



BREWSTER AVENUE INFANT AND NURSERY SCHOOL SITE SECURITY POLICY

Headteacher	Sign and Date	
Chair of Governing Body	Sign and Date	

Date for review (this policy will be reviewed every 3 years): Summer 2024

1. Policy statement

Brewster Avenue Infant School recognises and accepts their responsibility to provide a safe and secure environment for children, employees and visitors. Security procedures will operate within the framework described in this policy.

Where appropriate the School will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The School will provide staff with resources, information and training to implement the security procedures.

The Governor's will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

2. Roles and Responsibilities

2.1 Governing Body

The Governors will monitor the performance of the school security measures –

- by the health & safety governor monitoring performance on their special interest visits
- via the head teachers reports to governors
- by all governors observing its implementation when they visit the school.

2.2 Headteacher

The Headteacher will:

- set up arrangements in school that comply with the security policy
- ensure that all staff within the school receive information, instruction and training in the security policy and procedures
- ensure that all visitors, contractors and agency staff adhere to the security policy
- monitor the implementation of the policy and security arrangements

2.3 Staff

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Security arrangement	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body	Agree policy
Day to day implementation and management of policy	Headteacher / Deputy Head Office Manager	Inform staff Monitor performance Review arrangements
5 key holders for the school building	Head teacher, Deputy Headteacher, Caretaker, Office Manager, Dardan Security	Caretaker unlocks school at 7.15am & locks at 5.45pm daily in term time
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads and fences).	Caretaker	Caretaker unlocks school at 7.15am & locks at 5.45pm Caretaker oversees management of perimeter gates and fences
Securing the Family Centre	Out of School Club Supervisors	Lock Family Centre and external gate at 6pm

Control of visitors	Office Staff	Check visitor identification credentials and issue visitor badges
Control of contractors	Office Manager and Caretaker	Ensure safe access to site and manage potential risks contractor work may present Supervise contractors while pupils present in school

2.4 Children

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

3. Arrangements

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

3.1 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 will be recorded on the employees training profiles. Records of which are kept in the school's Single Central Record.
- These arrangements will be communicated to any third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of shared use of the building.
- Parents will be informed about the relevant school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

3.2 Site Access – Brewster Avenue Entrance

- Access for all staff, children and visitors is via Brewster Avenue
- The Brewster Avenue Entrance is not wide enough to have a separate path for pedestrians, therefore vehicles and pedestrians both use this entrance
- To minimise the risk to pedestrians there is a 5mph speed limit, speed humps, a security bollard, traffic warning signs and CCTV
- Parents and children are regularly informed about being extra vigilant on the driveway e.g. via the school newsletter and parents are encouraged to supervise their children closely
- The security bollard is raised at 8.30am Monday to Friday and remains active until 4pm, to manage vehicular access to the site
- Due to the high number of pedestrians at the beginning and end of the school day, vehicle restriction times are implemented (not including emergencies):
 - 8.40am – 9.10am
 - 2.50pm – 3.30pm
- School staff have a fob to operate the bollard
- Visitors to school need to use the intercom near the bollard to speak to the office staff to gain vehicle access to the site
- Site access for vehicles is for:
 - School staff
 - Professional visitors to the school or family centre
 - Deliveries
 - Blue badge holders
 - Emergency vehicles

3.2 Controlled access and egress during the school day

- The caretaker locks the car park gate and the Year 2 playground gate by 9.15am – children do not access outdoor learning until after this time
- The caretaker unlocks the car park gate and the Year 2 playground gate after 2.45pm – children do not access outdoor learning after this time
- Staff supervise the doors when pupils come into school and at the end of the school day when pupils leave school and are dismissed to parents/ carers
- All visitors to the school report to the school office on arrival
- A gate access code is required for the staff car park which can only be obtained via school office

3.3 Grounds

- The school site has a secure perimeter fence, which prevents the general public from entering the school grounds
- There is a gate on New Road, and a second gate at the school end of the New Road path – both are currently kept locked at all times
- There is a gate adjoining St Augustine's field, which is kept locked. The key is held by St Augustine's office

3.5 Locking arrangements

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

- Main gate – Unlocked by the caretaker at 7.15am and locked by Out of School Club staff at 6.00pm. They remain locked all night and at weekends.
- Car park gate – Unlocked by the caretaker at 7.15am and at 5.45pm. They remain locked all night, weekends and during school holidays
- Year 2 playground gate – unlocked by Caretaker at 8.35am and locked again by 9.15am by the Caretaker Unlocked again at 2.45 pm and locked after families and children leave at 3.35pm.

3.4 Physical security measures

The school and governors has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The school and governors will review the provision of physical security measures on a regular basis taking 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.

Where justified by consideration of the risk, the school and governors will ensure that physical security measures are installed. Where physical controls are not justified, the school governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.



Title Brewster Avenue Infant and Nursery School E0019

Scale 1:1,000 FilePathX: Sp: Asset Management: Properties: E0019: Plans

Date Printed 15/07/2021

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