



School Security Policy

“Everyone who works with children should do what is in the best interests of the child.”

Article 3 United Nations Rights of the Child

Policy statement

The Head teacher and Leadership Team of Trinity School recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors. The school’s security procedures will operate within the framework described in this policy.

Where appropriate the Head teacher will seek any necessary expert advice from the Education Department and/or Jersey Property Holdings to determine the security risks and precautions required to deal with them.

The Head teacher will provide staff with enough resources, information and training to implement the security procedures. She will, where appropriate, be informed of breaches and failures of the policy to enable her to take any corrective action as is necessary to ensure the safety of children and staff.

The Head teacher will:

- Ensure that there is a written security policy and it is communicated to staff, parents and available on the website
- Set up arrangements in school that complies with the security policy
- Ensure that all staff within the school receives 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. (Near Miss logs)
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Staff will:

All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site. Staff take collective responsibility for Health and Safety and Information safeguarding.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Head teacher/ LT	Agree policy Review every 12 months
Day to day implementation and management of policy.	Head Teacher	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker School Staff	Lock/unlock gates as detailed below
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	School Administrator	Issue badges Ensure visitors are signed in and escorted as appropriate - staff will be informed of visitors
Control of contractors	Caretaker Admin staff	Accompany as appropriate Issue badges Admin staff will ensure staff know contractors are present Ensure outside users are aware of responsibilities towards being a key holder of the school.
Security Risk Assessment	Head Teacher	Review annually

Children will

- be encouraged to exercise personal responsibility for the security of themselves and others.
- 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.

Arrangements

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

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 inductions will include the school's security policy and staff will be required to sign to say they have read/ received the training.

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 shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them.

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. Trinity School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

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

The access control procedures for the building are –

Visitors are directed to the front entrance by signage. Visitors must ring the bell and then they can access the reception area where they must sign in.

The children's entrance on the new extension is at the rear of the building and is manned by a member of staff during times when children are brought to and picked up from school. The member of staff is familiar with the children and adults who bring them. All unauthorised visitors will be challenged.

All doors should be locked when school is open and children are on the premises.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and walls.

- Rear playground area – fenced in on all sides by a fence.
- The gate to the main road is locked.
- The gates in the Foundation Stage area are locked at all times.
- The playground gates are locked when children are in the playground. They have a new lock out of the reach of children.
- A new fence is to be erected April 2021 around the gate of the forest school area.

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, Education staff and any other person that is not school staff. If Education Staff or staff from other Jersey Schools have their own badge that is acceptable.
- 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.

Supervision of contractors

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

- All will be given school badges or wear their own and be expected to wear them.
- They will only park where authorised to do so.
- 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.

Physical security measures

The Head teacher has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The head teacher 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.

Locking arrangements.

As visitors need to walk through the playground, at different times of the day the school security arrangements require the locking of various entrances and exits.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Education Department or own internal recording system.

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