



St. Mary's CE First Academy

POLICY STATEMENT

SECURITY

We love and value each member of the St. Mary's family as precious individuals. Our outward-looking curriculum enables everyone to embrace life in all its fullness while celebrating the everyday and the unique. Through our Christian values of belief, respect and friendship we:

*'Shine as a Light in the World'.
Matthew 5:16*

Belief, Respect, Friendship

Purpose:

The purpose of these controls is to ensure the safety and security of all members of the school community and the security of resources, information and equipment. They are introduced to minimise the possibility of attacks to our security. They are there to act as a deterrent as well as providing a physical barrier to unauthorised access to our premises and the removal of school and personal belongings.

It is important that everyone recognizes the possibility of unauthorised persons gaining access to the site and / or building which may encompass a number of motives ranging from theft, vandalism to physical harm of children and staff. Each and every one of us has a responsibility for investigating the unusual situation, the person we do not recognise passing the window or making sure that a piece of valuable equipment is kept in a secure place.

The academy will carry out 'lockdown' procedures each term to test the security of the premises and site and make appropriate improvements as a result.

Procedures:

Visitors:

All visitors must report to the academy office where they will be welcomed by a member of the admin team. The admin staff will check appropriate identification and DBS certificates along with notifying relevant staff of the visitors' arrival. Visitors are given a visitors' leaflet outlining the safeguarding procedures and general information about visiting the academy. Visitors must sign the electronic sign-in system to confirm that they have read the leaflet before being given a visitor's badge. Contractors are also asked to sign to a knowledge they have seen the asbestos map and may require to view the asbestos file before continuing. All visitors are reminded to switch

off their mobile phones. At this point the security door is opened by admin staff to admit visitors into school.

Pupils must not open the reception door to visitors - they must be allowed in by the office staff after being cleared for entry or by other staff following confirmation from the admin team to do so. The internal glass security door outside the office ensures visitors are kept in the reception area and cannot enter the main building unless authorised by staff.

Particular care is required during school open days and visitors to the school after school hours. The Site Supervisor and cleaning staff should pay particular attention to anyone purporting to visit the school and trying to gain unauthorised access.

Pupils:

Generally, pupils enter and exit the building using pupil entrances. Pupils will use the main office doors if they are arriving late or leaving before the end of the school day. In both circumstances parents must sign their child in or out using the electronic system.

When a whole class is leaving site due to an educational visit they will use the main office doors. The total number of pupils, along with individual names, leaving site will be confirmed with the admin team. Should the whole academy be leaving the site (e.g. walking to church for worship) they will use the main gate. Again, the total number of pupils and names will be recorded by the admin team.

If pupils need to visit the office they knock on the office door and wait until staff can help them.

Valuable items must not be brought into school by pupils. Should this be necessary due to sleepovers etc items must be taken to the office for safe keeping. Pupil mobile phones are not permitted in school.

Doors and Gates:

All external doors must be kept locked at all times, combinations to locks need to be kept secure and are only to be made known to staff. Combination numbers will be changed at regular intervals. Fire doors must be kept clear at all times.

All external doors have appropriate signage directing visitors to reception.

Perimeter gates to the school playground should be kept locked at all times and should only be open when under close supervision (ie. Access and exit for parents to the playground).

Trespass

All incidents of trespass will be reported to the Local Academy Committee (LAC) or directly to the Chair of LAC, if appropriate.

Internal Doors

Locks are fitted to classrooms and offices as follows: Coded doors ensure that different zones within the school are secure, should an intruder gain access to the premises this will prevent them having full movement around the building. Other individual doors are locked such as: the main office, Heads Office and ICT Suite.

Windows:

All windows should be closed and locked if possible at the end of the school day.

All curtains / blinds should be closed at the end of the school day.

Filing cabinets:

We all have a responsibility to keep information secure, cabinets should be locked at the end of the school day and the keys kept in a safe place.

Passwords:

Similarly, information held on computers needs to be kept secure, passwords should not be given to others. Passwords should be changed at regular intervals. Computer screens should be locked when not in attendance.

Encrypted drives and memory sticks should not be used.

Valuable items:

Laptops are left in a secure place and locked away at night or taken home by staff.

It is the responsibility of staff to ensure that laptop computers are not covered by the school insurance when off the premises or in cars. When transporting laptops in the car they should be locked in the boot.

Personal property is the responsibility of each individual. The school cannot take responsibility for any personal items whilst on school premises.

Valuable items should be kept in the school safe or an allocated locker, if they are not about your person.

Take particular care with bags and wallets in school, there have been several instances in other schools where valuable items have been stolen.

Pupils must not bring valuable or sentimental items to school.

When pupils are taking part in PE or extra curricular clubs, we ask them to be responsible for their own property and not to bring in expensive items. This includes expensive watches such as Smart Watches. The school cannot accept liability for the loss of any such items.

Resources and Equipment:

All books should be stamped with the school stamp.

Items for use in lessons should be counted in and out and checked regularly.

Staff should be alert to the possibility of portable items being removed and take appropriate action to ensure that they are protected as far as possible.

Policy formulated Spring 2019

To be reviewed bi-annually in the Spring Term

Signed  Chair of Governors

Date..... 2 MAY 2025