

# LAKESIDE SCHOOL

## ON-SITE SECURITY POLICY

At Lakeside the Governors, Head Teacher and staff aim to create and maintain a secure and safe environment for all pupils and adults within its school. Pupils and staff should feel that their working environment is a safe place.

### **1. SECURITY of PUPILS and STAFF**

#### *Controlled access*

To prevent unauthorised access or unknown visitors entering the school all external exits (doors/ gates) are secured.

#### *Visitors*

The main reception is clearly marked. All visitors/ tradesman have to sign in, stating the purpose of their visit and read the Health and Safety information provided. Tradesman will have to read and sign the Asbestos register. They are all requested to wear a visitors badge whilst on site. Unknown visitors will be asked for identity. Visitors will be supervised by staff whilst on site. All pupils and staff are alert to unrecognised adults on site. Staff should challenge any unknown person as to the purpose of their being on the premises.

If at any time an unsatisfactory reason is given or proof of identity cannot be produced/ verified, then that member should request assistance and the unauthorised person will be asked to leave and will be escorted from the premises and SMT informed. If the person refuses to leave, becomes aggressive or damages property no attempt should be made by staff to remove the intruder but the police must be called immediately.

## **2. ENTERING and LEAVING SCHOOL**

### *Arrivals*

Pupils should arrive at school between 08.40hrs and 08.55hrs. Staff, are on duty in the car park and the school grounds to supervise. All pupils will enter the school via the pupil's entrance. All pupils who arrive after 08.55hrs must report to school main reception. Main reception will then inform the staffroom of late arrivals.

At the end of the school day all pupils will leave via the pupil entrance/ exit. This will be supervised by staff, with staff on duty in the car park. Pupils will be picked up by their transport. If transport does not arrive, the staff on duty will get the reception to chase up the transport and remain with the pupils until the transport has arrived and pupils have all gone.

## **3. SUPERVISION on SCHOOL GROUNDS**

During the school day pupils are supervised whilst on free time. This is by teachers at break time and learning support assistants at lunch time.

### *Leaving school during the day*

No pupil is permitted to leave the school without prior permission from staff. Any doctor/ dentist appointments etc must be notified to the school by parents/ carers etc. Any unauthorised absences from lessons, breaks etc must be notified to the SMT and the main reception and the school will follow its internal procedures.

## **4. SECURITY of PERSONAL PROPERTY**

Pupils are requested not to bring anything of value to school. If they do staff will help to ensure the safe keeping of it until the end of the school day.

## **5. SECURITY OF SCHOOL PROPERTY (Including Minibuses)**

Main items of school property are security marked and all property will be on the school inventory. Any cash left on premises is kept in a secure cabinet. Buses will be parked under the scrutiny of a wider camera at weekends.

## **6. SECURITY OF BUILDINGS**

- A local alarm system is in place within the reception area. This is set when the school is closed. It will sound if there is a problem.
- Security lights are on whilst the premises is occupied after dark.
- The designated key holders are Head teacher, Deputy Head teacher, Pastoral (senior manager), Admin manager, site manager/ deputy site manager, responsible for the security of the buildings:
- The site manager opens up between 05.00hrs- 07.00 hrs and the school is secured at the end of the school day (normally 17.00hrs). If

staff, wish to remain after this time it should be cleared by a senior manager.

- Any problems with the locking and unlocking then the Head teacher must be informed.
- Any contractors are requested to complete work during the schools normal working hours.
- Staff, have keys for the premises. At no time should any keys be given to pupils.
- In the event of an emergency the site manager/ duty key holder will attend and open up the school.
- There are boarders on site MONDAY- FRIDAY with the senior member of staff on duty responsible for the security of the school during non school day hours. There is a member of the SMT on call during residential hours.
- The site manager/ deputy site manager will cover the holiday periods between them with an on- call duty manager (member of the SMT).
- It is the responsibility of the class teacher to make sure that their classroom is secure, windows closed and all equipment switched off before leaving the premises.

## **7. RESPONSIBILITIES**

### *Site manager/ deputy site manager*

It is the responsibility of the site manager/ deputy site manager to check daily that:

- All locks and catches are in working order
- The security system is working properly

And before leaving premises, to check:

- All windows are closed
- The doors are locked and secure
- The alarm is set (unless told other wise)
- All gates are shut
- The Head teacher/ Deputy Head teacher is responsible for the security of the school during the day.

- During non school day hours the senior person on duty at the boarding provision is responsible for the security of the premises.
- There are CCTV cameras covering a number of areas around the school grounds.
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## **8. LONE WORKING**

Lakeside school does not encourage lone working but accepts that it is sometimes necessary. Staff must follow the schools Lone Working Policy.

## **9. EMERGENCY PROCEDURES**

Emergency procedures for fire evacuation are detailed in the fire manual and a copy on the Health and Safety notice board.

In the case of any other emergency the 'Critical Incident Management Plan' will be followed. This is located in the school's policy folder and school reception office.

## **REVIEW OF POLICY**

This policy will be reviewed annually as part of the overall Health and Safety policy or following any significant or identified risk which may arise as a result of risk assessment.