

School Security Policy

Date:	Autumn 2014	Review Date:	Autumn 2015
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We believe it is essential to have in place exceptional school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure working environment for their children. Our principal aim is to ensure the personal safety of the whole school community.

Aims

- To protect pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for pupils, school personnel and visitors to the school.

Procedure

Role of the Governing Body	<ul style="list-style-type: none">• The GB has:<ul style="list-style-type: none">▪ appointed a Premises Manager to put into practice school security measures;▪ delegated powers and responsibilities to the Headteacher to oversee all school security measures;▪ appointed a Resources Committee composed of governors, the Headteacher, Premises Manager and a member of staff to look at all aspects of school security;▪ nominated a link governor to visit the school regularly, to liaise with the Headteacher and to report back to the GB;▪ responsibility for the effective implementation, monitoring and evaluation of this policy
Role of the Headteacher	<ul style="list-style-type: none">• The Headteacher will:<ul style="list-style-type: none">▪ ensure that security measures are in place and are effective;▪ ensure that all school personnel are aware of procedures;▪ appoint new staff that are checked by the Criminal Records Bureau;▪ monitor and evaluate the effectiveness of this policy

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Role of School Personnel	<ul style="list-style-type: none"> • All school personnel will: <ul style="list-style-type: none"> ▪ be aware of and abide by this policy; ▪ undertake appropriate training in security procedures; ▪ inform and remind pupils of security procedures such as the reporting of unidentified visitors who are on the school site
Role of Pupils	<ul style="list-style-type: none"> • Pupils must be aware of and abide by all security measures that are in place.
Role of the Security Committee	<ul style="list-style-type: none"> • The Resources Committee will: <ul style="list-style-type: none"> ▪ monitor security procedures; ▪ undertake/coordinate security risk assessments; ▪ consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement; ▪ inform parents of new and improved security measures
Risk Assessments	<ul style="list-style-type: none"> • The security risk assessment should cover the following: <ul style="list-style-type: none"> ▪ pupil and school personnel inside and outside the school building ▪ entrances and exits ▪ evacuation procedures ▪ alarm systems ▪ fire safety ▪ dealing with intruders ▪ violence ▪ abduction of a pupil ▪ suspected bomb threat ▪ theft ▪ IT and Internet security
Security Procedures	<ul style="list-style-type: none"> • All security procedures must be reviewed annually by the Resources Committee. • Each day school personnel must be aware of the following: <ul style="list-style-type: none"> ▪ entrances and exits are secure ▪ windows are secure ▪ challenging unauthorized people on the school site

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	<ul style="list-style-type: none"> ▪ combustible material must be collected ▪ alarms are switched on ▪ outside lighting is switched on ▪ security of valuables and personal possessions ▪ visitors and contractors ▪ wearing identification badges ▪ IT security and confidential information ▪ carrying personal alarms
Training	<ul style="list-style-type: none"> • Training should take place periodically for school personnel on all the above.
Reporting	<ul style="list-style-type: none"> • School security must be regularly discussed at GB meetings with reports being received and considered from the Resources Committee.
Monitoring the Effectiveness of the Policy	<ul style="list-style-type: none"> • Annually the effectiveness of this policy will be reviewed, or when the need arises, and the necessary recommendations for improvement will be made to the governors.

Headteacher:		Date:	
Chair of Governing Body:		Date:	