



Melcombe Primary School Security Policy

Reviewed by: Mandie Frost

Date adopted: 9th December 2019

Signed Dennis Charman

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Dennis Charman
Chair of the Governing Board

Date for Review: 9th December 2020

Introduction

Melcombe Primary School Governing Body seeks to ensure that all reasonable steps are taken to provide a safe and healthy environment for the staff employed at the school, for the young people attending the school and for other users of it.

Each and every employee is expected to familiarise themselves with this security policy and recognise that there is a personal and collective responsibility to maintain a safe school environment.

Security Passes

The school operates a Security Pass system to provide easy identification of those authorised to be on the school premises.

All security passes are required to be clearly visible. Anyone seen on the premises or playgrounds without a pass (other than parents) will be challenged and the office advised immediately. Details of any suspicious occurrences will be advised to the LEA as part of the School Safe Scheme.

Visitors will initially be identified at the point of entry via closed circuit television before being admitted to the school and must report to the school office, sign in and show proof of their identity if they are not a parent at the school. They will be issued with a printed visitor label, which must be swiped 'out' when leaving the premises.

In circumstances where a visitor is working unsupervised with children on one or more occasions or on a regular basis (as a volunteer) an acceptable Criminal Records Bureau disclosure must be obtained and the disclosure number recorded by the school office.

Access to the Premises

Access to the Children's Centre is via the gate on Fulham Palace Road and will be available during the published hours when the Centre is operational. The gate and doors leading into the Centre will be kept locked and admission will be via door entry systems controlled by the Children's Centre Staff.

Access to the Nursery is via the nursery gate in Fulham Palace Road (opposite the Children's Centre entrance). The gate is manned and opened 10 minutes prior to the start of the nursery day, the end of the morning session, the commencement of the afternoon session and the end of the nursery day. At all other times the gate will be locked. In the event that a parent or carer needs to visit the nursery at any other time during the school day they are required to use the main school entrance on Colwith Road and report to the school office.

Access to the main school is available via the Colwith Road entrance. Access is controlled from the school office by a door entry system at the entrance to the playground and again on the main door into the school building school between the hours of 9.15 a.m. to 3.10 p.m. Parents and Carers visiting the school between these hours are required to report to the school office and obtain a visitors security pass if they are intending to go anywhere else within the school building. The pass must be swiped 'out' when leaving the school.

The main door to the school building will close again at 3.30 p.m. and is controlled by a door entry system. The gates to the playground will close at 7 p.m.

All other entrances are kept closed on push bar locks that allow immediate exit in the event of an emergency. A secondary locking system is introduced from 3.45 p.m. each day during term time and permanently outside of term time. This can be manually over-ridden in an emergency.

When the secondary locking system is in place, exit from the school must only be made via the main entrance other than in an emergency.

Occupation of the Premises

Unless previously agreed by the Head Teacher/Site Officer on a case-by-case basis, no one may remain on the premises after 7:00pm.

Where any part of the premises is let for use after 3:45pm, being used for extra-curricular activities or internal meetings, entry to and exit from the building may only be obtained through the main entrance leading into reception.

It is the responsibility of those hiring any part of the premises to ensure that only those using the letting are admitted to the premises. Under no circumstances may any external door be left open unattended.

Rooms that are not in use must be kept locked and employees must:

- Not leave any money or personal valuables unattended.
- Ensure that any portable equipment of value (in particularly iPad & laptops) is safely store away from sight.

Closed Circuit Television

A closed circuit television system covering the Fulham Palace Road entrances, the Children's Centre, the main gate in Colwith Road, the main entrance into the school building and surrounding playgrounds is in operation 24 hours per day. A recording of all images captured by the system is kept for a period of no less than two weeks.

Door Entry System (Swipe Cards)

Governors, permanent staff and contracted staff who require regular access to the school premises will be issued with security swipe cards by the Site Administration Officer to over-ride entry system to gain admittance to the school. It is a requirement of the governing body that:

- A security swipe card may only be issued to those already holding a security pass card with the agreement of the Head Teacher
- A register of security swipe cards issued is maintained and updated regularly by the Site Administration Officer.
- When a security swipe card is lost or mislaid, it is reported at the earliest opportunity to the Site Administration Officer who will arrange for the individual card to be withdrawn from the system, leaving the card non-functioning.
- Over-riding the entry system is not available outside of school hours or during vacations.

Verbal Abuse or Threatening Behaviour

The prevention of verbal abuse or threatening behaviour is an integral part of security at Melcombe. All incidents will be treated with 'zero tolerance' and where they occur the individual threatening an employee with physical assault or verbal / racial abuse will be removed from the premises and may be prosecuted.

Where such incident arises, the following basic procedures apply:

- Seek to stay calm and tell the person you are not prepared to listen to the abuse and that you are going to walk away.
- Walk away and find the nearest member of staff to support you.
- Get someone to alert the Head Teacher or member of the Senior Leadership Team and Site Manager.
- The Head Teacher or a member of the Senior Leadership Team will make the decision whether to call the police if the person refuses to leave the premises.
- The incident must be logged immediately and a full written report given to the Head Teacher.