

Froebel House School

Policy for Security Procedures

At Froebel House 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 Head has done everything it can to make the school a safe place in which to work.

Roles and Responsibilities

Overall school security is the responsibility of the employer. At Froebel House, this is the Head Teacher. The Head Teacher is responsible for implementing the security policy.

Head Teacher

The Head Teacher at Froebel House is responsible for implementing the Security Policy. She 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.

Pupils

Children are made aware of the security procedures. They should be encouraged to assist with these procedures when possible. Children know that they must not open the door to anyone.

Parents

The parents of pupils at Froebel House are kept fully informed of security procedures, and of their responsibilities when visiting the school in:

- individual letters

Police/Local Community

Froebel House 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 police liaison Officer.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to one external door (excluding the fire doors, which open only from the inside), apart from the main entrance to the school, which has an intercom release system.

External doors should be closed at the end of break times.

All visitors to the school are checked by the secretary or L A Roberts before entry. If parents wish to take their child/children out of school during the school day, they should press the intercom and wait to be checked by a member of staff before entering the school

Trespass

Froebel House is not a public place to which any member of the public is entitled to have access. No-one enters unless checked.

Entering and Leaving School

All children enter and leave the school by the front door. A member of staff is on door duty from 7.30 – 9.05am each day. Everyone can be viewed through the glass door and are checked by staff before entry. If a person is not recognised by staff Mrs Roberts is alerted and

deals with the situation. The police would be called if necessary. On entry parents are asked to ensure that their child is delivered safely into the playground or to the relevant classroom before leaving the building. A child should never be left unsupervised. At dismissal time the children sit in the hall. They do not leave the building until a member of staff on door duty sees the child's parents outside and calls the child's name. Any child not collected on time joins the After School Club. If at the end of After School Club a child is not collected Mrs Roberts or a member of staff will contact the parents or the emergency numbers and wait until the child is collected.

Supervision of the Playground

One member of staff is on duty each morning from 07.45 to 09.05 so that parents can leave their child in safety.

Children are supervised at all times when in the playground. Supervision is by support staff before school, by teachers or support staff at morning and afternoon breaks and by the midday supervisors at lunch-time.

Children Going Home By Taxi

Some children go home by taxi. Parents always give prior notice to the school otherwise a child would not be allowed into a taxi. All taxi drivers report to the door staff on arrival, show their identification and state the password and name of the child they are collecting. Children who travel home by taxi wait in the hall.

Leaving School During the Day

No child is allowed out of school for an appointment during the day unless prior notice is given and a known adult arrives to collect him or her. The adult is checked before entry.

Security of Personal Property

Children should not to bring anything of value to school. Individual staff are responsible for their own property.

Security of Building

An effective intruder alarm is in operation. This is always set when the school is empty.

The Head Teacher and staff are designated key holders and are responsible for the security of the building.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Froebel House 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 have access to a mobile phone.

Fire Detection Systems

At Froebel House, 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.

Bomb Threats

Any warning Froebel House may receive about such a threat would be treated seriously, with the safety of the pupils and staff paramount. The police would be contacted immediately and their advice taken.

Staff should be vigilant at all times and report anything suspicious.

Critical Incident

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the **Critical Incident Policy** is implemented with staff responding to the procedures.