

# Bushey Heath Primary School

## Security Policy

A vibrant school inspiring children to realise their potential

### Introduction

At Bushey Heath Primary School, the pupils should work and learn in a safe and secure environment; and parents need to be confident that the school provides such an environment.

Staff should feel that the governing body has done everything it can to make the school a safe place in which to work. This policy is part of, and should be read in conjunction with, the school Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy is set out below.

The policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed annually by the school governors.

### Roles and Responsibilities

Overall school security is the responsibility of the school governing body. The Headteacher is responsible for implementing the security policy.

The governor body is responsible for health and safety, including school security. Once a term, a health and safety walk is undertaken to review health and safety, including security. The findings are reported to the full governing body.

The governing body is responsible for resource allocation. They arrange to monitor and review the security policy with the Headteacher. The school governors identify their own training needs to enable them to understand the responsibility for managing security.

### Headteacher

The Headteacher at Bushey Heath Primary School is responsible for implementing the security policy. The Headteacher will ensure that standard procedures are in place to minimise risk and that all staff (including supply and temporary staff) are fully aware of the security arrangements and of their own responsibilities, receiving such training is necessary to fulfill those responsibilities. The Headteacher will ensure risk assessments take place as required.

The Headteacher will ensure that a formal security risk analysis takes place annually (and any time a significant change occurs) and the current one to be attached as part of this policy as Appendix 1. The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy as Appendix 2.

The Headteacher will ensure that the security policy is monitored by the governing body and will ensure that regular routine security checks take place. Advice is obtained from the police on security matters and all crimes are reported to the police.

The Headteacher reports regularly to the governing body and, where appropriate, the Local Authority. The Headteacher is responsible for the security of the premises during the school day; in their absence the Deputy Headteacher assumes responsibility. The Headteacher is responsible for the development of strategies for ensuring that parents, the police, and the community are fully involved and consulted about security of issues; and as appropriate receive a copy of this policy.

## **Staff**

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

- Protect pupils from harm by:
  - not exposing them to unacceptable risk
  - protecting them from hazards
  - guarding them against assault
- Guard against assault
- Safeguard property
- Contact the police/emergency services
- Implement the emergency procedure and critical incident plan
- Ensure that own actions do not expose themselves or colleagues to unacceptable risk

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

## **Pupils**

The Headteacher is responsible for ensuring that the children are taught about personal safety and social responsibility. Children are encouraged to be aware of their own personal safety and welfare and the safety of others in and out of school, for example: swimming, how to stay safe online and use social media responsibly and safely, cycling proficiency training, first aid courses, drug and health programs.

## **Governors**

The school governors are responsible for:

- (a) Resource allocation and approving training for security in consultation with the Headteacher;
- (b) Arranging to monitor and review the policy, including the frequency and nature of reports from the Headteacher;
- (c) Identifying their own training needs to enable them to understand their responsibility for managing security.

## **Parents**

The parents of pupils at Bushey Heath Primary School are kept fully informed of security procedures, and their responsibilities when they are visiting school, in the School newsletter, school prospectus, new parents introduction discussion and individual letters.

## **Police and Local Community**

Bushey Heath Primary School values corporation with the local police and community in assisting with security arrangements for the school site and the surrounding area. The school community regularly liaises with the local police community support officers. 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 when a child goes missing, for example after school. Do not wait until a search has taken place. Local schools are informed of current matters of concern, for example if a stranger is spotted loitering outside the school.

## **Security Strategies**

### **Control of access**

To minimise the risk to the school community, especially the children, we have procedures to limit access to the school site.

Visitors to the school (including helpers in the classroom, temporary mealtime assistance, contractors) enter via the main reception where they sign in using an electronic signing in system and wear a visitor's badge.

To prevent unauthorised or unknown visitors entering the 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 are expected to wear a badge before they are allowed into the main part of the school.

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, and unsatisfactory reason is given, or proof of identity cannot be produced than the member of staff concerned should ask for assistance from the nearest colleague. The owner of this person is asked to leave an escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt to be made by staff to eject the intruder and police should be cooled immediately.

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

### **Trespass**

Bushey Heath Primary 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 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 with a pupil, members of staff or another parent, the Headteacher of Bushey Heath Primary School might revoke the parents' permission to be on the premises by taking the following actions:

- The parent can be asked to leave and will be told 'I am revoking your permission to be on the school premises'.
- If the parents still refuses to leave, the police are called.
- A formal letter from the Headteacher or governing body, confirming the parents' permission to visit the school has been revoked and that there is a 5-day period in which to make representation. Formal notification is important as human rights are being affected.

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

### **School Grounds**

Access to the school carpark is restricted to staff, contractors and deliveries. All children enter the school grounds through the school gate. Parents are not allowed to drive their cars into the school car park (with the exception of parents who have prior arrangement / blue badge holders/the junior playground that has been opened for a specific purpose) and are asked to wait outside the classroom or on the playground when collecting their children. The caretaker patrols the grounds to check for safety and security issues. We have outside lights that come on at dusk and go off at dawn.

### **Contractors in School**

When contractors are working in Bushey Heath Primary School, the following precautions should be taken:

- The Headteacher agrees a convenient time for the work to be completed and the school staff should be made aware of the work taking place together with the health and safety issues.
- The Headteacher / caretaker should check regularly that work is been carried out safely.
- Contractors should report to the reception area on arrival and before leaving signing in and out.
- When contractors are on the school site, badges identifying and the company for which they work, should be worn at all times.
- Contractors should complete maintenance logs, when appropriate.
- Contractors must take extreme care with building tools, 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 out of School Hours**

On occasions, staff, pupils or contractors require access the school out of normal hours, in evenings or weekends and in holidays. Bushey Heath Primary School is aware that some staff are working on the premises before and after school and there is security has to be safeguarded.

No person should be in school on their own, if at all possible; if this is unavoidable, all the doors and windows should be locked and the staff member should have access to a mobile phone. Curtains and blinds should always be closed in the evening, but especially if staff are working late. The caretaker or another designated person will open and close a school if a letting is arranged.

### **Alarm Systems**

At Bushey Heath Primary School, we acknowledge that one of the most serious threats is fire and arson. To reduce the risk we take the following precautions:

Fire detection and alarm systems are in place throughout the school and tested by the Headteacher. Fire exits are kept clear at all times and neither left open, nor locked from the inside. The school grounds are kept litter free and free of immovable objects that could be used to start a fire.

Bushey Heath also operates a lockdown procedure as detailed in the Lockdown Policy. A separate alarm, distinct from the fire alarm, notifies children and staff that they are to lock internal and external doors and to minimise their visibility. The lockdown procedure is practiced termly.

### **Offensive Weapons**

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

Staff are under no obligation to search people they suspect is carrying an offensive weapon. If the child agrees to cooperate, 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 Bushey Heath Primary School, we make every effort to ensure 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 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 Bushey Primary School receives about a threat is treated seriously, the safety of pupils and staff paramount. Staff should be encouraged at all times a report anything suspicious, for instance suspect parcels, unrecognised vehicles in the car park or a person in an unauthorised area.

### **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 police/ emergency services summoned.

### **Postal Bomb**

If staff received 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 with immediate effect and raise the alarm before calling the emergency services.

If Bushey Heath Primary School receives a bomb warning, the Headteacher and deputy have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

See Appendix A

Staff should follow a strict procedure.

### **Critical Incident**

If the security the school is breached, leading to a critical incident - for example, a pupil or a member of staff being attacked - the Lockdown Procedure is implemented with staff immediately calling 999.

### **Threats to staff**

The Headteacher and governors will review measures for combating violence to staff and pupils. They will include;

- Ensuring priority is given to personal security training, fully co-operate and notify all sorts of ways, including for cooperation with the police in the exercise of their legal powers.
- Ensuring appropriate legal advice is obtained from the county solicitor following instances in which the police will not prosecute.
- Sending formal letters to people making threats or verbally abusing staff (as appropriate).
- Fully supporting staff who have been assaulted or are suffering verbal abuse and facilitate access to county counselling services
- Ensuring appropriate investigation of all instances of violence that take place.

### **General**

All incidents of assault and violence will be logged on the online child protection management system.

All security incidents should be reported to the Headteacher and recorded on the attached log appendix 2 which will be kept in the school office. A copy of this form should be sent to the director of education at his request and reported to the governing body. All staff to ensure that the security incident is correctly recorded including trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse particular attention should be given to the completion of the form PO20 report of violent, aggressive or threatening behaviour.

No security policy will attain its desired end unless those whom it concerns are committed to the need for instilling in pupils and staff the sense of responsibility for their own safety and that of others.

## APPENDIX A - BOMB THREATS

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- If you receive a telephone call from someone who claims to have information about a bomb, record as much information as possible.

Time of call:

Telephone number you were contacted on:

.....

.....

Exact wording of the threat:

.....

.....

- Stay calm. Being cautious, and without provoking the caller, try to ask the questions below.

Where is the bomb right now?

What will cause it to explode?

.....

.....

When will it explode?

Did you place the bomb? If so, why?

.....

.....

What does it look like?

What is your name?

.....

.....

What kind of bomb is it?

What is your telephone number?

.....

.....

What is your address?

.....

.....

- Try dialing 1471. You may get information on where the phone call was made from.

Did dialing 1471 work?

Time the call ended:

.....

.....

- **Contact the Police (999) and Headteacher / nominee immediately.**
- **Carry out further actions based on Police advice.**

What gender was the caller?

- ☐ Male
- ☐ Female

Approximately how old was the caller?

.....

Did the caller have an accent?

.....

Did the caller use a codeword?

.....

Did the caller sound familiar?

.....

What sort of voice did the caller have?

- |                                    |                                        |                                     |
|------------------------------------|----------------------------------------|-------------------------------------|
| <input type="checkbox"/> Normal    | <input type="checkbox"/> Well spoken   | <input type="checkbox"/> Impediment |
| <input type="checkbox"/> Loud      | <input type="checkbox"/> Poorly spoken | <input type="checkbox"/> Stutter    |
| <input type="checkbox"/> Quiet     | <input type="checkbox"/> Deep          | <input type="checkbox"/> Lisp       |
| <input type="checkbox"/> Whispered | <input type="checkbox"/> High pitched  | <input type="checkbox"/> Slurred    |
| <input type="checkbox"/> Clear     | <input type="checkbox"/> Hoarse        | <input type="checkbox"/> Other      |
| <input type="checkbox"/> Disguised | <input type="checkbox"/> Nasal         |                                     |

At what pace did the caller speak?

- ☐ Normal                      ☐ Quick                      ☐ Slow

What manner did the caller have?

- |                                   |                                     |                                    |
|-----------------------------------|-------------------------------------|------------------------------------|
| <input type="checkbox"/> Normal   | <input type="checkbox"/> Upset      | <input type="checkbox"/> Irritated |
| <input type="checkbox"/> Calm     | <input type="checkbox"/> Angry      | <input type="checkbox"/> Muddled   |
| <input type="checkbox"/> Excited  | <input type="checkbox"/> Rational   | <input type="checkbox"/> Other     |
| <input type="checkbox"/> Laughing | <input type="checkbox"/> Irrational |                                    |

Were there any distinguishable background noises?

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Notes:

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|-------------------------------|---------------------|
| Date Policy Reviewed/Amended: | February 2026       |
| Chair of Governors:           | James Hughes        |
| Headteacher:                  | Penny Barefoot      |
| Review Date:                  | February 2027       |
| Reviewed by:                  | Full Governing Body |