



**Courthouse Green
Primary School**

**Site Security Policy
Reviewed March 2024**

Purpose

The safety and security of staff, pupils and visitors to Courthouse Green Primary School is of paramount importance to the Triumph Multi-Academy Trust. The purpose of this policy is to ensure that the Trust provides an environment where everyone can feel safe and to enhance the learning and teaching opportunities for all pupils by minimising disruption to classroom routines and maximise learning and teaching time. The Trust will:

- Ensure the safety and security of all staff, pupils and visitors to Courthouse Green Primary School.
- Ensure that staff and governors are aware of their responsibilities with regards to the security of the building.
- Ensure that parents are aware of this policy and its related policies.

Roles and Responsibilities

The Triumph Trust governing Board has overall responsibility for school security. This responsibility is delegated to the head teacher at each school.

Head Teacher

The head teacher has responsibility for the implementation of this policy, including ensuring that all staff are aware of their responsibilities in relation to site security. Tasks are delegated as appropriate:

Operations/Business Manager

- Carry out regular security related audits and review Risk Assessments as required.
- Ensure that regular maintenance checks and inspections are carried out, including fences, locks etc and that records are kept.

Site Manager

- Day to day security operations including inspection and maintenance of keys/locks/gates/fences.
- Open school as required and ensure building is securely closed down.
- Ensure all security systems are regularly inspected and checked as per the PPM schedule.
- Ensure any maintenance/repair work completed by contractors is completed according to risk assessments/method statement procedures and does not compromise the safety and security of staff and pupils.
- Ensure that the online system is kept updated with records of all checks and tests carried out and that certificates are collected and uploaded where applicable.

Staff

- Be aware of the arrangements as per this policy and related policies and comply with them at all times.
- Keep security gates closed behind them, when entering or exiting school site
- Keep gate security codes confidential and never reveal to unauthorised persons.
- Keep external classroom doors locked when not required for egress.

Contractors/Visitors

- The Visitor Management Policy applies to all visitors to school. The Office Manager has operational responsibility to ensure that the visitor procedures are understood and adhered to by all office staff.

Parents

Parents are kept informed of their responsibilities when visiting the school via:

- Information Leaflet for Visitors
- School newsletter
- Individual letters
- School website

- Text messaging when appropriate

Table of key roles and responsible persons:

Security Issue	Who is responsible?	Specific Duties
Review the Site Security Policy	Head Teacher	Agree and review every 12 months
Carry out security related Risk Assessments as required	Business Manager/Site Manager/Operations Manager	Review and update Risk Assessments regularly (at least every 12 months)
Day to day implementation of the policy	Head Teacher	Inform staff Monitor performance Review arrangements
Securing school building at end of day	Site Manager	Follow locking-up procedure (Appendix 1)
Inspect and maintain external locks, key pads, fences	Site Manager	Carry out inspections as per the Maintenance and Inspection schedule
Ensuring security system checks are carried out and recorded according to the schedule.	Site Manager	Carry out the scheduled checks including the fire alarm call points, intruder alarm and emergency lighting. Ensure service and maintenance checks by contractors, are carried out on schedule.
Visitor Security	Admin Office initially, and all staff as necessary.	Ensure all visitors are controlled as per the External Visitors Policy and Visitors Procedure
Contractors	Site Manager/Admin Office	Contractors processed via External visitors policy and Visitors Procedure. Site Manager ensures Admin staff are aware of attendance wherever possible.
Security of Money	Admin Staff	The school handles very little cash with one collection per half term. The Cash is kept in the safe in the meantime and the amount is well within the insurance limits.
Lone Workers	Head Teacher	Lone workers are made aware of, and must follow, the Lone Working Policy/Risk Assessment
Personal Property	Owner	Children should not bring anything of value into school. Personal property remains the responsibility of the owner. Staff are advised not bring large amounts of cash or other valuable items, into school.
Key Holders	Head Teacher, Deputy Head Teacher, Site Manager, Business Manager.	Keys are suited so that only master keys will unlock external doors. Only limited, authorised staff have a master key.

Security Strategies

Control of Access

Courthouse Green welcomes visitors to school. However, we are aware of our obligations regarding Safeguarding and the Health and Safety of our children and staff and that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk of harm we have systems and procedures in place to limit uncontrolled access to the site.

School Grounds

There are three main entrances to the school – the main gates at the front of school, with an additional side gate leading to the secure area of the school, the Bell Green and Heddle Grove entrances, which each have two sets of pallasade gates. Access via the staff car park is controlled via a barrier and swipe card access.

The school grounds are surrounded by pallasade fencing with additional internal pallasade gates inside the Bell Green and Heddle Grove main entrance gates within the secure area of the school.

The EYFS outdoor area is secured with additional metal fencing and a gate, within the school grounds.

There are two lodges. Redwood Lodge is used for the education of high needs children and is secured within the school grounds by metal fencing and has its own soft surface playground area. The Woodland Lodge is used for additional focussed teaching and is situated adjacent to the Bell Green entrance.

During the day, the staff car park barrier is kept down with access via a swipe card system, to authorised staff and visitors. Parents are not permitted to use the staff car park.

Parents collect their children via the side entrance gate leading from the staff car park to the playground area, or the Heddle Grove entrance gate and going directly to their child's classroom. Staff are on duty at the external classroom doors to control access and safely hand the children over to their parents.

Years 4, 5 and 6 children, whose classrooms are upstairs, are brought down to the playground so that parents can collect them.

If a stranger is seen on the school grounds, a member of staff should establish their identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave. The school office or a senior member of staff should be alerted immediately and the police called if necessary. The Intruder Risk Assessment applies in this event.

Access to School Building

There is an intruder alarm system which is linked to a remote monitoring service. The Site Manager has responsibility for setting the alarm as part of the locking-up procedure (See Appendix 1)

There is security lighting in place along the routes that children and parents use to enter or leave the school: via the main front gate or via the Heddle Grove entrance. The Bell Green entrance is not used for egress by children or parents.

All of the main entrance doors to the school building are fitted with card readers, which allow access only by authorised people, who have a swipe card. The doors are kept locked, via the maglock, during the day.

External classroom doors are kept locked, unless egress is required. All exterior classroom doors can be locked or opened from the inside using a turnkey. Interior classroom doors can also be locked from the inside, using a turnkey.

At night, the external doors are locked with a master key, which is held by only by a very limited number of staff.

Swipe cards are set to authorise access only at certain times – this includes most staff. Only SLT and the Site Manager have full access, in case they need to deal with any emergencies or events outside of school hours.

All internal office doors should be locked at the end of the day.

Callouts in answer to the intruder alarm

The school has a contract with RMS monitoring services, via the Local Authority, who will call to alert the Site Manager or other listed key holders, who will then call Patrol Guard and ask them attend the school site. Patrol Guard may then call the Key Holder if necessary. If no cause can be found, they will reset the alarm and leave a communication. **Under no circumstances should the Site Manager or Key Holder investigate the cause of an activated alarm themselves.**

Visitors

All visitors to school are processed as per the Visitor Management Policy. No visitor is given unrestricted access.

Any visitor not accompanied and wearing a red lanyard will be challenged by staff. Should an intruder gain access to the premises, the Intruder Risk Assessment applies. Staff should establish the identity and reason for the visit. If no satisfactory reason is given, and the visitor cannot produce proof of identity, then assistance should be sought from other colleagues and the stranger asked to leave, then escorted from the premises.

If the person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents and visitors do not have permission to enter the building, except via the admin office, where they must comply with the appropriate arrangements. They should not roam around the building or enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child out of school during the school day, they should report to the Admin office. A request to take a child out of school should normally be made in advance.

Contractors

Contractors working during school hours are subject to the Visitor Procedure and will be informed of the fire and emergency procedures they must follow, if necessary. Where contractors do not have DBS clearance, they will never be allowed unsupervised access during school hours. Wherever possible any works which are likely to cause disruption will be carried out during school holidays. Where is not possible, arrangements will be made to ensure that the works area is clearly segregated from the teaching areas and that pupils and staff are clear they must not access the area.

Trespass

Courthouse Green Primary School is not a public area to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser. Trespassers will be asked to leave.

Parents are asked to abide by the Parent Code of Conduct when visiting the school site. If a parent breaches this code of conduct then the Head Teacher may revoke their permission to be on the premises by taking the following steps:

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'.
- If the parent refused to leave, the police may be called.
- A formal letter from the Head Teacher / LA / Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important as their Human Rights are being affected.

Entering and Leaving School

In the morning, all children are greeted at the front car park side gate or the Heddle Grove gate, by Senior and pastoral staff. Children are dropped off at the gates by their parents. At the end of the school day, parents go directly to the external door of their child's classroom and wait for the class teacher or support staff to hand their child over to them.

If a child is not collected 10 minutes after the end of day, they will be taken to the admin office, where staff will try to contact parents or named contacts. No child is allowed to leave unless the school is sure they are safe. Children up to year 4 must be collected by an adult (16 years or over). If a Year 5 or Year 6 parent has given consent, these children will be allowed to leave unaccompanied.

No child is allowed out of school during the day, unless a known adult (aged 16 or over) arrives to collect them. Prior notice should be given to the school, where possible. If an unknown adult arrives to collect a child the school will always contact the parent/guardian to verify the identification before the child is allowed to leave with them. It is school policy that parents/guardians give the school a password for use by other adults collecting the child.

Supervision in school grounds

Teaching staff are requested to be in their classrooms by 8.45am so that parents can leave their child in safety. Any latecomers must then enter by reporting to the Admin office.

Children are supervised at all times when playing outside during the school day. Supervision is carried out by teachers, teaching assistants, lunchtime supervisors or support staff.

If a child is required to remain in class for any reason, then it is the class teachers' responsibility to supervise that pupil. It is always advisable for staff to ensure they are not alone with pupils for any length of time. It is good practice to always have another person present at all times, to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take pupil's home by car, another member of staff must always accompany them.

As children progress through the school, they are made increasingly aware of the security procedures. They are encouraged to assist with these procedures when possible. They are taught about their own personal safety and social responsibilities.

Children of special concern

The head teacher must be informed of any special concerns regarding pupils, for example pupils on the Child Protection register/looked after children and those who are at risk of being abducted or of running away. Parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant staff will be informed in confidence on a need to know basis of any pupils who require special care and sensitivity.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc should never be left unattended.

Security of Equipment and Cash

Where possible, portable equipment is locked away when not in use. The school is cashless and therefore does not hold large amounts of cash. Where monies are collected (for example for a charity event) it is sent to the admin office immediately for recording and is banked as soon as possible and kept in a locked cupboard in the interim.

Access to school outside of working hours

On occasion, staff, pupils or contractors may be required access to the school out of normal school hours, in the evenings, at weekends and in the holidays. Courthouse Green School is aware that some staff are working on the premises during these times and their security has to be safeguarded.

Staff should avoid being in school on their own, if possible. Where this is not possible, they should ensure that all the doors are kept locked and have access to a mobile phone at all times. There is a Lone Working Risk Assessment in place. Curtains and blinds should be kept closed.

FIRE

The school building is modern and is fitted with automatic fire detectors and a sprinkler system. These systems are included in the schedule of maintenance checks. There is a full Fire Risk Assessment in place which is regularly reviewed.

Fire drills are held each term. All fire exits are kept clear at all times. Any exit doors held by a maglock will release in the event of the fire alarm being activated.

The school grounds are kept clear of litter and moveable objects which could be used to start a fire. The school refuse bins are secured and kept away from the building.

Bomb Threats

If a bomb threat is received the school will be evacuated immediately, by activating the fire alarm. The alarm can be activated by breaking a fire call point.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packages, unrecognised vehicles in the car park or persons in unauthorised areas.

Further advice will be taken from the emergency services following a bomb threat.

Lockdown Procedure

The school site is very secure, thereby limiting access to potential intruders. Should a dangerous situation arise which threatens either the lives or physical well being of pupils and staff, the lockdown procedure outlined in the schools Fire and Emergency Plan will be triggered.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time and location, persons involved, action taken and so forth. Where appropriate, the police and RPA insurers are also notified.

Related policies:

Fire and Evacuation Emergency Plan
Child Protection and Safeguarding Policy
Fire Risk Assessment
Intruder Risk Assessment
Lone Working Risk Assessment

APPENDIX 1

Locking-Up Procedure

Each night the Site Manager (or acting) should:

- Check all gates are closed and locked:
 - Pedestrian and vehicle gates at the front of school
 - Side gate from the car park to the playground.
 - Both Bell Green entrance gates
 - Both Heddle Grove entrance gates
 - Woodland Lodge
 - Redwood Lodge

- Check all outside areas for rubbish or material, positioned close to the buildings, which could be a fire hazard, and remove
- Check all windows in the buildings are closed
- Check any electrical items, such as heaters, Christmas tree lights etc have been switched off
- Look out for any potential fire hazards as you walk round – for example, papers left on top of a heater.
- Check all fire doors are closed (where they are not held open as part of the fire system)
- Lock all external classroom doors
- Close all internal classroom doors
- Check and close all emergency exits in the stairwell and lobby areas.
- Check and lock all other external doors:
- Ensure all rubbish has been removed to the external bins
- Check the lift to ensure no persons are present/trapped.
- Switch all internal lights off
- Set the intruder alarm

Contacts in the case of any issues:

Intruder alarm won't set or unset:

Refer to the Intruder Alarm troubleshooter list located in the admin office.

If this does not resolve the issue, call Status Alarms on 024 7668 5523

Other issues (ie a water leak discovered or any other urgent maintenance issues)

Coventry City Council Emergency Repairs/Callouts on 024 7683 2960