



Believe. Achieve. Succeed. In our hands we hold the future.

Security Policy

What is this policy for?

This policy sets out how we devise adequate measures against vandalism, theft, arson and assaults on both pupils and staff.

The vision for security

At Hutton CE Primary we want all assets to be secure and the site to be secure from theft, vandalism and arson. Therefore, we put in control measures to ensure that it is as secure as possible.

When is security reviewed?

Security is considered daily by the Site Manager or key holder who is responsible for securing the building on that day. It is reviewed termly and annually by the senior leadership team.

How is security reviewed?

This security audit will overlap to some extent with the wider-ranging risk assessments conducted in compliance with Health & Safety regulations, but the emphasis in the security audit is on risks originating from outside the school community rather than risks arising from within. The School Security Committee will therefore keep under review various aspects of our interaction with the local community, Pupils, staff and visitors, School buildings and grounds and School equipment.

What do we review?

Premises

- Code to gain entry only known by school staff and changed termly or as required.
- Site is security alarmed, alarm number known only by keyholders and 1 governor.
- Keyholders limited to three people.
- All visitors sign in.
- All visitors wear badges for easy identification.
- All contractors wear badges for easy identification.

To reduce the chances of vandalism:

- Secure site with secure gates at front and side of building
- Increased security at sides of property
- Store all equipment securely out of sight.
- All property marked with Smart Water - specific to our site.
- Behaviour policy and expectations (with rewards and sanctions) known to parents and pupils.

To reduce the chances of theft:

- Secure the site.
- Equipment stored securely.
- All equipment security marked with Smart Water.
- All new equipment marked immediately it comes on site.
- Behaviour policy and expectations (with rewards and sanctions) known to parents and pupils.



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To reduce the chances of arson:

- Secure the site.
- Store bins away from building.
- Don't store flammables in vulnerable areas (understairs/boiler rooms).
- Put all equipment away in proper storage facilities.
- Have appropriate fire extinguishers at appropriately sited places.

To reduce the chances of assault:

- Only identified people allowed into the building/grounds.
- No lone meetings – always inform someone if meeting 1:1.
- All evening parent meetings held together in hall.
- No lone home visits –always 2 staff to attend.
- Behaviour policy and expectations (with rewards and sanctions) known to parents and pupils.
- Anti-bullying policy and anti-bullying workshops

How do we measure success in security?

Security has been successful if there have been no incidents or if the control measures have prevented any damage/entrance to site etc.

Safety & Risk

In order for security to be as safe as possible staff do not undertake lone working, and securing the building is done with other staff around. There are set procedures for locking and unlocking the building to ensure everyone's safety.

Community Involvement & Collaborations

For security reasons the premises and grounds are not allowed to be used by the community. However, in certain circumstances where joint projects occur the grounds could be used, but under supervision of the Site Manager, Headteacher or key holder.

Monitoring and Evaluation

The Security team, consisting of the Head, Site Manager and Health and Safety Governor, will monitor the security of the site on an annual basis or after any incident.

Information gathered is shared with the leadership team and through the governing body.

Policy written: May 2020

Policy review: November 2022

Ratified by the Local Governing Body and signed by chair or vice-chair:

Jane Barry 29/11/21