



## **St Andrews Security Policy**

At St Andrews Primary School the staff believe that a secure environment is essential to developing healthy practice in both teaching and learning. This policy relates directly to the school aims as well as Local Authority Policy (Management Circular Revised 2011)

### **The School Aims**

At St Andrews we seek.....

- To provide a secure environment for pupils and staff.
- To enable all to become successful, confident, life-long learners, and inspire a love of learning
- For children to operate as independent learners and thinkers.
- To develop respect and understanding for each other within our school, local communities and the wider world
- For children to value themselves and the environment.
- To provide a relevant curriculum for all.

Our school community will ensure the needs of all are considered and acted upon.

### **General**

It is the collective responsibility of all staff to maintain the security of the school and the children and adults who work here. The 'risk' of theft, vandalism and intruders both during the working day and outside normal school hours is not to be overlooked.

## **Perimeter Security**

Perimeter security and signage guides all visitors to Reception where they can be greeted appropriately and given every assistance - either by office staff, auxiliary staff, the management team or janitor. All personnel entering the school are required to sign in at Reception. Generally visitors to the school will be supervised at all times. Perimeter security arrangements are routinely inspected by janitorial staff. Maintenance of the perimeter is done in consultation with, and on the advice of, the Education Department and Technical Services. Remedial and/or development work is carried out through the school's building inspector, with costs being met through retained or devolved budgets as appropriate (see DSM Guidelines/DSM Survey).

## **Shell Protection**

Security of the building is the responsibility of the Head Janitor and doors and windows are checked each night. Security lighting is installed around the school and this is "time controlled". The shell is routinely checked by janitorial staff. Maintenance of the perimeter arrangements is done in consultation with, and on the advice of, the Education Department and Technical Services. Remedial and/or development work is carried out through the school's building inspector, with costs being met through retained or devolved budgets as appropriate (See DSM Guidelines/DSM Survey).

## **Access Control**

Access to the building for all staff and visitors is restricted to the main entrance.

For primary pupils access is controlled through the main entrance doors.

All staff are issued with identity badges and these must be worn at all times. Staff sign in on arrival and out when leaving the building.

## **Visitor Control**

Badges are also issued to all 'visitors' who would be met by a member of staff at reception.

Parents collecting children would be asked to do so from reception.

## **Cash Security**

Generally 'cash' is not kept on the premises. Any small amounts are kept in the school safe.

## **Equipment Security**

The School has a wide range of audio visual equipment throughout the school. An inventory check of equipment is maintained and updated on the arrival of new items and checked annually.

All class bases have lockable store cupboard to keep valuable equipment securely stored when not in use.

The IT room and all Office bases are locked when not in use.

Wireless laptop Trolleys are also kept in locked rooms when not in use.

School equipment may be taken home by staff so that they can work away from school. For Computers, Video cameras and Digital cameras.

Use of other equipment should be approved by a member of the Management Team.

With the approval of the Head Teacher, school equipment may be loaned to community based organisations. It must be recorded in the school log book.

### **Procedures (See appendix 1)**

All staff are expected to be aware of and follow the procedures as detailed.

### **Awareness**

It is important that the pupils are aware of the processes and procedures that are in place and these should be discussed by classes and their teachers at the start of each year, along with fire orders and the code of conduct.

Where a member of staff identifies a situation where security may be compromised, they should bring it to the attention of a member of the Management Team.

# Appendix 1

## BUILDING SECURITY ARRANGEMENTS

These arrangements try to balance security concerns while maintaining reasonable accessibility.

### **Access Control**

Access to the school building for staff and visitors should be through the main entrance with visitors reporting to School Reception.

**Break time P1-3: 10.45 - 11.05am P4-7: 11.00 - 11.20am**

**Lunch Time: 12.55 - 1.45pm**

### **End of School Day (Staff)**

The Janitor will check that all doors throughout the school (except the main entrance) are locked at 4.00pm. Staff should always log out and exit using the Main Entrance.

Staff staying later than 6.30pm who are not keyholders must ensure that the HT is informed and that they know how to secure the building when they leave.

### **Out of Hours Access**

If you require additional access to the school buildings i.e. during holiday periods/weekends etc please contact the Head Teacher in the first instance.