



This policy has been agreed after full discussion with all those who use the school and with school staff.

## **Purpose**

To safeguard the school, its buildings and users from the effect of crime.

To bring peace of mind to those who legitimately use the buildings and its facilities.

To ensure the optimum use of available resources.

## **Responsibilities**

The *Security and Risk Management Group* (two governors, including the Governor responsible for Health & Safety) shall come under the remit of the Resources Management Committee.

The Group shall:

1. Carry out security surveys of the school campus.
2. Make recommendations to the Governing Body concerning measures to minimise and control identified risks during the above surveys.
3. Provide and organise training for staff on security related matters.
4. Monitor the implementation and effectiveness of the school strategy.
5. To review the school's security strategy annually.

## **Procedures**

1. The School Business Manager will undertake annually to investigate the availability of security related courses.
2. Incidents will be reported in the Incidents Book and dated with witness signatures where possible.
3. The main entrances will remain secured, unless circumstances dictate otherwise, and visitors will be greeted in the secure office reception area, but the entrance mechanism will allow immediate exit. All external doors will remain closed and secure, unless circumstances dictate otherwise. All sensible steps will be taken to ensure a safe environment, yet maintaining our friendly and welcoming atmosphere and remaining conducive to an optimum learning environment.
4. Any large amounts of cash will be banked as soon as possible.



5. All Staff will wear I.D. which will allow access to the main entrance on both sites and track staff on entry and exit for entry purposes.
6. Personal property will be the responsibility of the adults/children in school.
7. Contractors and visitors will report to the office and sign in the "Visitor's Book" before beginning any work and sign out after completion(sign in entrance)

## 8. Pupil Activities

- Play - Playtimes will be supervised by the appropriate member of staff on duty and before, or after school will be supervised by appropriate members of staff.
- Extra-curricular Activities - A letter of authorisation shall be sent out to those wishing to attend and shall be required to be returned recognising the parents' responsibility for returning any children home. Any activities will be supervised by the appropriate staff member.

## 9. Community Involvement

Visitors and members of the public using the premises as a letting will be informed of the Fire Safety Procedures by the Site Manager.

## 10. Property Marking

All property should be clearly marked with the school's name or the child's name as appropriate.

## 11. Intruder Alarm Management and Keyholding

In the event of the alarm being activated, Mayfair Security shall initially respond. If required, they shall notify the appropriately named person who shall respond as soon as possible. Alarm code and keys other than 'Mayfair', to be kept by:

- Mr P Oliver Site Manager
- Mr A Driffield Site Manager

## 12. External Lighting

Security lighting is attached to the outside the school and the main gate at The Lane site.

## 13. Secure Storage and Computer Security

Curriculum computers are kept in the ICT Suites, or Class Areas. A security password is used for staff access to online working and staff server.

Office Computers - The Systems Manager shall be the Headteacher with the office administrators as delegated managers.



# SECURITY POLICY

OSBALDWICK PRIMARY  
SCHOOL

Vital York Ltd – Complete Computer Services – carry out a complete daily back up of the school computer systems.

## 14. Budget Implications

The cost of increased security will be assessed alongside other demands on the budget and decisions will be made accordingly. Records will be kept of earmarked potential and actual expenditure.

## 15. Car Parking and Vehicle Security

Vehicles should be parked in the car park or parking areas outside school. It is the responsibility of the driver to lock their vehicle, and gates will be closed after school hours.

## 16. Personal Safety

The Governing Body shall undertake all reasonable efforts to ensure the safety of the staff, children and visitors while on the premises. All shall be informed of potential risks where possible.

"Stranger Danger" shall be taught as part of the curriculum with children.

## 17. Security and Risk Assessment

The security survey and risk assessment will be made by the Security and Risk Assessment Group (members of the Resources Management Committee) annually in the Autumn Term.

Date Agreed in Full Governors \_\_\_\_\_

Signed

Chair of Governors

Headteacher

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