

# Stocksbridge Nursery Infant School



## School Security Policy

Policy adopted: November 2019

Policy review date: November 2020

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**Security Policy (Inc Home Visiting)**

**November 2019**



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### School Security Policy

#### Statement of Intent:

The school leadership team and Governing Body recognise the need to obtain a suitable balance between ensuring the school remains an integral and welcoming facility for the community and ensuring the safety of every student, member of staff, and visitor to the site, and protecting the building and its contents.

We are committed to reducing the risk of violence or aggressive behaviour to individuals, as far as is practical, and improving security of the site by implementing the procedures outlined within this document. Risk assessments will be undertaken to identify areas of concern and appropriate control and preventative measures introduced, such controls may include training, guidance, advice, changes in working practices, physical measures and legal guidance or intervention by the police if necessary.

The procedures outlined refer to control of visitors, management of unauthorised entry to the site, control of dangerous weapons, and prevention of damage to or theft of school premises/equipment.

#### Roles/Responsibilities:

**The governing body** will be responsible for the overall effectiveness and review of the procedures in place, working closely with the head teacher or site manager. This will include considering and acting upon any recommendations made, prioritising actions and monitoring the effectiveness of outcomes.

**The head teacher** (and or) site manager will be responsible for the overall implementation of the agreed procedures, the day to day management of security arrangements, organising any training, risk assessments or improvements required and reporting outcomes to the governing body on a regular basis.

**Premises Staff** will be responsible for implementing the practical day to day security arrangements agreed, these may include accompanying authorised visitors to site, shutting and securing perimeter gates during the school day, ensuring vulnerable access points are as secure as is practically possible, ensuring the external lighting, alarm and CCTV (if fitted) systems are free from defect, shuttering and or locking doors and windows at the end of the working day.

**All Staff** are required to comply with security arrangements put in place; staff should report incidents or concerns to the headteacher immediately. Staff should ensure their areas of work are secured when not occupied/in use and take responsibility for any authorised visitors they have on site.

#### **Access Control**

Entry to main school site is via a secure gate on Pot House Lane. The gate is operated via an intercom system. Once school staff have verified the visitor's reason for coming onto the premises, the gate is opened by a switch from within the main school office. There is also a switch in the Headteacher's Office.

The main gates are fixed in the open position before school. At approximately 8.50 am the exterior doors are closed, secured and checked by the Building Officer, as are the gates. (These doors cannot be opened from the outside but can easily be opened from the inside by children and adults alike). Therefore, once visitors have gained entry to the premises they are further restricted entry into the school building.

Entry to Nursery is via a separate entrance on Alpine Road. Five minutes before the beginning and end of sessions, the gates are unlocked to allow parents and carers access. There is no access to Nursery during session times.

Clear signage directs all visitors to report to the reception area in the main entrance of the school. The secretary's office and the Headteacher's office overlook the reception area and so afford useful surveillance. All visitors have to ring the doorbell to gain admittance into school.

### **School Office**

When visitors are allowed into school they have to produce some form of identification, sign their name in the 'Visitors Book', state their business and note their time of arrival. All visitors will be issued with a 'visitors' badge which must be worn in a visible position. Staff will be made aware of which visitors are expected each week via the calendar on google. If the receiving member of staff is concerned about the validity of the visitor being admitted, he/she must see the Headteacher immediately. The Headteacher will check the person's identity if he/she is still not satisfied will ask the person to leave and/or contact the police.

All new visitors should be escorted and never left alone to walk around school. Visitors should be taken back to the School Office after concluding their business to book out, stating their time of departure and hand in their visitors' badge. Visitors leave the school by the main entrance.

This process applies to all visitors and maintenance workers.

### **Parent/Class Helpers**

These should sign in at the school office. They are issued with a volunteer badge. Staff are responsible for their parent and class helpers.

### **Challenging Intruders**

Pupils are not to confront/challenge strangers on site at any time but should report any concerns to a member of staff immediately. Staff are encouraged to challenge anyone who is found on the premises not wearing a visitors' badge or a volunteer badge. The level of staff response will depend upon the perceived seriousness of the situation and the risks involved. Staff will make a judgment based on the threat they perceive the intruder poses, most intruders can be categorised as:

Opportunist thief  
Former Pupil or Former Parent  
Current Parent  
Non Custodial Parent seeking to remove a child  
Armed intruder

Staff should never be fooled by the appearance of the intruder just because they are wearing a suit or carrying a clip board does not mean that they are legitimate.

- Ask "Can I help you" – don't put yourself at risk. Be aware of your body language.
- Staff should never invade the personal space of a suspected intruder and should avoid any aggressive body language but remaining calm and seeking support from a colleague or summoning assistance if possible.
- Ask the person to accompany you to the reception area where proof of identity can be verified.
- If the person will not co-operate, send a child with a red card to summon assistance. (Staff recognise this pre-arranged signal as a means of summoning assistance and a member of staff will assist immediately). If it is after school hours, leave the 'intruder' and get help. If you cannot find anyone call the police.
- Staff should never detain the person but keep the person as calm as possible and make a mental note of their appearance, manner and if any weapons were visible and report this to the nominated officer as soon as is practical

## **Internal Security**

### School Open

Children and adults should feel safe wherever they are within the school. It is the responsibility of all to ensure the exterior doors are closed properly to fully maintain the security of the building.

All rooms have red warning cards located behind their doors. These can be sent to another classroom or adult for help. All bells have red help cards around the handle which can be sent with a child.

The buildings officer can be contacted by telephone.

### Lock Down Procedure

Should an incident occur which warrants a 999 call to police and where colleagues feel the safety of staff and/or children is possible they should:

- **Walk calmly away from the intruder. (If this is in the School Office, push the bolt on the external door.)**
- **Pull the ribbon from the closest intruder alarm.**
- **Office staff should move to the Headteacher's Office where there is a phone and the gate can be controlled**
- **Dial 999**
- **When colleagues hear the alarm they should activate the one closest to where they are or their room and move into a room which can be locked internally. The only room which has no internal lock is The Den. The kitchen can be locked.**
- **Toilets need to be checked for children:**  
**Bottom girls toilet by an adult in Class 3**  
**Bottom boys toilet by an adult in Class 4**  
**Top boys toilet by an adult in Class 6**  
**Top girls toilet by an adult in Class 7**
- **Staff to stay in position until further notice. Do not replace the pin in the alarm until told to.**
- **School will take the lead from the police at this point.**
- **A debrief for staff will take place after the incident.**

For further security, the door wedge can be placed in the door to keep it closed. Staff and children can take refuge under tables.

The alarms are located:

- Outside the school office
- Outside class 1 & 2
- Outside Class 3 & 4 – there are two here
- By each hall door
- Outside the staffroom
- By the Inclusion Office
- Outside Nursery on the top corridor
- By Class 8 door.

See appendix A for further information.

### Bomb Threat

Response on receipt of a telephone threat.

- Remain calm and take down as much information as possible using Appendix B

- Note down any information not given e.g. background noises, gender, if the caller sounds like a child or an adult.
- If the threat is considered credible. the Headteacher or a member of the leadership team should contact the police on 999 for advice and guidance.
- Police will check databases locally and nationally for any intelligence and update the school.
- The police will direct officers to attend the school to offer advice and assistance. The Headteacher, member of the leadership team and/or Buildings Officer may ask for assistance in conducting the search.
- If the school receives hoax type telephone calls that you do not consider to be a credible threat these should be reported to the police on 101 as they may be criminal offence and lead to an investigation.

Response of finding a suspicious item:

- Is there supporting evidence that might raise concerns about an item such as the method of delivery or event in school.
- Do not touch the item further.
- Make a note of its description.
- Confirm the precise location.
- Clear the area (100 metre for a small package or bag).
- Cordon the area.
- Prevent anyone from entering the cordoned area/school.
- Identify a member of the leadership team to liaise with the police.

Police may ask for –

- Details of the phone call
- Details of the suspicious devices
- Access routes into school
- Who has access to the area
- Who is in the building (approximate numbers)
- Is the building secure?
- Are there any photographs/CCTV.

The Headteacher or member of the Leadership Team will make the decision whether to evacuate the building and telephone Stocksbridge High School on **2883410**

- **An intermittent bell will be rung until the building is empty.**
- **Colleagues should gather their personal possessions and those of the children – coats, bags etc and evacuate as per the fire drill. Staff should sweep the building as per the fire drill. Should the suspect item make this convening point unsafe school will meet at the far end of the field near Nursery Fence? Should this point be unsafe school will convene behind Class 1 & Class 2**
- **Once a register check has been completed school should decamp to Stocksbridge High School led by a member of the Leadership Team.**
- **Office staff will take the emergency box including pupil and staff contact details.**
- **A member of the Leadership Team will liaise with those colleagues back in school.**
- **The Headteacher and/or Buildings Officer will inform Alpine Lodge.**

### School Closed

The school is linked to an alarm system and benefits from 'natural surveillance' provided by neighbourhood watch and the willingness of the local community to report on any incident related to the school.

The school has a timer controlled outside lighting system which comes on after dark. The staff car park is also illuminated after school hours to allow safe exit during darkness.

The school also benefits from a 2.4 m high fence which covers the whole of the perimeter of the School, all gates are locked after School hours till the next day.

## **Personal Safety**

### Interviewing

Consideration should be given to risks posed during interviews with parents/guardians etc, any interview where there is any potential for conflict (verbal or physical) should be carried out in the Headteachers room or staffroom by appointment only and in the presence of a colleague, if this is not possible then the staff member should position themselves between the parent and the door but if there is the possibility of conflict then the interview should be held at a time when another colleague is available.

### Handling Cash

Various amounts of money come into school. Money is never left unattended and is banked as quickly as possible. When money is transported to and from the bank, the route, time and day are varied as much as possible, i.e. so that routines do not fall into a regular pattern. Whenever possible two people accompany the money to the bank.

### Home visiting

When staff visit families in their homes, they must ensure that their movements and timescales are known to a responsible member of staff. Frequent reporting back to school will enable the responsible person to be sure of an individual's safety. The contact telephone number for each person making home visits is left, along with the schedule, in the school office. All visits to homes are carried out by two members of staff. Staff should not make evening visits.

### Working Late

When staff choose to work late it is advised to leave the school building in small groups to minimize possible risks bearing in mind the time of year, time of day/night etc.

## **Handling of an Incident**

However effective control measures may be, incidents may still occur. In particular situations staff will have to use their skill and judgment in handling the situation. Emphasis should always be anticipation and avoidance of conflict and staff should retreat from imminent danger and, if necessary, call the police.

If the offender is known the Governors and the Headteacher will consider whether it is appropriate to write to the person, restricting access to the school and this could be followed up with a letter from the Director of Education. Difficult and more serious cases will be referred to the City solicitor for advice. This may result in legal proceedings.

## **Control of Dangerous Weapons**

Section 139A of the Offensive Weapons Act 1996 makes it an offence for anyone to carry an article with a blade or point, or any weapon considered by the head teacher as offensive that could cause harm to another, whilst on school premises. Those with a legitimate reason for carrying such an item (e.g. work related,

educational use etc) could have a defense but should declare in advance to the head teacher that they have such an item and that they will keep it secure at all times.

Any individual (intruder or student) suspected of carrying an offensive weapon will be asked to surrender it to the head teacher if they refuse then the police will be informed.

### **Support for Staff**

If an incident occurs, staff will receive understanding, sympathetic and sensitive treatment. If necessary the member of staff may be offered time off work and counseling arranged if appropriate. Staff will be encouraged to seek legal advice from their union or professional association. Staff will also be encouraged to visit their GP to record any physical/emotional damage they may have sustained.

### **Recording**

All incidents will be recorded at the time they occur and, if appropriate, information passed on to other agencies. In order to help identify risks near misses will also be recorded.

Incidents will be thoroughly investigated and reports written detailing the incident.

### **Reporting**

After any security related incident a full report of the incident should be made and reported in accordance with the schools health & safety policy and violent incident reporting procedures. If the individual could pose a threat to other local schools these schools should be notified immediately. Detailed notes from those involved should be made of the sequence of events, what was said and by whom as soon after the incident as possible to ensure relevant details are captured and reported.

### **Review**

The security arrangements of the school will be kept under constant review and a safe egress from the building will be maintained at all times.

Stocksbridge Nursery Infant School continues to be a welcoming place for pupils, parents and the local community whilst providing a safe and secure environment for the children and staff.



## Stay Safe

### Firearms and weapons attack

Stay Safe principles (Run Hide Tell). Full guidance is contained on the NaCTSO Website <https://www.gov.uk/government/publications/recognising-the-terrorist-threat>.

#### Run

- Escape if you can
- Consider the safest options
- Is there a safe route? **RUN** if not **HIDE**.
- Can you there without exposing yourself to greater danger?
- Insist others leave with you.
- Leave belongings behind.

#### Hide

- **If you can't RUN, HIDE.**
- Find cover from gunfire
- If you can see the attacker, they may be able to see you.  
Cover from view does not mean you are safe; bullets go through glass, brick, wood and metal.
- Find cover from gunfire e.g. substantial brickwork/heavy reinforced walls.
- Be aware of your exits.
- Try not to get trapped.
- Be quiet. Silence your phone.
- Lock/barricade yourself in.
- Move away from the door.

#### Tell

Call 999. What do the police need to know?

- Location – Where are the suspects?
- Direction – Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons, etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so.

#### Armed police response

- Follow the officers' instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat.
- Keep your hands in view.

#### Officers may

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so.

**Actions to be Taken on Receipt of a Telephone Bomb Threat**

- **TELL THE CALLER WHICH TOWN/DISTRICT YOU ARE ANSWERING FROM**
- **EXACT WORDING OF THE THREAT**

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- **ASK THESE QUESTIONS**

1. Where is the bomb right now? .....
2. When is it going to explode?.....
3. What does it look like? .....
4. What kind of bomb is it? .....
5. What will cause it to explode? .....
6. Did you place the bomb? .....
7. Why did you place the bomb in school?.....
8. What is your name?.....
9. What is your address? .....
10. What is your telephone number? .....

- **RECORD TIME CALL COMPLETED**

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**Notes to be Completed on Receipt of a Telephone Bomb Threat**

**THIS PART SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP AND THE HEADTEACHER AND PREMISES MANAGEMENT OFFICER HAVE BEEN INFORMED**

Time and date of call .....

Length of call .....

Number at which call is received (that is, your extension number) .....

**ABOUT THE CALLER**

Gender of caller? Male  Female  Nationality? ..... Age .....

**THREAT LANGUAGE**

Well spoken  Irrational  Taped  Foul  Incoherent

Message read by threat maker

**CALLER'S VOICE**

Calm  Crying  Clearing throat  Angry  Nasal  Slurred

Excited  Stutter  Disguised  Slow  Lisp  Accent

Rapid  Deep  Familiar  Laughter  Hoarse

If the voice sounded familiar, whose did it sound like?

.....

\*What accent

.....

**BACKGROUND SOUNDS**

Street noises  House noises  Animal noises  Crockery  Motor

Clear  Voice  Static  PA system  Booth

Music  Factory machinery  Office machinery  Children noises

Other (specify)

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**REMARKS**

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Signature ..... Date .....

Print name .....