

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment.

Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

Tudhoe Moor Nursery School Security Policy and Procedures



Policy statement

The staff and Governors of Tudhoe Moor Nursery School maintain the highest possible security of our premises to ensure that each child is safely cared for during their time with us.

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Tudhoe Moor Nursery School. 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.

Organisation

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

2.1. Governors:

- 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 –
 - By the health & safety governor monitoring performance on their special interest visits
 - Via the head teachers 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 Head Teacher.

2.2 Head Teacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training 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 Head Teacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Curriculum committee	<ul style="list-style-type: none">• Agree policy• Review every 3 years
Day to day implementation and management of policy.	Head Teacher / School administration manager	<ul style="list-style-type: none">• Inform staff• Monitor performance• Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Check the perimeter and outdoor areas at the beginning and end of the school day
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Manage the access to the building Issue badges Ensure signing in of visitors
Control of contractors	School Administration Manager	As required
Security of money etc	Admin staff	Daily
Security risk Assessment	Head Teacher / School administration manager	Review annually and inform govs of findings to use as part of policy review

2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.

Arrangements

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

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play; for example when visiting the school or at handover times – notices are displayed informing parents of the security of the main door.

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.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Tudhoe Moor Nursery School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The nursery has only single access entrance via reception desk. Only authorised visitors allowed access via a buzzer system on the wall outside.
- All doors cannot be opened from the outside.
- The entrance via the Children's Centre is secure and access only allowed via a buzzer system.
- All internal doors are secure and can only be accessed using security fobs or if staff give access.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Rear outdoor area – fenced in on all sides by 6ft fence.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- Car park – access to the school/Children's Centre – Visitors are allowed to use part of the school car park.
- Porch – families are allowed to wait in the porch until the end of the session. Once families are in the porch the internal secure doors are closed and only opened by a staff member. If children need to go into the porch to hang up coats etc. they will be supervised by a member of staff.
- Families are encouraged to come into the nursery to drop off and collect children at the beginning and end of sessions.

Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence typically 6ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

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.
- 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.

Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

- Porch – the access to the main reception is through the porch. Staff are able to see who is at the door and will only admit someone known to them. If someone unknown to staff requires access then the internal door will be closed and the admin staff will admit them into the porch and speak to them through the hatch from the office.

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

- Start of school day – the porch is open to families from 8.45am, families are responsible for their

own children at this time.

- Lunchtime – Children are supervised into the care of families waiting to collect them. Children arriving for second sitting are supervised by their families until staff are ready to receive them.
- End of the day – all children are supervised into the care of waiting families

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account 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 groups listed.

Breakfast Club – Has its own arrangements for safeguarding in its own activities (for example DBS and securing its own equipment) but does mean that school is opened at 7:30am.

Community use – community groups use Children's Centre facilities during the school day. When inside the building access to rest of the building is restricted by electronic control needing security fob to access. Whilst on the grounds the access routes to community facilities are clearly signposted. Community facilities users share the internal car parks and paths with the school although children are never in this area without supervision of families or staff. Visitors in unauthorised locations will be challenged by staff.

Supervision of contractors

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

- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

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.

The risk assessment will take into account –

- 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.

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.

Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – Are unlocked during the day as we are part of the Children’s Centre and as such people need access to the site throughout the day.

Main Building –All main entrances to the building have electronic security access that is operated by a buzzer system or security fobs.

Beginning and End of the day – the caretaker is responsible for the opening and locking of the building except when there may be extended use of the building, then those staff will ensure that the building is secured.

Cash Handling

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

Valuable equipment

All items above the value of £25 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lockers are provided for staff/students to lock away personal items during the day.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in the medical room. The key is available from the snack preparation kitchen.

Arrangements for the administration of medicines are detailed in the medication in school policy.

Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Admin Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

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

Adopted by	Tudhoe Moor Nursery School
To be reviewed by	Head teacher
Date adopted	November 2010
Date reviewed	08.02.17
Frequency of review	3 years
Next review	February 2020