



SAFEGUARDING OF SITE

(This policy was formally known as Security Policy)

Date	HT	Chair	Date of next review
March 26	M Hibbert	C Glynn	March 2027

Safeguarding of Site

Many Derbyshire schools do not have fully secured sites as they may have low fencing / gates or large open fields. The Authority does not see fitting security fencing to all schools as the answer to these problems as a site is only as secure as its weakest point and as access is required to all sites then a gate will always be a weak point either for people to access a site or for pupils wishing to leave without permission to do so. We certainly do not wish to make all sites purchase security fencing nor do we think this is a reasonably practicable solution for all sites.

The risk of a pupil being abducted by a stranger from a playground or school site, especially one full of pupils and other staff is extremely low and to our knowledge there have been no examples of this within Derbyshire schools. Equally the risk of pupils leaving site if they are not known to do so, whilst always a potential risk, is low. The control measures adopted therefore should be proportionate to the actual level of risk that exists and not a perceived level of risk.

The major control measure that schools have in these situations is supervision. We would therefore advise that schools put in place a supervision plan (risk assessment) for the external areas for all times when pupils are outside which ensures that they are always under supervision. The plan should ensure that supervisors are strategically located for example near to the gate(s) or other areas of concern and where they can observe the whole area. The plan should clearly detail the supervisor's role (i.e. safeguarding rather than pastoral) and the supervisor should have their role clearly explained to them. The plan should be documented.

You should also ensure the supervisors have a means of communication to summon help from staff inside should there be an incident which, for example, requires first aid (to ensure they are not distracted from their safeguarding role). Walkie-talkies are one relatively cheap way of achieving this, particularly for larger sites although schools can utilise any existing systems they have if these work. Once all the pupils are inside at the end of break/lunch time the supervisors should check the area to ensure that no pupils remain there.

Some sites require that pupils move between buildings during lessons for example to access toilets in another block. Schools will need to ensure that appropriate measures are put in place to safeguard pupils in these situations. Again, supervision is likely to be the simplest option (note this may not be direct close supervision but may involve communication and observation this will depend on age and site locations) but if this is not possible you should contact your Area Safety Adviser to discuss this further.

I am satisfied that such a supervision plan is a reasonably practicable control measure for the very low level of risk that exists. If the situation changes, for example if a specific risk exists e.g. a custody situation or you have a child who is known to abscond from or leave the site, then this risk assessment would need to be revisited based on this specific situation.

Once you have put in place your supervision plan, it should be communicated to all involved and they should sign to show that they have seen and understood it and will abide by it. It should be reviewed and revised as appropriate and reinforced annually. You should make sure any new or supply staff are aware of it.

Security Strategies

Control of Access

Weston School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

School Grounds

The school grounds are bounded by fencing. All children enter the school grounds via the main school gate.

Parents are not allowed to drive their cars into the school car park unless they have a special permit and are asked to wait either outside main entrance in the courtyard for KS2 children or on the Top Terrace Playground when collecting KS1 children.

Children in Wrens are collected from the Foundation playground and handed over to parents by school staff.

The entrance to the Top Playground is through the arch entrance gate only this is locked at 9.00a.m. and reopened at 3.30 p.m.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the main and staff entrances to the school, which have push button digital locking system.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, the Clerk will meet visitors; they will be asked to sign in and give the reason for their visit.

The Clerk escorts visitors to the member of staff requested or invites them to take a seat in the reception area while the member of staff is contacted. The member of staff then comes to collect the visitor.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that 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.

Parent helpers have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school for one or more days should normally be made in advance in writing on the Pink form requesting leave of absence.

Trespass

Weston School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher of Weston has the right to revoke the parent's permission to be on the premises by taking the following action.

- ◆ The parent can be asked to leave and will be told 'I am withdrawing your permission to be on the school premises'.
- ◆ If the parent still refuses to leave willingly, the Police are called.
- ◆ A formal letter from the Head Teacher and Governing Body, confirming the parent's permission to visit the school has been revoked and that there is a five-day period in which to make representation.

Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving School

All children enter and leave the school either by the KS2 corridor entrances or the Foundation Class entrance. The front door is to be used only if a child arrives after 9.00am, when they should report to the office.

Supervision of School Grounds

One member of staff is on duty each morning from 8.50 am, so that parents can leave their child in safety. Teachers collect their classes from the playground.

Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning and afternoon breaks and by the Midday Supervisors lunchtime.

Leaving School at the End of the Day

At the end of the school day, the older children leave by the door they entered school in the morning. All of them have been informed that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After five minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Leaving School during the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Security of Personal Property

Children should not to bring anything of value to school. Individual staff are responsible for their own property.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, videos, are security marked. Any cash on the premises is kept in a locked secure cabinet but money is banked twice a week

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. Security lighting has been installed.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

The Head teacher, assistant head teacher and Repton Security are designated key holders and are responsible for the security of the building.

It is the responsibility of the Head teacher and the caretaker that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the security system are working properly.

Before leaving the premises, the last teacher to leave has a duty to ensure that all the windows are closed, that the server room is locked, fire doors are shut and all outside

doors are locked and secure, the staff entrance is locked and they leave via the main entrance, set the security alarm, lock the school and ensure the gates are locked.

Contractors in School

When contractors are working in Weston on Trent Church of England Aided Primary School, the following precautions should be taken:

The Head teacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The Head teacher should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Weston is aware that some staff are working on the premises before and after school and their security has to be safeguarded. Lone worker risk assessments should be read and adhered to by all staff.

No person should be in school on his or her own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) phone.

Curtains and blinds should always be closed in the evening, but especially if staff are working late.

Fire Detection Systems

Fire detection and alarm systems are in place throughout the school and tested regularly. Fire drills take place each half term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are kept in the bin storage area to prevent intruders or pupils using them to start fires or as a means of access to the roof.

Offensive Weapons

It is a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.'

If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, only the police can carry out the search. At Weston, we will make every effort to ensure a parent or guardian is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police are informed and they carry out the search and an appropriate investigation.

Confiscation of Weapons

Staff may take possession of a knife or any weapon brought to school by a pupil. The head teacher is authorised to take custody of confiscated items.

The item is locked away; staff should either:

- ◆ arrange for the parent or guardian to take the weapon away, if circumstances indicate this to be a reasonable course of action. However, in no circumstances should some weapons – e.g. flick knives be returned.
When weapons are returned to parents, the school should keep a record.

Bomb Threats

Weston on Trent C of E Aided Primary School recognises that the threat of a bomb being planted, or reported to have been, within the premises and grounds in today's climate is possible. As an integral part of its responsibilities under the Health and Safety at Work Act 1974, the school accepts that as an essential component in its activities, staff should be aware of the actions to be undertaken in such an event.

The school is committed to ensuring the safety and welfare of its employees and anyone else affected by its activities, so far as reasonably practicable. Each individual has the statutory responsibility to take reasonable care to ensure the safety of themselves and others in this respect. Any warning Weston on Trent C of E Aided Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

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

1. Finding a suspicious package

A suspicious object is an item which may contain a device, which is out of place and which cannot be accounted for. Any suspicious package or box must be treated with extreme caution.

a) The person finding an Incendiary Device

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the police summoned.

b) The person receiving a parcel bomb

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it.

Staff should evacuate the immediate area and raise the alarm (DO NOT SET OFF THE FIRE ALARM) before calling the emergency services.

2. Person receiving a bomb threat call

The phone call will be the only direct link with the caller, and our only chance to obtain vital information. Keep the caller talking as long as possible to obtain as much information as possible eg:

- WHERE is it, where do we look?
- WHEN will it go off?
- WHAT does it look like?
- WHY are you doing this? - motivation leading to:
- WHO are you, where are you?

The person receiving the call should also note down:

- time of the call
- any words the caller says are code words
- the sex of the caller
- any accent
- any speech impediment
- any background noises, eg traffic, children, factory sounds
- any idea of age of the caller

KEEP THE LINE OPEN, IE DO NOT PUT THE PHONE DOWN AT THE END OF THE CALL, AS THE CALL MAY BE ABLE TO BE TRACED. (Ensure others nearby do not replace the handset).

If Weston School receives a bomb warning, the senior management team, in line with Critical Incident Procedures, have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure:

DO NOT SET OFF THE FIRE ALARM

- ◆ Alert everyone in the school CALMLY and evacuate the building.
- ◆ All staff and pupils should assemble on the school field, well away from the school car park and buildings.
- ◆ Call the Fire Brigade and Police
- ◆ Neither staff nor pupils should attempt to search the school building.
- ◆ If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.
- ◆ An overriding priority is the supervision of the pupils.

Pupils should not return to the building, until the police declare that it is safe.

Critical Incident

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the **Critical Incident Plan** is implemented with staff and Governors responding to the procedures.

Reporting Incidents

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police, the diocesan board of education and LA are notified.

A review of incidents over the year is reported to the full governing body in the Headteacher's report.