serious incident staff should:

1. Stay calm.
2. Minimise the risk to yourself, the children or others.
3. Seek help as soon as possible
4. The general policy is:
  - a. The welfare, security and protection of the children, staff and visitors will take precedence over any other action required to contain the situation.
  - b. The Executive Headteacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing body. If required an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the Police, LA, etc. will be informed and consulted as required.

The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the "Critical Incidents: Guidance for Schools" publication.

### **Offensive Weapons**

The Executive Headteacher has discretion to determine what is an offensive weapon or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Executive Headteacher's decision will be considered by the governing body.

### **Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value "security marked" and the banking of all monies such that large sums are seldom left on the school premises. There is a safe for storing valuables left on school premises. Suitable locks are used on doors and windows.

The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should not be brought into school by pupils but if prior agreement is given, they will be given in each morning to the admin assistant and stored in a labelled envelope in the office. The school will not take responsibility for loss or damage to phones.

### **Curriculum Activities**

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

1. Encouraged to be security conscious e.g. never open external doors to adults other than staff.
2. Encouraged not to approach any adult they don't know but to tell a safe adult.
3. Taught how to take care of themselves and others.

All the above issues are covered in the non-statutory Personal Social and Health Education (PSHE) curriculum guidelines. The schools take advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

### **Security of Equipment**

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. All equipment of significant value is recorded on the asset register for each school.

### **Computer Data Security**

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss. To this end:

1. Computers used in the school will be equipped with up-to-date anti-virus software.
2. Frequent backups will be taken of important data, to minimise the time needed to return to normal, and kept in a fire resistant safe in the school office.
3. Infant School data is backed up remotely. The Junior School data is backed up weekly and a copy is stored at the Infant School.

**Policy Reviewed** – June 2026

**Next Review** – June 2028

## Appendix 1

### Key Holders 2025-26

Name	Role	Infant	Junior
Shane Cripps	Site Manager	✓	✓
James Turner	Site Assistant	✓	✓
Glen Golding	Executive Headteacher	✓	✓
Jo Armes	Head of School	✓	✓
Bryony Stevens	SENDCO	✓	✓
Kylie Thomson	AHT	✓	✓
Mark Morris	AHT	✓	✓
Adele Tashdjian	SLT	✓	✓
Katherine Russell	SLT	✓	
Lina Ouazzani	Class Teacher (lives locally)		✓
Tom Dale	Class Teacher & EVC		✓
Kayanne Williams	Orchard Club	✓	

Additionally the cleaning company (ELLAC) hold a set of keys for each school.