



St. Martin's School

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Security Policy

"At St Martin's School we are a fellowship of scholars who achieve excellence. We seek a rich, broad and challenging Curriculum. This culture puts us in control of our journey. Our children not only excel academically but are given the tools to enable them to pass their exams and converse at interview with confidence. This learning nurtures and stimulates us whilst emphasising the importance of individuality, intellectual wonder and self-actualisation. We obtain mastery in all aspects of the Curriculum. The heart of our journey is Literacy which we recognise as the fundamental tool of human communication. We explore the human condition through Music, Media and Drama. We value the planet, nature and fellow human beings in all their expressions."

As a school we recognise that children can only learn in a safe and secure environment where they are able to pursue the studies free from the burdens of the wider world. Our security policy aims to fulfil this pledge

Introduction

At St Martin's School, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Directors have done everything it can to make the school a safe place in which to work.

At St Martin's School, we are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Directors and staff take the threat of assault, arson and vandalism very seriously. St Martin's School takes stringent measures to reduce the risks and support fully members of staff or pupils who are the subject of assault. The Police are notified and legal action taken, if necessary.

Roles and Responsibilities

Overall school security is the responsibility of Harwil Education Ltd. The Head Teacher is responsible for

implementing the security policy.

Head Teacher

The Head Teacher at St Martin's School is responsible for implementing the Security Policy. The Head Teacher will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher will ensure parents and older pupils are fully informed of the Security Policy.

There are risk assessments of security every year and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Head Teacher reports regularly to Harwil Education Ltd via the Operations Director

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Deputy Head Teacher assumes this responsibility

Staff

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services
- Implement the emergency procedures and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

Pupils

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

Parents

The parents of pupils at St Martin's School are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the

- School newsletter
- School prospectus
- New parent's introductory meeting
- Letters

Police/Local Community

St Martin's School values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area.

The school communicates regularly with the local Police Community Support Officer (PCSO).

Local residents are encouraged to report incidents directly to the police.

The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately should a child go missing, before, during or after school. Do not wait until a search has taken place.

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

St Martins School has a policy of welcoming visitors. However, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.School Grounds

Fencing bound the school grounds and access to the school is restricted to staff, contractors and deliveries. All children enter the school grounds via the pedestrian school gate.

If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors. All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, a member of the Office staff will greet visitors, they will be asked to sign in and give the reason for their visit. If visitors are working with children, they are asked to show photo ID if this is their first visit to the school.

A member of the office staff will escort visitors to the member of staff requested – or asks them to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

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 colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises. However, they should act as any other visitor to the school, complying with the appropriate school arrangements. If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance, preferably in writing.

Trespass

St Martin's School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence. However, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher of St Martin's School might revoke the parent's permission to be on the premises by taking the following action:

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Head Teacher confirming the parent's permission to visit the school has been revoked and that there is a five day period in which to make representation. Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Entering and Leaving School

All children enter the school grounds in the morning by the front gate and leave through these at the end of the day. During break and lunchtime, they leave and enter the building by the doors near to their classrooms.

All parents are required to enter by the front door at all times.

Supervision of School Grounds

Children can enter the school at 8:10am. The Head Teacher, or in their absence another member of staff, is on duty in the playground until 8.45 am, when the doors are closed and locked. After that time all children are deemed to be late and have to report to a member of the Office Team.

Children are supervised at all times when in the playground. Supervision is by teachers and support staff at morning and afternoon breaks and by the Mid Day Assistants at lunchtime.

Leaving School at the End of the Day

Teachers accompany their class out at the end of the day and ensure that children are picked up. After a short time, if no one has arrived, the teacher takes the child to the office and their parents are telephoned to see what the delay might be. The child stays in the office until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Leaving School During the Day

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Children who become unwell during the day have to wait with the office staff until an adult collects them.

Security of Personal Property

Children should not bring anything of value to school. Individual staff are responsible for their own property.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs and tablets, are security marked. Any cash on the premises is kept in a secure cabinet but money is banked at least weekly.

Security of Building

CCTV has been installed and large warning signs have been placed on the outside of the school building. Security lighting has been installed.

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

The Head Teacher, Deputy Head Teacher are designated key holders and are responsible for the security of the building.

Site Management

It is the responsibility of the Head Teacher to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, teachers on a rota basis ensures that all the windows are closed, that the CCTV is recording, that the doors are locked and secure and the side gate is locked.

Contractors in School

When contractors are working in St Martin's School, the following precautions should be taken:

- The Head Teacher agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place together with Health and Safety issues.
- The Head Teacher should check regularly that the work is being carried out safely.
- Contractors should report to the reception area on arrival and before leaving, signing in and out.
- When on the school site, badges, identifying the company for which they work, should be worn at all times.
- Contractors should complete maintenance logs, when appropriate.
- Contractors should take extreme care with building materials, ladders, tools and any other equipment.
- Health and Safety standards should be observed throughout the period of the contract.
- On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. St Martin's School is aware that some staff are working on the premises before and after school and their security has to be safeguarded. No person should be in school on their own. However all staff members who may be in that position have been issued with personal alarms. All doors must be locked and staff should have access to a telephone. Curtains and blinds should always be closed in the evening, but especially if staff are working late.

Fire Detection Systems

At St Martins School, we acknowledge that one of the most serious threats is arson and to reduce the risk,
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we take the following precautions.

Fire detection and systems are in place throughout the school and tested regularly.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are locked in place at a distance from the school which prevents intruders or pupils using them to start fires or as a means of access to the roof. The school has no letterbox.

Offensive Weapons

It is a criminal offence to carry an offensive weapon onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.'

At St Martin's School, the Head Teacher ensures that all staff are trained to handle incidents involving an offensive weapon. If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, only the police can carry out the search. At St Martin's School, we will make every effort to ensure a parent or guardian is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police are informed and they carry out the search and an appropriate investigation.

Bomb Threats

Any warning St Martin's School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

Incendiary Device

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the police summoned.

Postal Bomb

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it.

Staff should evacuate the immediate area and raise the alarm before calling the emergency services.

If St Martin's School receives a bomb warning, the Head and teachers have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure:

- Alert everyone in the school by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble at the fire muster points well away from the school car park and buildings.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building. •

An overriding priority is the supervision of the pupils.

Pupils should not return to the building, until the police declare that it is safe.

Critical Incident

If the security of the school is breached, leading to a critical incident (for example, a pupil or member of staff being attacked), the **Emergency Plan** is implemented with staff and leaders responding to the procedures.

Signed Dr Jason Walak – Head Teacher

1st February, 2017

Review Date: 1st February 2019