



School Mission Statement

Our Mission at St. Anne's is to live love and learn together with Christ whilst providing a loving, caring atmosphere enabling each child to develop intellectually, socially and spiritually. As a Catholic school the foundation of all we do is based upon Christ and His Gospel values of Love Peace and Justice. We will strive to ensure that the members of our community are happy and fulfilled in their lives at school.

Aims

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

Roles and Responsibilities

School security is shared between the Diocese, Governing Body and Headteacher.

Role of the Governing Body

The Governing Body is responsible for agreeing the Security Policy and monitoring its implementation.

At St Anne's Primary School the Finance and Premises Committee of the Governing Body monitor the policy on a termly basis. Any key issues that arise are taken to the Full Governing Body for discussion.

Role of the Headteacher

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training provided as necessary;
- formal risk assessments are conducted by the Headteacher, Deputy Headteacher office manager and caretaker on a termly basis
- there are half-termly risk assessments conducted by the caretaker
- in addition routine security checks are carried out on an on-going basis by the Senior Management Team and caretaker;
- termly reports are made to the Finance and Premises Committee of the Governing Body and, where necessary, the LA;
- crimes are reported to the Police.

Role of Individual Staff

All staff members have a responsibility for ensuring

- the safety of pupils in their care by not exposing them to unacceptable risks, protecting them from hazards and guarding them against assaults.
- that property is safeguarded
- that they know when to contact the police
- how to implement the school's emergency plan
- their own actions do not expose themselves or colleagues to unacceptable risks

Guidelines for School Security

Security of Pupils, Staff and Visitors

Staff and Children

- staff based in school are the only staff to be issued with key fobs
- keyholders are the only staff to have the alarm code to enter the school; to enter the school, staff have entrance fobs
- staff having meetings with parents inform a member of the Senior Management Team and hold these in their classrooms or the Meeting Room; □ children and adults are advised not to leave valuables in bags or drawers.
- children are expected to be responsible for their belongings;
- either the Headteacher or a teacher supervises the school gates from 8.30- 8.50am to ensure that children do not leave the playground before going into their classroom at the beginning of the school day. They then close and bolt the gate once the children have gone into school at 8.50am;
- at the end of the school day all teachers take their classes onto the playground and wait until all the children have been collected. If a child has not been collected at the end of the school day they are brought back into school to wait

in the school to be collected and the office staff are notified of this;
parents/carers are contacted if they are 10 minutes or more late;

- Children are not dismissed to other parents unless school has been informed- we do not take the authorisation from the other parent.
- children who are not collected at the end of extra-curricular activities are also brought back into school to await collection by the appropriate member of staff; parents/carers are contacted if they are more than 10 minutes late;
- all new staff are security checked and until this has been ensured are not allowed to be in contact with a child in an unsupervised capacity;
- parents who regularly come into school to help are also asked to complete a DBS form. Our Volunteers Guide is attached as an Appendix to this policy;
- medicines are stored out of the reach of children. School Office staff are responsible for the storage and administration of medicines. Administration of prescribed medicines only takes place with written parental permission.

Children who go missing whilst at school

In the event of a child going missing from the school premises we would take the following steps:

- school staff would search the buildings and complete premises;
- if the child was not on the premises, school staff would search the local vicinity maintaining contact with the school by mobile phone
- if the child was not found within minutes the school would phone the police and the parents/carers
- if necessary i.e. if the child is not found within a reasonable time and with guidance from the police and Walsall Council, the school would follow its Critical Incident Management Plan.

Lone working

- if staff are working alone on the school premises they inform the Headteacher by text/phone call when entering and exiting the school premises. If the Headteacher does not acknowledge their communication, they inform the Deputy Headteacher;
- if the Headteacher or the Deputy Headteacher has not heard that the member of staff has exited the school premises after several hours, they will initiate contact to make sure that the member of staff is alright;
- staff make sure that all external doors are locked when they are working on the school premises;
- where possible staff will try to work on the school premises when other members of staff will be present.

Visitors

- all visitors, including contractors, come to the main office entrance, report to School Secretary and sign in the visitors book
- all contractors are asked to show their ID;
- all parents to report to the school office and make an appointment to meet with a member of staff and then follow the same procedure as above;

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parents are reminded of our security strategies on a regular basis through newsletters written by the Headteacher and through our

- all staff ensure that the people trying to gain entry to the school should enter via the front entrance. They should not try to gain entry through the
- car park unless given permission by the Headteacher, Senior Management Team or member of the school office team;
- children are encouraged to notify the nearest member of staff if they see an unknown visitor not wearing a visitor's badge. Staff should immediately report this to the Headteacher/Senior Leadership Team/ member of the school office team who will verify the particulars of any unknown visitor, accompanied by another member of staff. At no time will any member of staff put themselves at risk by challenging the unknown visitor on their own.

Hardware

- Fob locks operate on the main entrances to the front of the school
- Push button combination lock operates the main entrance to the Nursery Mobile Unit
- all external classroom doors are kept closed except to allow break and lunch time access;
- all rooms containing equipment that may pose a risk to be kept locked - Caretakers room, Boiler Room;
- anti-virus software has been installed on all computers and is updated weekly
- the office computers are backed up on a daily basis by the local authority and stored on a remote server;

Cash handling

- the school is now operating a cashless system
- any money coming into school must be sent promptly to the school office for recording and safekeeping;
- money is banked regularly to ensure that only small sums are left in the school safe. Banking is carried out on different days, and at different times to prevent a predictable routine being observed;
- a limit of £500 cash may be taken by one person to the bank. Amounts in excess of this will require two people;

Outside School

- school gates to be kept locked during out of school hours;

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- school gates to be kept locked during school hours;
- children are not allowed in the car park – both children and parents are regularly reminded of this fact;
- there is plenty of adult supervision in the playground at break and lunch times;
all staff to inform the Headteacher/Senior Management Team/ School Office member of staff if they see or are made aware of visitors on the school grounds who they do not know or are unaware of visiting.
- there is security lighting in the playground, car park and around the back of the school.

Children who go missing whilst on a school outing

- as soon as it is noticed that a child is missing, staff will ensure that children stand with their designated adult and that a headcount is carried out to check that no other child is missing.
- the lead member of staff will search the immediate vicinity and notify the venue's security if they do not find the missing child straight away.
- the venue's security will contact the police or the lead member of staff will if the venue does not have its own security personnel.
- the lead member of staff will notify the child's parents/carers.
- if necessary i.e. if the child is not found within a reasonable time and with guidance from the police and Walsall Council, the school would follow its Critical Incident Management Plan.

Security of Equipment

Inside School Building

- all expensive, portable equipment is marked as belonging to the school and logged in the asset management register;
- the intruder alarm system to be in operation when the school is closed;
- all alarms are regularly maintained;
- staff to be responsible for returning equipment to the appropriate area;
- if a borrowed item is dropped or damaged whilst it is in the possession of the member of staff, details of the accident must be noted in the book and the Headteacher informed. If the item is insured for use off premises then the school can reclaim part of these costs. If the item is not insured, then the member of staff should be notified of this fact before it is borrowed and repairs will be the responsibility of the staff member;

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- security of children's and staff records is maintained through lockable filing cabinets. Confidential documentation is kept in a secure cupboard/filing cabinet in the admin block.

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Parents. evening all personal belongings to be locked in the Headteacher's office; □

all rooms apart from classrooms, kitchen and staffroom to be locked;

□ staff to meet with parents in the hall.

Fundraising Events

- fire evacuation routes are lit and signage is in place;
- all personal belongings to be stored to be locked in the Headteacher's office;

Monitoring of strategies

- informally through verbal reports from staff and visitors;
- formally through termly risk assessments carried out by the Headteacher, Health and Safety Officer and the Caretaker;
- termly reports to the Finance and Premises Committee and Full Governing Body meetings following termly risk assessment;

All staff take shared responsibility to ensure that the security policy is implemented.