

St. Peter's Catholic Primary School

part of the wider Christus Trust, Multi Academy Trust



Mission Statement

Loving and learning together, with Jesus

School Premises Security Policy

| | |
|----------------|----------------|
| Policy Ref No | PREM003 |
| Date of Policy | September 2025 |
| Review date | July 2026 |

Purpose

The Local Governing Committee aims to provide a secure environment in which staff, visitors and pupils are untroubled by danger or fear. The Local Governing Committee and staff are committed to Risk Management and strive to identify good practice in maintaining security in and around the school. Security is often a matter of habit and it is the responsibility of staff and governors to ensure that the school and anyone on its premises or away on official school trips are kept as safe as possible by maintaining a positive attitude to security, by encouraging regular checks on procedures and by sensible vigilance. Relevant training for staff will be made available as necessary. The person responsible for day-to-day school security is the Headteacher.

Pupil Safety

Every effort is made to ensure that the main entrance is the only method of entry used whenever possible during school hours. The school site is protected by automated security gates which remain shut during core teaching hours. During this time, entry to the site is only available upon request via the audio intercom and subsequent gate release by a member of the office staff. There is a CCTV camera directed to the pedestrian entry gate, which is also electronically controlled and opened only on request. The number of entrances and exits open between 8.30am and 9.15am and 2.45pm and 3.30pm are limited.

The school buildings are only accessible from the main reception area via an electronic key security pad. The number is known only to staff and changed immediately should any breach of security become apparent but at the very least termly. All entrances to the building are closed after the children have entered at the beginning of each session and external classroom doors are carefully supervised during school hours. When children are outside, they are always supervised in the playground and on school trips by at least two members of staff. In addition, a first aid kit and mobile phone are always taken on visits and there is an 'Emergency Grab Bag' in the school office to be used in the event of a critical incident. At the end of the school day children are escorted out to meet parents/carers. It is important that the school is made aware of the parents' wishes in respect of collection of their child/ren at the end of the day and if children are met by someone who is not expected, or if they are not met, every effort will be made to contact parents by telephone. Children who are not collected at the end of the day will be taken to the school office and re-registered. The person collecting them must do so via the office and sign the children out using the electronic InVentry system. Any adult collecting a child during the school day must report to the office and the child must be signed out, again via the electronic InVentry system.

Pupils are encouraged to report strangers not wearing ID badges to an adult member of staff.

All staff are expected to wear their St Peter's red lanyards with staff ID badges and to sign in and out via InVentry.

Trusted visitors e.g., specialist teachers, school nurse etc will be identified by a blue St Peter's lanyard.

All other visitors on site e.g., groundsmen, printer repair engineers will be identified by a yellow lanyard

Staff Safety

Red 'Emergency' cards are available in all rooms and are sent to the office or the nearest adult member of staff in an emergency of any kind.

Staff are encouraged not to be in the building on their own, but at times this is unavoidable and the Trust has a Lone Working policy for these eventualities. Lone workers should carry mobile phones and all staff have an up-to-date list of SLT phone numbers.

All staff are made aware of the School Health, Safety and Welfare Policy.

Access Control and Identification of all Visitors

Visitors to the school must report to the office on arrival, where their identity will be checked if appropriate and they will be asked to sign in using the electronic InVentry system. On entry, visitor badges are issued and the school's Safeguarding, Data Protection and fire procedures are identified. Visitors are requested to sign out as they leave the premises. All staff are aware of these procedures and follow them rigorously.

Site, Buildings and Equipment

Due to the nature of the site, it is not possible to have security fencing all around the perimeter. However, the boundary hedges and fences are maintained in good repair to deter intruders as far as possible and automated gates protect the front of the site.

There is a rolling programme of upkeep of the buildings, grounds, fixtures and equipment to ensure that the safety and security of all is maintained. Fire precautions are regularly reviewed and combustible waste materials removed from site on a regular basis. Valuable items are security marked and the school inventory is kept up to date in a secure place, with a duplicate copy available to be retrieved, in the event of an offsite emergency, from the 'LGfL Gridstore Online Backup system' that is configured to run daily. External security lighting is in place. Any incidents or problems are reported to the Headteacher, who will take appropriate immediate action as necessary.

Intruder Alarm Management

The school is alarmed and the control panel is housed in the main school reception. All key holders have individual alarm activation/deactivation codes, a copy of which is held securely in the safe. There is a copy of the intruder alarm instructions in the office.

The alarm maintenance company has an up to date list of phone numbers of key holders.

The intruder alarm has a direct line to a monitoring company that will contact Blake Fire & Security Key Holder Response Service in the event of an out of hours activation. Any call out will then be subsequently reported by Blake Fire & Security to the school for further investigation.

The intruder alarm is set at all times when the school is closed.

Fire Alarm Management

The school is alarmed and the control panel is housed in the main school reception.

The alarm maintenance company has an up-to-date list of phone numbers of key holders.

The fire alarm has a direct line to a monitoring company that will contact the fire service and a key holder in the event of an out of hours activation.

The fire risk assessment is reviewed at least annually.

Weekly checks of the alarms are undertaken and documented by the Caretaker.

Communication

Internal telephones are available to staff in all classrooms and learning rooms.

Key holder Safety

No keyholder should enter the premises alone on discovery of a forced entry **IF** they feel they are at risk. They must not attempt to tackle intruders alone.

Anything suspicious should be reported to the police.

Key holder Responsibilities

Before setting the alarm the key holder ensures all doors and windows are properly secured.

In the event that the alarm cannot be set, the premises should not be left unattended until the fault has been rectified. When an alarm activation occurs, the key holder response service, Blake Fire & Security, must attend the premises without delay.

Maintenance of Security Protections

The security lighting and alarm systems are inspected at least annually. The Caretaker regularly checks locks, fencing and gates. During school holiday periods these inspections are carried out at least weekly and documented accordingly.

Recording of Security Breaches

All incidents of vandalism are reported to the police. They, together with any other breaches of security, are also recorded in a logbook kept in the office.

Cash Handling Procedures

These are contained in the Trust Financial Regulations and are annually checked by an independent external evaluator. Wherever possible, the school encourages Parents to pay electronically via the secure 'Parent Pay' system to minimise the cash held on school premises.

Monitoring and Evaluation

The Local Governing Committee will ensure that this School Premises Security policy is reviewed annually and revised as necessary in the light of changes in circumstances and/or legislative requirements.

Related policies/documents:

- CCT Lone Working Policy
- Health, Safety and Welfare Policy
- Related Risk Assessments
- Staff Handbook

APPENDIX 1

EMERGENCY CONTACT TELEPHONE NUMBERS

| | |
|--|--|
| Blake Contractors Ltd Tel: 01702 613641 | (Intruder Alarm and Fire Alarm) |
| Spiral Electrical Ltd Tel: 01277 636000 | (Emergency Lighting) |
| Colin Peacock Ltd Tel: 01268 761100 | (York Building Management Boiler Controls) |
| Aston Group Tel: 01708 742046 | (Boiler) |
| Bacon (Specialist Services) Ltd Tel: 01621 230100 | (Lighting Protection System) |
| JT Edwards Ltd Tel: 0845 901 1477 / 07974 973953 | (Legionella/Hot & Cold Water System) |
| Essex Lift Services Tel: 01268 411422 | (Disabled Lift) |
| Universal Services Ltd Tel: 01621 868700 | (PE & Outdoor Equipment) |
| Countryside Automation Tel: 01245 471717 | (Automated Gates) |
| St George's Pest Control Tel: 01245 327274 | |
| Advance Glass Tel: 01277 630318 | |
| Arvon Draincleaning Tel: 01245 249499 | |

Police - Ring **101** and ask to be put through to Basildon

Insurance Details

| | |
|----------------|--|
| Insurer: | Department for Education Risk Protection Arrangement |
| Membership: | 147282 |
| Renewal: | 1 st September annually |
| Online Portal: | www.rpaclaimforms.co.uk |
| Helpdesk: | 03300 585566 |