

PINNER WOOD SCHOOL



SCHOOL SECURITY AND LOCKDOWN POLICY

Approval Authority:

Effective From: September 2023

Date Ratified by GB:

Next Review Date: September 2025

Signed by Chair of GB:

PINNER WOOD
SCHOOL

Security in School
School Security Policy and
Procedures

1. Policy statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Pinner Wood School. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures.

This will be achieved:

- By the health & safety governor monitoring performance on their special interest visits.
- Via the Headteacher's Reports to Governors.
- By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher and School Site Manager.

2.2. Headteacher

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by Governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

2.3. Staff

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Headteacher/ School Site Managers	<ul style="list-style-type: none"> • Agree policy • Review every 24 months
Day to day implementation and management of policy	School Site Managers	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	School Site Managers	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (Locks, gates, key pads, and fences).	School Site Managers	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue passes.
Control of contractors	Office manager/ school Site Manager	
Security of money etc.	Admin staff	

Security risk Assessment	Headteacher/office manager	Review annually and inform govs of findings to use as part of policy review
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2.4.Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1.Information and Communication

- **All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.**
- All staff induction will include the school's security policy. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.
- Parents will be informed about the schools' security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

3.2 Controlled access and egress during the school day

- Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.
- The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Pinner Wood school has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside.
- Floodlighting covers entrance and exit doors adjacent to car parks.
- The school has close links with local police and the Community Police Officer. Police will patrol the school on request.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy - first day response.
- The School operates a signing in/signing out system for all parents and visitors /students who are late/leaving early
- Caretaking staff closely monitors the movement of vehicles whilst present on the school premises, and are responsible for contractors on site.
- Contractors comply fully with school procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.
- Mag locks to shut off areas.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- School field – access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge.
- Lunchtime – children use school field that could be accessed by a person walking past the authorised entrance, always under control of staff. Staff would professionally challenge any person not wearing a photo ID or school visitor badge. All parents are accompanied.
- Playground – our main access route to the nursery is across one of the playgrounds. This access is only used under staff supervision at lunch and staff would professionally challenge any person not wearing a photo ID or school visitor badge.

3.3 Early Years outside Areas

The Quad is the name given to the place where the youngest children play and learn. It is a self-contained area in the middle of the school that is not overlooked by, or accessible to, anyone outside the school. Safety surfaces are in place, all equipment is risk assessed and Health and Safety compliant. The children are always supervised by adults and never playing there alone.

3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

All visitors report to the reception desk on arrival.

- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. LA staff will wear a DCC pass that will be visible at all times. LA staff include LAInspectors, SIP, and Peri' Staff wear a badge
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member off staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception. This procedure does not apply for LA staff or Supply Staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

3.5 Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures -

Playground and fields border public pathways. Children are always supervised in this area and visitors professionally challenged.

Times of the day when supervision is part of our safeguarding procedures –

EXAMPLE

- Start of school day – Duty teams are deployed in designated areas from 8.30am to 8.50am.
- Lesson changes - pupils are always accompanied by staff
- Lunchtime – all parts of the school, playgrounds and cloakrooms are supervised
- Duty teams are also deployed at the end of school day.

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties who

use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use/extended school activities – Groups may use facilities during the school day. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff. Only personnel with DBS clearance will be allowed on site for extended school activities. All visitors are accompanied and supervised.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as therefore they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them; LA staff to wear their own badges, visible at all times.
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.8 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

3.9 Physical security measures

The Governing Body will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governing Body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements

At different times of the day the school security arrangements require the locking of various entrances.

3.11 CCTV

The school has cameras to monitor access and egress point. The school does not operate a recording CCTV system.

3.12 Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

3.13 Valuable equipment

All items above the value of £50 will be recorded in the school inventory.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible, valuable items will also not be left so they are visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment.

3.14 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. All staff have a locker and key.

Lost property should be handed to the school office where it will be kept until the end of term before disposal.

3.15 Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding school property.

They should be told:

- The school's policy on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in school.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

Crime prevention - police/school liaison

Our community Police Officer regularly visits Pinner Wood during the day and at school events.

3.16 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinets. Arrangements for the administration of medicines are detailed in the medication in school policy.

4. Risk Assessment

A security risk assessment will be completed annually by the Headteacher/School Manager; the findings will be used in the review of this security policy.

5. Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.

Governors will monitor performance via the Headteacher's Report to Governors and when visiting school.

Pinner wood School Lockdown Procedures

Lockdown procedures should be seen as a sensible and proportionate response to any external or internal incident which has the potential to pose a threat to the safety of staff and pupils in the school. Procedures should aim to minimise disruption to the learning environment whilst ensuring the safety of all pupils and staff.

Lockdown procedures may be activated in response to any number of situations, but some of the more typical might be:

A reported incident /civil disturbance in the local community (with the potential to pose a risk to staff and pupils in the school)

An intruder on the school site (with the potential to pose a risk to staff and pupils)

A warning being received regarding a risk locally, of air pollution (smoke plume, Gas cloud etc)

A major fire in the vicinity of the school

The close proximity of a dangerous dog roaming loose

The school's lockdown policy is as follows

signals	
Signal for Lockdown	The alarm bells will pulse to signal lockdown
Signal for all clear	Verbally via telephone

Lockdown	
Rooms most suitable for lockdown	All classes to remain in own classroom
Entrance points (e.g. doors and windows)which should be secured	External doors to playgrounds internal doors to corridors, all windows to be shut and all blinds closed including the door vision panel blinds
Communication arrangements	Via Classroom telephones and mobile phones
Note	If someone is taken hostage on the premises the school should seek to evacuate the rest of the site

Ref	Initial response - lockdown	Tick/sign/Time
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L1	Lock / secure the school entrance points to prevent intruder from entering the building	
L2	Ensure all pupils are inside the school building. Alternatively, ask pupils to hide or disperse if this will improve their safety, Class Teachers responsible for their own class. Secure the doors and windows close the blinds and instruct pupils to take cover under their tables	
L3	Dial 999. Dial once for each emergency service required Head teacher or Admin staff	
L4	Ensure people take action to increase protection from attack: Block access points (eg move furniture to obstruct doorways) Sit on the floor, underneath tables or against the wall, Keep out of sight. Draw all curtains and blinds over windows and doors including door vision panels, turn off lights stay away from windows and doors Class teachers responsible for their own class	
L5	Ensure that pupils, staff and visitors are aware of an exit point in case an intruder does manage to gain access Reception clerk	
L6	If possible search for missing/ injured pupils, staff and visitors. Site staff	
L7	Remain inside until the all clear has been given, or unless told to evacuate by the emergency service.	

- Staff will be alerted to the activation of the Lockdown through a recognised signal,audible throughout the school
- Pupils who are outside of the school buildings are brought inside as quickly as possible, unless this endangers them and others. If children remain outside they will hide where ever possible
- Those inside the school should remain in their classrooms
- All external doors and, as necessary, windows are locked (depending on the circumstances, internal classroom doors may also need to be blocked)
- Once in lockdown mode, staff should notify the office immediately of any pupils not accounted for via two way radio and instigate an immediate search for anyone missing
- Staff should encourage the pupils to keep calm
- As appropriate, the school office will establish communication with the Emergency Services and notify Harrow Council
- Parents will be notified as soon as it is practicable to do so via text messaging
- Pupils will not be released to parents during a lockdown

If it is necessary to evacuate the building, the fire alarm will be sounded and a verbal message to evacuate will be sent via two way radios

It is of vital importance that the school's lockdown procedures are familiar to all members of the school staff. To achieve this, a lockdown drill should be undertaken at least once a year.

Depending on their age, pupils should also be aware of the plan. (Regular practices will increase their familiarity).

Partial Lockdown

Alert to staff: 'Partial lockdown'

This may be as a result of a reported incident / civil disturbance in the local community with the potential to pose a risk to staff and pupils in the school. It may also be as a result of a warning being received regarding the risk of air pollution, etc.

Immediate action:

- All outside activity to cease immediately, pupils and staff return to building.
- All staff and pupils remain in building and external doors and windows locked
- Movement may permitted within the building dependent upon Circumstances but this must be supervised by a member of staff

All situations are different, once all staff and pupils are safely inside, senior staff will conduct an on-going and dynamic risk assessment based on advice from the Emergency Services. This can then be communicated to staff and pupils.

'Partial lockdown' is a precautionary measure but puts the school in a state of readiness (whilst retaining a degree of normality) should the situation escalate.

In the event of an air pollution issue air vents can be closed where possible as an additional precaution. Emergency Services will advise as to the best course of action in respect of the prevailing threat.

Full Lockdown

Alert to staff: 'Full lockdown'

This signifies an immediate threat to the school and may be an escalation of a partial lockdown.

Immediate action:

- All pupils return to classroom
- External doors locked. Classroom doors blocked
- Windows locked, blinds drawn, pupils sit quietly out of sight
- Register taken/head count-the office will contact each class in turn for an attendance report via telephone or mobile phone
- Staff and pupils remain in lock down until it has been lifted by a senior member of staff/emergency services.
- At any point during the lockdown, the fire alarm may sound, and a verbal message via Phone which is a cue to evacuate the building.
- During the lockdown, staff will keep agreed lines of communication open, via telephone, but will not make unnecessary calls to the central office as this could delay more important communication.

Communication between parents and the school

School lockdown procedures, especially arrangements for communicating with parents, will be routinely shared with parents either by newsletter or via the school website.

In the event of an actual lockdown, any incident or development will be communicated to parents as soon as is practicable.

Parents should be given enough information about what will happen so that they:

- Are reassured that the school understands their concern for their child's welfare, and that it is doing everything possible to ensure his/her safety
- Do not need to contact the school. Calling the school could tie up telephone lines that are needed for contacting emergency providers -
- Do not come to the school. They could interfere with emergency provider's access to the school and may even put themselves and others in danger
- Wait for the school to contact them about when it is safe for you to come get their children, and where this will be from

Parents will be told:

'the school is in a full lockdown situation. During this period the switchboard and entrances will be un-manned, external doors locked and nobody allowed in or out...'

Emergency Services

It is important to keep lines of communication open with Emergency Services as they are best placed to offer advice as a situation unfolds. The school site may or may not be cordoned off by the emergency services depending on the severity of the event that has triggered the lockdown. Emergency services will support the decision of the headmaster regarding the timing of communication to parents.

In the event of a Prolonged lockdown or more severe scenario Harrow council will be asked to provide humanitarian assistance by providing a reception centre for friends and family outside of the cordoned off area.