Walter Infant School and Nursery

Physical Security Policy

To be the best I can be!

DOCUMENT HISTORY

Version	Action	By	Date
1.0	Draft	Trevor Sleet	November 2012
2.0	Amended draft	Fiona Cross	February 2013
2.1	Approved amended version	Environment Committee	5 March 2013
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Next Review Date: Summer 2028

PHYSICAL SECURITY POLICY

I   Purpose & Scope

This document and the documents to which it refers define the responsibilities, processes and actions to be taken to ensure that the security and safety of the children, staff and visitors is not compromised in any way.

This document is concerned with the physical security of the premises, i.e. buildings and play areas; it does not address the security of its information technology systems or their use, though references are made to their control documents.

II   Related Documents

School - Rainbow Plan.
School - Banning an Individual(s) from the School Premises
School - Broadmoor Escape Procedure
School - Emergency Evacuation Procedure
School - Exclusion Policy
School - Health & Safety Policy
School - Management of Contractors Policy
School - Safeguarding and Child Protection Policy
School - Visitors Policy
School – Staff Code of Conduct

III   Abbreviations

WBC - Wokingham Borough Council

1   Introduction

The Physical Security Policy of Walter Infant School and Nursery is concerned with the security of our perimeter i.e. gates, fences etc. and all of the buildings. These need to be in place in order to ensure that staff and pupils are able to work and learn in a safe and secure environment.

2   Roles and Responsibilities

- The management responsibility for the school's security is shared between WBC, the Governing Body and the Head Teacher.
- WBC maintains an overall policy for security within Schools and to support and monitor implementation within our School.
- The Governing Body will develop and maintain a set of procedures/guidelines that support the Headteacher in maintaining the security of the school premises.
- The Headteacher is responsible for ensuring the implementation of the Schools security procedures/guidelines. The Headteacher will ensure that all staff understand the importance of maintaining the security of Walter Infant School and Nursery and the procedures and guidance that need to be adhered to.
- Parents should be informed of the importance of maintaining the security of the School's premises and its role in keeping all children, staff and visitors as safe as possible. They should be encouraged to help where ever practical.

3   Police Liaison

The Headteacher and Governors should ensure that mechanisms are in place for continuing liaison with the police and that there is an agreed method of contacting them in the event of an emergency (and that all staff know this).

All crimes should be reported to the police.

4   School Physical Security Systems

- Entrances to the school buildings are to be controlled by an electronic access control security system, or by mechanical key coded locks. The school has an an intruder security alarm system.
- Access to the School buildings during school hours will be controlled/protected by the security system which is operable by all staff; each member of staff will have a personal key card to allow entry and exit from the school premises.   Key holders will have the codes that allow access to the school out of school hours and are managed through the School office. These codes, which must be kept secret, must only be changed by the Head Teacher or the School Business Manager.
- Only authorised security code holders (as defined by the Head Teacher) may have access to the School after school hours.
- The security codes to the School doors are to be changed regularly; this is to be done at least at the start of every term or whenever a contractor has been accessing the system, or has been on site for any lengthy period of time.
- Outside of school hours the School security system is to be monitored under the WBC security contract, under which the organisation is responsible for providing the first response.
- With the exception of playtimes, exit doors from the link corridor must be kept closed.
- The external door adjacent to Sycamore should remain on "exit only function", this has a mag lock to prevent entry.
- Mag locks linking to the fire alarm system ensures that the doors unlock automatically when the fire alarm goes off. This will be checked as part of the evacuation process.
- The car park gates are electric; they can only be opened using a code or fob. Members of staff who drive to school have a fob (provided free of charge) registered in their name.

5   Visitors

- It is a requirement of the School that no persons may enter the school premises unless given permission/authorisation to do so.
- The School's practice and procedures for dealing with visitors is set out in the School's Visitors Policy.
- All visitors must sign in to the online visitor's book on arrival and departure
- All visitors must wear the appropriate lanyard and return it at the end of their meeting or visit.
- The Headteacher will share the lanyard safety system with the children annually.

6   Contractors

- The School's practice and procedures for dealing with contractors, including their attendance on the School site is set out in the School's Managing Contractors Policy.

7   Banning Individuals from School

- If it is deemed appropriate to ban an individual from the School site, the procedure laid down in the document entitled Procedure for Banning Individuals from the School will be followed.