



### **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.

### **Security of Personal Property**

Children should not to bring anything of value to school. In exceptional circumstances, such as days of celebration, permission should be sought and arrangements made for items to be kept securely with the teacher or office. Individual staff are responsible for their own property.

### **Entering and Leaving School**

All children enter the school grounds in the morning by the side black gate to the left of the main door. This gate remains locked from the inside throughout the day with 2 bolts and a security lock all out of reach of children. The children leave the school either through this gate or the main door. Teachers accompany their class out at the end of the day and ensure that children are picked up. Staff must make eye contact with the person collecting. If a child is being collected by someone other than their nominated person written agreement and a photo must be given to the school office.

### **Security of Equipment**

Main items of school equipment, for example laptops and tablets are placed in locked cabinets in a lockable room at the end of each day.

### **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 Building**

The school has a full security alarm system which is set each night. CCTV has been installed and large warning signs have been placed on the outside of the school building. Security lighting has been installed both front and back of the premises. 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. Staff who has been assigned keys and alarm fobs must sign a key allocation agreement to confirm they have received them and agree to lock up the building securely. All staff are given instruction on this during induction. All alarm fobs are allocated by number to staff and these details are held by the Proprietor.

### **Contractors in School**

When contractors are working in St Martin's School, the following precautions should be taken: The Operations Manager 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. The Operations Manager 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 must complete a risk assessment and provide details of insurance to The Operations manager. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

### **Site Management**

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

### **Summary**

St Martin's School regularly review and update security measures and procedures to ensure they are of the highest safety standard. If the security of the school is breached, leading to a critical incident the Business Continuity Plan will be implemented with staff and leaders responding to the procedures. We recognise that everyone must remain vigilant and take responsibility for the security of our school for the safety of our pupils, staff and visitors.

### **Access Outside School Hours**

On occasion, staff require access to the school out of normal school hours. If alone staff should have doors locked and staff should have access to a telephone. (see lone worker policy)

**Written by: Mrs Shannon (Operations Manager)**

**Ratified by: Governors**

**Policy date: 2<sup>nd</sup> February 2023**

**To be reviewed: February 2025**