

SCHOOL SECURITY AT BURLAIS PRIMARY SCHOOL



The United Nations Convention on the Rights of the Child (CRC) is at the heart of our school's planning, policies, practice and ethos. As a rights-respecting school we not only teach about children's rights but also model rights and respect in all relationships - Linked to Articles 3, 19 (CRC)

Introduction

At Burlais Primary School, the pupils should work and learn in a safe and secure environment. Parents need to be confident that, the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

At Burlais Primary School, we are acutely aware that the children and staff might be vulnerable to assault whilst on the premises. The personal safety of the whole school community is paramount. The Governors and staff take the threat of assault, arson and vandalism very seriously. Burlais Primary School takes stringent measures to reduce the risks and support fully members of staff or pupils who are the subject of assault. The Police are notified and legal action taken, if necessary.

Staff, governors and pupils should be familiar with procedures for “Lock Down” as well as evacuation procedures. (Appendix 1)

Roles and Responsibilities

Overall school security is the responsibility of the employer. At Burlais Primary School, this is the Swansea LA. The Head Teacher is responsible for implementing the security policy.

The Role of the Governing Body

The Governing Body of Burlais Primary School has drawn up and agreed the Security Policy with the staff and parents.

The Governing Body sub-committee responsible for school security is the Health & Safety/Premises sub-committee. Members of the school’s Health & Safety sub Committee meet once every term to review safety, including security, and reports to the full Governing Body. The sub-committee is also responsible for reviewing the Security Policy annually. The Governors report includes security issues in the annual statutory report to parents.

The role of the Head Teacher

The Headteacher at Burlais Primary School is responsible for implementing the Security Policy. The Head Teacher should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher should ensure parents and older pupils are fully informed of the security policy and encouraged to help.

The SMT undertake surveys of security at regular intervals and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to the Governing Body and, where appropriate, the LA.

The Head Teacher is responsible for the security of the premises during the school day; in their absence, the Deputy Head Teacher assumes this responsibility.

The role of the Staff

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- ◆ protect pupils from harm
- ◆ guard against assault
- ◆ safeguard property
- ◆ contact the police/emergency services
- ◆ Implement the emergency procedures and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at Burlais Primary School are kept fully informed of security procedures and of their responsibilities when visiting the school via the following: -

- ◆ School Prospectus
- ◆ Induction Meeting
- ◆ School newsletters
- ◆ Individual letters
- ◆ School Web site
- ◆ Governors' Report to parents.

Police/Local Community

Burlais Primary School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The school communicates with the local Community Police Officer and Arson Reduction Team on a regular basis. Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police are called immediately when a child goes missing and all staff are alerted to assist in making a thorough search. The Schools' Pupil and Governor Unit at the LA are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

Burlais Primary 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 fences and CCTV cameras are in operation around the site. These are monitored from the school office and Head teacher's office. The access to the school is via the main gate during session time with the Fern Street side gate open at the start and end of the day only. All children enter the school grounds via these pedestrian school gates. During the school day, the main door is locked. Visitors and late arrivals have to report to the reception desk and are permitted access once the door is unlocked by a member of staff. All visitors are to be signed in and out of the building and provided with Visitor Badges and door passes if appropriate.

Parents are asked to wait in the playgrounds or at the main gates when collecting their children

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 entrance to the school buildings, which have an intercom release system.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school are requested to report to the School Office on admission. In the first instance, visitors will be met by the School Administration Staff and they will be asked to sign in and give the reason for their visit.

Visitors are escorted by a member of staff to the member of staff requested – or asked to take a seat while the member of staff is contacted. All visitors are expected to wear a badge before they are allowed into the main part of the school. Door passes will be allocated if appropriate e.g. supply teacher/student and these will be signed for.

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. It is important to remember that the licence/permission can be withdrawn/revoked/denied. Parents are licensed/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, 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.

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 should normally be made in advance in writing on a form requesting leave of absence. All pupils should be signed out of school and signed back in if they return from an appointment.

Trespass

Burlais Primary 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 Burlais Primary School might 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 revoking (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 will be sent, confirming that 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.

Extra information can be obtained from the Swansea LA Legal Department.

The police are 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 or leave the school by the designated door for their class. All parents are asked to wait outside the school buildings for their children.

Supervision of School Grounds

Members of staff are on duty each morning from 8.10am, at Breakfast Club and then 8.40am so that parents can leave their child in safety. Staff make sure that the outside doors are closed securely at 8.50am. All latecomers have to report to the school office where they are signed in. Teachers are not requested to be on duty until 8.40am. Parents are made aware that any child in school before this time and is not registered in Breakfast Club, is unsupervised.

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff during morning and afternoon breaks and by Midday Supervisors at lunch-time.

Leaving School at the End of the Day

At the end of the school day the KS2 children leave via their designated exit. Foundation Phase pupils are handed over to a responsible adult at the end of the day. All KS2 pupils know 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 ten minutes, if no one has arrived, the teacher will accompany the pupil to the office where the office staff will telephone to see what the delay might be. The child may be asked to either wait in the foyer until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe. Some children go home by taxi. All taxi drivers report to the class teacher on arrival, show their identification and state the name of the child they are collecting. Children who travel home by taxi wait at the Breakfast club entrance with their class teacher until their escort arrives.

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. Any pupil leaving the premises must be signed out and back in again once they return from their appointment.

Security of Personal Property

Children should not to bring anything of value to school. Individual staff are responsible for their own property. The last member of staff to leave the room should close the doors securely.

Security of Equipment and Cash

Main items of school equipment, for example laptops/iPad/computers are security marked. Any cash on the premises is kept in a secure safe but money is banked frequently.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty. Individual areas can be isolated from the alarm circuit if necessary.

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, Caretaker and PSM Security are designated key holders and are responsible for the security of the building. Other members of staff may also be key holders.

Site Supervisor

It is the responsibility of the Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults and security system are working properly.

Before leaving the premises, the Caretaker has a duty to double check that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Contractors in School

When contractors are working in Burlais 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, such as in the evenings, weekends and in the holidays. Burlais Primary School is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should work close to a fire escape and have access to a (mobile) 'phone.

Fire Detection Systems

At Burlais Primary School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions: -

- Fire detection and alarm systems are in place throughout the school and tested regularly. Fire drills take place each 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 locked in the bin store room

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.'

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, the search can be carried out by the Headteacher or the police.** At Burlais Primary School, 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

Only the Head teacher and the Deputy Head teacher are authorised to take possession of any knife or weapon brought to school by a pupil.

The item is locked away; The Head teacher or Deputy Head Teacher will:

- ◆ 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 and knuckle-dusters – be returned. When weapons are returned to parents, a record should be kept by Burlais Primary School.

Or

- ◆ Arrange to surrender the weapon to the police without delay and inform parents of any police involvement.

Bomb Threats

Any warning Burlais Primary School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. All staff have received guidelines on how to deal with a Bomb Threat (Appendix 2)

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.

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.

Postal 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 before calling the emergency services.

If Burlais Primary School receives a bomb warning, the Head Teacher will 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.

- ◆ Alert everyone in the school by using the fire alarm system and evacuate the building.
- ◆ All staff and pupils should assemble outside the school well away from the building
- ◆ Call the 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.

Equal Opportunities

As part of our overarching aim for pupils to fulfil their full potential across the curriculum we will endeavour to ensure that all children are given the necessary support to access learning in this area in line with our equal opportunity and disability scheme.

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 and Swansea LA are notified.

Incidents of Violence/Aggression/Racist Incidents/Accidents are also reported on the appropriate forms and forwarded to the LA.

A review of incidents over the year is reported to the Governing Body on an annual basis.

Review of Policy and Procedures

Health and Safety Committee reviews this policy and the procedures on an annual basis.

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Reviewed: September 2026