

North Mundham School Security Procedures

Measures in place during the school day and people responsible

	Security Measure	Responsible
1.	School Gates Locked 9am – 3.10pm	HT (delegated to business manager in absence)
2.	Fire Doors checked 7.45am Corridors and fire exits to be kept clear at all times	Premises Manager All staff to ensure fire exits are maintained
3.	Adults on duty during all playtimes	Senior Teacher
4.	External doors closed during school hours (Class teachers responsible for monitoring external doors if they need to be open.)	Each class teacher responsible for external doors to their classroom. External door near Class 2 – LP External door in Class 5/6 cloakroom -JM
5.	Adults in school All staff should register that they are in school on arrival. All school staff have an identity check and enhanced CRB check. References are taken up before appointment. All coaches and peripatetic teachers have identity checks and CRB. Regular volunteers have identity check and CRB check Supply staff have identity check and CRB Drivers for transporting children complete necessary checks	Staff register for signing in and out is located in the lobby Business Manager maintains SCR Personnel Committee, HT and Business Manager HT and Business Manager Business Manager
6.	All visitors report to Reception	Business Manager to ensure visitors sign in and wear identifying badge if in school.
7.	Contractors working in school	BM to advise class teachers of presence of contractors. Business Manager to liaise with head (assistant head in absence) if additional safety arrangements needed.
8.	The Fuzzies are kept locked	Key in office for teacher to collect
9.	Attendance and registers - See attendance policy Book for parents to sign children in and out when going out of school during the day eg. to attend a hospital appointment	Business Manager and Receptionist to maintain
10.	End of day routines Class R – dismissed as parent/carer seen by teacher Class 1 - dismissed as parent/carer seen by teacher Class 2 – teacher stands on playground, class dismissed as parent / carer seen by teacher Class 3 – 6 – Children dismissed from class. Children know to return to class teacher or school office if nobody is here to collect them.	All class teachers responsible

Additional Security Measures

Unknown adult on site

Any staff finding /aware of an unknown adult on site should immediately inform the school office. Pupils are aware to let adults know if they see uninvited people on the school site.

Senior staff will assess the situation and phone 999 if a threat may be posed by the intruder.

Staff should never challenge any person unless it is safe to do so.

This is also the process for any concerns concerning 'passers-by' adjacent to the school site / using the bus stop / using the Playing Fields.

Working outside of the normal school day

1. After school clubs have finished and pupils have left the site, outside doors should be shut so that the only access to school is via the school office.
2. Staff should avoid lone working and inform family / next of kin if they are working late. In these circumstances staff should ensure they carry a mobile phone.

Security Log

All incidents that may breach security should be reported to the Headteacher / Assistant Headteacher/ Business Manager. A log of events / near misses will be maintained in the school office.

Other relevant policies:

Health and Safety Policy, First Aid Policy, Medicines in School, Educational Visits Policy, Behaviour Policy, Anti-bullying Policy, Emergency Plan

Reviewed Sept 16