



Wolfscastle Community Primary School

School Security Policy

At Wolfscastle School we believe it is important to create a secure and safe environment for all children and adults in school. Parents need to be confident that procedures are in place to provide this environment. Children need to feel that they are safe and secure at all times. The staff and the Governing Body do everything they can to make the school environment a safe place to work.

Statement of Intent

- To identify good practice in maintaining and improving school security in and around school.
- To ensure a whole school approach to Risk Management.
- To encourage participation from the local community

Risk Management and School Security

At Wolfscastle CP School, the matter of security is regarded as one of paramount importance.

The School and Governors are committed to Risk Management. The Headteacher and Assistant teacher regularly review security matters and consult staff. The Governing Body regularly discuss school security at both full governors and committee meetings.

We look at vulnerable areas and minimise the opportunity for incidents to occur.

The safety of pupils is of the first importance and outweighs inconvenience to staff, parents and visitors caused by security measures.

Security Measures in place

Access control and identification of all visitors.

During the day, the main access to the school site and buildings are locked and secured.

Between 9.00am and 3.15pm a protocol is in place whereby:

- Visitors are required to buzz at the gate before being admitted to the school grounds and then report to reception before proceeding. Access to the school by visitors is limited to the main entrance only.
- Front entrance doors are controlled by staff.

- Non- parental visitors are requested to fill-in a visitor book, stating the purpose of their visit.

A doorbell is located on the main gate and by the outer door to the main entrance. All visitors are required to use this to gain the attention of appropriate reception staff. The exterior door to the main entrance is security locked at all times.

Staff answering the gate buzzer and the main door must satisfy themselves that visitors are 'bone fide' and they must satisfactorily establish the visitor's identity. 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 member of staff.

The unauthorised person will be asked to leave and will be escorted from the premises as they are committing a trespass. In the event of any person attempting to force entry, becomes aggressive or damages property no attempt is to be made by staff to remove the intruder from the premises but the staff member should DIAL 999 and call the Police.

If in doubt, assistance should be obtained from the Head Teacher. Children are NOT permitted to open the main gate or any doors to visitors. They are trained to always fetch a member of staff if the occasion arises.

All children and staff are alert to unrecognised adults in school. Children are asked to report strangers to the nearest member of staff. The staff will ask any unknown person the purpose of their being on the premises.

The school operates an open door policy to parents but where possible, appointments to visit staff members should be made at a convenient time. General appointments by parents should, if possible, be arranged outside normal school hours in order to prevent daytime disruption.

What to do if unauthorised persons attempt to gain entry and are perceived to pose a possible threat, e.g.

- ex-employees or ex-pupils
- irate parent/s
- people with criminal intent
- protestors
- break-ins

If in any doubt DIAL 999 AND CALL THE POLICE

What to do if a visitor either refuses to sign the visitors' book or fails to report to reception:

Ask them to leave and if possible obtain the assistance of another staff member. **If the unauthorised person refuses to comply DIAL 999 AND CALL THE POLICE.**

What to do in the event of threats, actual violence or verbal abuse

Quietly and politely, make it clear that such behaviour is not acceptable. If this does not work and you are in a position to do so -

DIAL 999 AND CALL THE POLICE.

Vehicles

Deliveries are made to reception and use the main entrance of the school. They are instructed to close the gate after they have completed the delivery Staff cars only are to be parked in the school car park.

Contractors

Contractors must report to the main reception area before work is carried out and the number of workmen logged in by the foreman/employer, etc.

All contractors should be issued with visitors I.D. cards. Contractors must inform the office when they are leaving the premises.

Pupils Security

Consideration should be given to situations where pupils are unsupervised but may still be under the general care of the school; e.g.

- while using toilets outside the classroom during normal class times.
- while pupils are moving between different areas in the school.
- suitable procedures are adopted and regularly reviewed in respect of pupils at the beginning and the end of the day. e.g. - road safety.

At the Start of the School Day

All children are expected to arrive at school by 9.00am but not before 8.45 am (8.00am for breakfast club pupils but not before 8.00am). They enter the school building through the main entrance. All entrances and outside gates are closed at 9.00 am.

After this time children must enter using the main entrance and report that they are late to the staff. No parents are to be in the school building after 9.00am. Parents are expected to inform the school if their child is to be late or absent on a particular day. If the school has not heard from the parents by 9.30am the parents will be phoned by a member of staff to ascertain the whereabouts of the child.

Supervision on School Grounds

Two members of staff are on duty each morning from 8.45 a.m so that parents can safely leave their child. At 9.00am the bell is rung and all children enter their classrooms.

All children are supervised when in the playgrounds. A teacher and a member of the support staff at morning break and by two lunchtime supervisors at lunch-time.

At no time are the children left unsupervised outside. If it is wet, the duty staff supervise the children in their classrooms.

At the End of the School Day

At the end of the school day the children are released from the school building to the school yard to their parents only when their parents/guardian can actually be seen. No child leaves without being handed over directly to their parents and no unauthorised access is permitted.

If an adult who should be collecting a child has not arrived, they are to return straight into school and stay with their teacher until the parent has arrived.

If after 10 minutes, no-one has arrived the teacher will telephone to see what the delay might be. The child stays in the library until the adult arrives. No child is allowed to leave unless we are sure they are safe.

If parents have made a different arrangement to usual, they must inform the school in advance e.g. if a different person is picking the child up.

If parents are unavoidably delayed they are advised to telephone the school to let us know.

Leaving School During the Day

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect him or her. Parents know they need to report to headteacher to collect their child.

Security of Personal Property

Children are asked not to bring anything of value to school. Individual staff are responsible for any valuable items they bring to work. The staff are expected to make sure the doors are closed securely if they are the last person to leave the room.

Fire Safety

We have very comprehensive fire safety procedures in place. Documentation for Fire Safety procedures is found in the file in the office.

A whole school fire drill is carried out at least once every term.

Duties of the Caretaker towards school security

The caretaker is responsible for the opening and locking of the school. A list of key holders is attached.

It is the responsibility of the Caretaker to check daily that:

- All locks and catches are in working order
- The emergency lighting is working.
- The fire alarm has no faults
- The security system is working properly

and before leaving the premises to check:

- All the windows are closed.
- The doors are locked and secure.
- All gates are closed and locked.

Headteacher and classteacher responsibilities

It is the responsibility of the Headteacher to perform the above functions in the absence of the Caretaker.

In addition, the Headteacher is responsible for the security of the premises during the school day.

It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.

Security of Equipment and Cash

Cash is stored in the safe in the school staff room. All monies are collected by the administrative assistant and not kept in the classrooms. Dinner money is collected by the meals clerical officer and stored in the safe.

Guidelines for working alone in the building

Ensure that all doors to the building are locked. Staff must ensure that there is telephone access in case of emergency. Staff must let the caretaker if they are working at school and what time they expect to leave.

This policy was agreed by the Governing Body of Ysgol Casblaidd School on:

Date: _____

Signed: _____ (Chair of Governors)

Signed: _____ (Headteacher)

Emergency Contacts

School/Establishment	Wolfscastle Community Primary School	
Keyholders		
Name	Address	Telephone Number
Susan Hedley		07527649289
Wendy Raymond Headteacher	Trefelyn Mathry	01348837133 07931485879
Bethan Lewis Assistant teacher		07973623216
Rev Eynon Chair of Governors	Digwydd Paso Wolfscastle	01437741335

