

**Homerton Early Years Centre**

**Security Policy and Procedures**

**1. Policy statement**

* The Governing Body recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees, and visitors to **Homerton Early Years Centre.** The school’s security procedures will operate within the framework described in this policy.
* Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
* The Governing Body will provide staff with enough resources, information, and training to implement the security procedures.
* The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.
* This policy has been developed with reference to [DfE Guidance on School Security arrangements.](https://www.gov.uk/government/publications/school-and-college-security) and should be considered in conjunction with the school security risk assessment (see Appendix). It is closely related to other school policies including the safeguarding and child protection policy, and the health and safety policy.

This policy aims to:

* reflect the balance between maintaining an open and welcoming environment for learners, parents and the wider community and protecting them from harm.
* help create a culture in which staff and pupils recognise and understand the need to be more vigilant about their own and the safety and security of others.
* demonstrate an understanding of the issues that could impact on the school and wider community.

**2. Organisation**

The following groups and/or individuals have responsibilities for ensuring the security of the school.

**2.1. Governing Body:**

* The Governors will ensure that the school has a security policy and that this has been implemented.
* Governors will monitor the performance of the school security measures. This will be achieved as follows:
  + By the health & safety governor monitoring performance on their visits
  + Via the Headteacher’s reports to governors
  + By all governors observing its implementation when they visit the school.
* Governors will periodically review the school’s security policy.
* Governors will delegate the day-to-day implementation of the policy to the Headteacher.

**2.2 Headteacher:**

The Headteacher will:

* Set up arrangements in school that comply with the security policy agreed by the governing body.
* Ensure that all staff within the school receive information, instruction, and training (as required) in the security policy and procedures.
* Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
* Ensure that all visitors, contractors, and agency staff adhere to the security policy.
* Monitor the implementation of the policy and security arrangements.

**2.3 Staff:**

* All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees, and others on the school site.
* Those listed below have been given specific responsibilities for school security.

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| --- | --- | --- |
| **Security issue** | **Role** | **Specific Duties** |
| Agreeing and reviewing the school security policy | Headteacher and Governors | Agree policy.  Review on an annual basis or when a security related issue occurs. |
| Day to day implementation and management of policy | Headteacher | Inform staff.  Monitor performance review arrangements |
| Securing school entrance/exits as detailed in this policy | Caretaker  Cleaners  Occasionally staff member who may be the last to leave building when cleaners are not on site to do this | Lock gates etc as determined by the Security Risk Assessment.  Set alarms. |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads, fences). | Caretaker | Carryout weekly Inspections on the physical integrity of security devices and ensure the appropriate maintenance is carried out. |
| Control of visitors | Admin staff (and/or any staff member who answers door). | Sign in and issue badges using school procedures.  Check identity.  Read key visitor information including emergency procedures and safeguarding. |
| Control of contractors | Headteacher/SBM/Caretaker | Control of Contractor 5cs |
| Security of money etc | Admin staff | Kept locked in cupboard/drawer. Money collected by office team |
| Security risk Assessment | Headteacher / Office Manager | Review as required and inform governors of findings to use as part of policy review.  Physical Security Support can be provided by the Property Compliance Team: property.compliance@cambridgeshire.gov.uk |

**3. Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

**3.1 Information and Communication**

* All staff must be aware of the school’s security procedures, especially staff who have been given a specific role to play.
* All staff induction will include reference to the school’s security policy.
* These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school’s security arrangements as a condition of shared use of the building. The latter also applies to contractors working here on longer or shorter term projects.
* Parents will be appropriately informed about the school security arrangements and what is expected of them, e.g., when visiting the school or at handover/collection times.

**3.2 Controlled access and egress during the school day**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

Our school security risk assessment identifies the key risks in this area, together with measures the school takes to provide appropriate security and mitigate against the risks of unauthorised visitors accessing the school site during the day.

Our measures include:

# Security Procedures and Practice

**Security System**

A video entry system or fobs are used by staff entering the building. Visitors must ring the bell to alert the office of their arrival and the procedures below will be followed.

# Visitors

All visitors must report to the office on arrival and show identification. If they do not have ID, phone calls will be made to verify ID. If there are still concerns, the visitor will not be admitted. Visitor badges must be worn by all visitors. Parent helpers must also wear a badge. Visitors will sign the visitors’ log on arrival and departure. Badges and log are kept in the office. Visitors will be supervised at all times in the centre.

If members of staff are concerned about the behaviour of any visitor, they should summon the Head of Centre immediately, who may then ask the visitor to leave. In extreme cases the police will be called on 999.

The office is manned for the majority of the day. The outer door is locked so visitors have to be buzzed in once checked on the security cameras. The inner lobby door is kept shut at all times.

**Parents/carers**

Parents must wait in the lobby until the office staff open the lobby door. All parents and carers and children are greeted by the office staff to check identification.

If office staff do not know a parent, they may ask for identification which may be further checked by class staff or the head of the centre before entry to the centre is permitted.

During the day the office is manned at times when parents are dropping off or picking up children and the lobby door kept shut.

Over lunchtime and during holidays the office is manned as consistently as possible. When it is not manned Owlets, Nest and any other staff, check visitors identity either via video buzz in system, or by looking through the lobby door before allowing entry.

Owlets parents collecting after 3.45pm ring the bell for entry and are only let in by Owlets staff who check their identity through the lobby door before allowing entry. The cleaner or other members of staff will not open the door at this time.

Parents attending groups sign in either in the office or in the room where the activity is taking place.

The security system control panel is located in the front lobby. In the morning it is disarmed by the caretaker and is armed by the cleaner in the evening.

There is CCTV which monitors key outside areas.

**Staff entry**

Staff either have fobs for main entrance door or alert the office to be let in via buzzer and video system

Staff must move their name card to the IN/OUT sections of the lobby board as necessary. All staff use the 4 digit entry code to gain access to the building. This must not be shared with anyone else.

## Staff Personal Safety

It is the responsibility of all staff to follow all health and safety procedures and to report any potential hazards or security breeches.

Staff should always inform another member of staff if they are meeting a parent or visitor. They should arrange the meeting in a room which can be viewed from the outside.

If the meeting is difficult, another member of staff should be with them.

Two members of staff ideally should go on home visits together. If this is not possible, a school mobile phone (or with prior permission from the Head of Centre a personal mobile phone) should be taken, the address left at the office and approximate visit times given. (See Lone Working policy)

An incident book is available in the main office for the recording of any of the following issues:-

* Security breeches
* Acts of deliberate violence against themselves
* Verbal assault against themselves including any made over the telephone
* Any other incident which staff feel uncomfortable about

Any such incident should be recorded in the book as soon as possible following the occurrence, and should be dated and signed, including the time.

## General

# Parking

Only staff may use the car park and drivers of goods delivery vehicles. In special circumstances parents can park there if they first obtain permission from the Head of Centre.

Parents should park on the road, or preferably in Glebe Road and walk, being careful not to obstruct residents’ driveways. They should enter Homerton by the little path, walking bikes along.

Bikes and buggies are left at the parents’ risk in the cycle or buggy racks.

**THE SCHOOL OPERATES A NO SMOKING POLICY, INSIDE AND OUTSIDE AND ALSO INSIDE ANY VEHICLES ON THE PREMISES.**

**Procedures for Securing the Centre**

**Principles**

To ensure that the whole Centre is as secure as it can be when empty (i.e. when closed at the end of the day or throughout holiday closure times).

To ensure that everyone is aware of their responsibilities for securing the building.

To ensure that there are contingency arrangements and emergency procedures in place that are well known and understood by all relevant parties.

**General locking/unlocking procedures – term times only**

**Classroom staff (on leaving)**

* Close and lock all windows
* Pull down blinds
* Put up chairs on tables or leave down at request of cleaners
* Turn off all electrical items – computers, CD players, light boxes etc
* Leave garden doors unlocked when Owlets is running
* Put away ipads in secure locked cupboard

**Owlets/Nest staff (on leaving at 5.45pm)**

* Lock garden doors
* Check that all windows are closed and the blinds pulled down.
* Put up chairs on tables or leave down at request of the cleaners
* Turn off all electrical items – computers, CD players, light boxes etc in Owlets/Nest Rooms

**Cleaner in charge (on leaving at 7.00pm – this time sometimes varies and can be 7.30 if cleaners start later)**

* Check that external doors are locked including Rainbow Room garden door and corridor ramp door, crèche, staff room and classroom doors
* Check all windows are closed and locked
* Check all electrical appliances such as dishwashers and washing machines are off
* Ensure that all lights are turned off
* Close all internal fire doors including The Nest, Community room and all corridor doors.
* Set the security alarm with the fob. Lock the front door with key.
* Lock the small path gate, the park gate and car park gates with padlocks.

**Work services support staff eg plumbers, electricians etc**

May need to enter the building outside school hours. Usually they will be greeted by the caretaker and signed in. If the person is known and trusted by the Centre they may be given the key code to enter the building independently when the caretaker is not on site.

**Bob, caretaker (on arriving at 7.00am – this time can sometimes vary depending on hours worked)**

* Unlock the car park, small path and park gates
* Unlock the front door and disable the alarm with the fob
* Check the building and garden condition

**General locking/unlocking procedures – holiday times**

When Owlets are running holiday clubs the Owlets manager must liaise with cleaners/caretaker regarding opening and closing. Key holders must be identified and responsibility claimed for locking and unlocking.

Emergency contact numbers must be in place before the holiday session begins.

**Locking/unlocking procedures evenings – this currently only happens very rarely as we do not have groups using the Centre in the evening.**

Generally a named person (usually the head of centre, the office manager, the caretaker or the cleaner) will unlock and lock the premises for trainers.

* On arrival the named person will hand over the fire evacuation and first aid instructions.
* The trainer will be asked to keep the lobby door closed for security and given contact emergency numbers.
* The named person will ensure that s/he arrives to lock up before the trainer leaves
* If the trainer is a known and trusted person, they may be asked to lock or unlock. If this happens the keys must be returned to the Head, or other appropriate member of staff who lives close by.

**The Centre has security fencing around it and CCTV monitoring cameras at key points. Please see CCTV policy**.

**3.3 Early Years Outside Areas**

We have a secure outside area that has a suitable perimeter fence at least 1.2m based on risk assessment. This has fixings that prevent an early year’s pupil opening the gate to exit this area without adult supervision.

Additional measures include:

Ensuring the gate to park is padlocked and bolted during the day, and that a member of staff escorts children to their parents when leaving from the park gate, or main entrance at the end of the session time. Parents collecting children at other times during the day, or from Owlets, are invited into the Centre to collect them from the class or garden.

**3.4 Control of Visitors**

The control of visitors is a fundamental part of our school’s security policy for the safeguarding of both people and property.

Our policy is that –

* All visitors report to the reception desk on arrival.
* Identity is checked and confirmed using photo ID wherever appropriate.
* All visitors are issued with a badge to be always worn. This includes parents, helpers, contractors, LA staff, and any other person that is not school staff.
* Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
* All visitors will be asked to read key visitor information including emergency procedures and safeguarding.
* Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
* Visitors will not remove any items of school property without the express permission of school staff.
* For their own safety any authorised visitors will be given appropriate information on the school’s health & safety procedures such as parking, fire safety and first aid.

Deliveries – any deliveries will be dropped off via the main entrance.

Collections - any collections will be collected via the main entrance.

**3.5 Supervision of pupils**

Children are supervised at all times in class or garden according to EYFS ratios.

**Locations where supervision is part of our safeguarding procedures –**

All areas of the school site and grounds

**Times of the day when supervision is part of our safeguarding procedures –**

Start of school day – For the Nursery children the park gate entrance is opened to allow parents to drop off their children at the Nursery classrooms between 8.45-9.30am. The Nest staff greet their parents at the Nest gate from 9.00-9.30am. Similarly at the end of the session children are passed directly to parents at gates, or main entrance, and signed out.

**After school clubs –**

All security arrangements for during the school day will remain for after school clubs.

**Hand over arrangements at the start and end of the school day**

**At the start of the day parents/carers pass children over to class staff who sign them in on the register with the time and which parent/carer dropped off. At the end of the day staff accompany children to their identified and known parent/carer at gates/main entrance door, and sign children out on class register, (with the time and which parent/carer collected).**

**3.6 Cooperation with third parties, extended services, and community groups**

Our school security arrangements have considered any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the third parties or groups listed.

**3.7 Supervision of contractors**

Contractors and maintenance personnel may not always have been DBS checked, and if so they should not have unsupervised access to children. They will therefore be controlled as follows – they will:

* complete the Control of Contractors signing in system (Hazard Register 5cs)
* be given school badges/stickers and be expected to wear them.
* only park where authorised to do so.
* only carry out work agreed at the start of the contract and at the times agree.
* always be supervised by school staff.

At times when grounds staff are working on site, children will remain indoors until their work is complete, or areas will be segregated as required.

**3.8 Lone Workers**

Our school has lone working risk assessment for staff where there is a security risk due to the need to work alone.

**3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

Where justified by consideration of the risk, governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

**3.10 Locking arrangements.**

The school is locked during the day and visitors need to report to reception to gain entry.

**3.11 CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

**3.12 Cash Handling**

We avoid keeping cash on the premises wherever possible. Any cash held on the premises is kept in a locked in a cupboard or drawer. We do not handle cash in visible areas, and any money requiring banking is done at irregular times.

**3.13 Valuable equipment**

We have an asset register detailing items of value in the Centre.

**3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property is put in the basket outside the school office where it will be kept for 6 months before disposal.

**3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable original labelled bottles/packets/containers. Medication will be kept in the fridge or medical box in classes. Arrangements for the administration of medicines are detailed in the medication in school policy, however we do strongly advise parents to keep children at home if they are unwell.

**4. Risk Assessment**

A security risk assessment will be kept under regular review. The findings will be used in the review of this security policy.

The risk assessment will consider:

* The location and layout of the school
* Past incidents related to security.
* The performance of other security measures already in place or that could be implemented. The cost of physical security improvements and the availability of funding.

**5. Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body. Serious breaches will be reported to the Local Authority via the health & safety incident reporting form.

Governors will monitor performance via the Headteachers termly report to governors and when visiting the school.