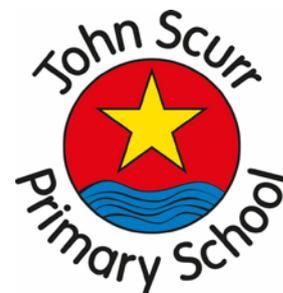


**John Scurr Primary School**  
Cephas Street  
London E1 4AX  
Tel: 0207 790 3647



Email: [admin@johnscurr.towerhamlets.sch.uk](mailto:admin@johnscurr.towerhamlets.sch.uk)  
[www.johnscurrprimary.weebly.com](http://www.johnscurrprimary.weebly.com)

**Headteacher: Maria Lewington**

# John Scurr Primary School

## Security Policy

Reviewed by:	Leadership & Governing Body
Date:	
Review dates:	2021
Next Review	2023
Ratified by Governors:	Maria Lewington & Kevin Hinde
Governor Signature:	

At John Scurr Primary School we strive to create and maintain a secure, safe and welcoming environment for all children, adults and visitors.

### 1. Our aims are:

- ☐ To help make children and all those who work in the school feel safe and secure.
- ☐ To focus strongly on personal awareness and responsibility.
- ☐ To meet the latest recommendations of the DfE & local authority guidelines.
- ☐ To identify and minimise risk as far as is practical and sensible.
- ☐ To control access to and movement within the school and its grounds by people and vehicles.
- ☐ To respond effectively and in good time to identified security issues.
- ☐ To review our policy regularly.

### 2. This policy covers the following areas:

- ☐ Site access, general building security, movement around and outside of the school.
- ☐ Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- ☐ Offensive weapons.
- ☐ Identify threats to the safety and well-being of the school community from those with criminal intent including drug dealers.
  - Visitors, contractors, helpers or other persons involved with the children.
  - Computer data security.

### 3. Roles and Responsibilities

Staff should:

- Support the headteacher in implementing this policy.
- Report any shortcomings to the senior leadership team.

### 4. Head teacher

The Headteacher shall:

- Implement the security policy and any action plan approved by the governing board.
- Ensure staff members have a clear understanding of their particular responsibilities.
- Take day to day operational decisions.
- Consider particular risk situations (e.g. home visits, lone working) and complete relevant risk assessments.
- Consult with local professionals as appropriate (e.g. police, road safety workers, etc.).
- Provide appropriate information to pupils, parents and visitors.
- Monitor and review security measures.
- Review the policy and update the governing board as needed.

## 5. Governing Board

The governing board shall:

- Review and approve the security policy and any action plan for the school.
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine expenditure priorities.

## 6. Pupils, Parents, Community Users, Visitors and Neighbours/Businesses in the locality

Pupils, parents, community users, visitors and neighbours/businesses will be:

- Expected to respect the measures taken by the school to improve and ensure security.
- Be encouraged to report ideas and problems to the staff or governors or both.
- Will be informed of any security incident that may affect them.

## 7. Physical Measures

John Scurr Primary School is on a single site.

The main front entrance from Cephas Street provides pedestrian and vehicle access to the Key Stage 2 playground. A further remote controlled pedestrian gate is located opposite the school office.

Remote controlled vehicle gates are in operation to the side of the building in Cleveland Way. These give access to the staff car park.

CCTV is in operation in both areas and only authorised access is allowed. Visitors must press an intercom and speak to the school office to request authorised entry.

In addition to the above school uses the following physical security measures:

- Sign-posted entry to ensure all visitors report to reception which is located at the front of the school in the school office.
- All visitors are required to sign in and out at the main reception desk.
- Identification lanyards for visitors and helpers.
- Visitors' attention is drawn to the leaflet available on the desk relating to safeguarding, fire evacuation and lockdown procedures and first aiders.
- All door and window locks comply with LA standards and are reviewed regularly.
- Members of staff will not admit any unknown person unless their identity has been verified.
- Outside normal hours the school is protected by an electronic security alarm and security contractor.

## 8. Security of the Building

- Electronic fire and security alarms are in operation and are linked to control centres.
- Security lights are activated if the playground is entered after dark.
- CMS are employed as key holders and will attend the building out of hours in the event of an emergency.
- Class teachers secure their classrooms by closing all windows and ensuring that classroom electrical equipment is switched off when they leave.

- The last key holder to leave the premises is responsible for securing the building and grounds when they leave. In most instances this will be the Premises Manager.

### 9. Alarm Call-Outs

A contractor is employed as key holder and their representatives will attend the building in the event of alarm activation. Their representative will wait in outside the main entrance until the Police arrive. If necessary, additional key holders will be contacted for support.

### 10 Car Parking / Vehicle Movement

Vehicles used to drop off and collect children are to use the road area outside the front entrance in Cephas Street.

Staff with an entitlement to use the school car park can access it via Cleveland Way.

Special arrangements will be made for disabled visitors.

Vehicles requiring access to the school premises must be escorted in and out by a member of the Premises or Admin teams. Access will only be granted if it is an Emergency Services vehicle or if delivering items which cannot be 'walked in'.

Other deliveries should only take place after 9:30 and before 10:30; after 11:15 and before 11:45; after 13:40 and before 14:30.

Vehicles should only be parked in the school playground, adjacent to the house, as a last resort or if essential to maintenance or other works.

The front vehicle and pedestrian gates are secured closed at 9.05a.m. until 3.05 p.m. each day.

Any vehicles on site during the school day should adhere to the RA- please see Ray Royner.

### 11. People Management

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children. The governing board and all staff take this aspect of management of the school extremely seriously. The following rules apply to all individuals who come into contact with children:

- All staff and governors are fully vetted before joining the school team or governing board.

This includes the taking up of references and checks with the Disclosure Barring Service (DBS) on criminal records for any offence.

- A single central register of all staff, governors and regular volunteers/contractors is maintained.
- All regular visitors are provided with a leaflet that includes safeguarding, fire evacuation and reference to other relevant forms and guidance.

- All visitors are obliged to wear identification badges. Children are instructed on what to do when they encounter an unidentified stranger.

#### 12. Premises Manager

It is the responsibility of the Premises Manager to check daily that the school building and grounds are safe, secure and in working order.

#### 13. Headteacher

It is the responsibility of the Headteacher to ensure the performance of the above functions in the absence of the Premises manager.

In addition, the Headteacher or in her absence, a member of the senior leadership team is responsible for the security of the premises during the school day.

#### 14. Lone Working

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

Any member of staff wishing to work outside of normal school hours should endeavour to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each person's number. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going.

However, if a member of staff chooses to work alone on site they should take these precautions:

- Do not work at height on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not undertake any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of the nearest fire exit and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone.
- Cars should be parked close to the entrance.
- When leaving, limit the amount you are carrying to have one hand free.

- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the Police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

A lone worker risk assessment has been completed.

#### 16. Supervision on School Grounds

- During the school day all children are supervised when in the playground. This is by teachers and support staff at morning and afternoon break and by midday assistants and sports coaches at lunchtime. Midday assistant and sports coaches regularly communicate with each other and will promptly alert the school office in the event of an emergency.
- There should always be a member of the qualified teaching staff or sports instructor or trained member of support staff out with a class during games or outdoor PE.
- At playtime and lunchtime, staff (whether teaching or non-teaching staff) should patrol the designated areas as indicated on the duty list. Staff should be vigilant at all times.

#### 17. Leaving School at the End of the Day

The pedestrian and vehicle gates are opened at 3.00 p.m. Children stay with their teachers, and are only allowed to leave when appropriate.

Entrances are supervised during the start and end of the school day and children are dismissed to parents/carers under supervision from the classrooms (EYFS/Year 1/ High Needs) and the playground (Years 2-6).

Parents enter the school from the main Cephas Street entrance and exit from the Multi Use Games Area onto Cooper's Close. This is effectively a 'one-way' system.

If clubs/events are taking place on the premises the gates are locked as soon as possible after 4pm.

Children are:

- not allowed to walk home by themselves unless individual arrangements have been made and are known to school.
  - collected by a known adult. If by 3.25 p.m., the adult who should be collecting a child has not arrived, the child will be asked to report to the school office, where a member of the office staff will telephone to see what the delay might be. The child remains in the reception area until an adult arrives to collect them. Parents must inform the school by telephoning the school office or by informing the

teacher in the morning in person, if they wish their child to be collected by another person.

#### 18. Leaving School during the Day

No child is allowed out of school during the day for an appointment unless a known adult arrives to collect them from the school office. The departure and return of the pupil is logged by office staff and copies of appointment cards and letters are requested.

#### 19. Trespass and Nuisance

In the first instance, members of the senior leadership team should consider the level of risk and will approach and engage with any unauthorised member of the public who enters the school premises.

If pupils are outside, it might be necessary for the Lockdown procedure to be followed.

Recourse to the law will be considered where necessary. This extends to unlawful presence on site, individuals creating a nuisance or disturbance and verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school will always refer to the Police.

#### 20. Serious Incidents or Threats

In the event of any serious incident the SLT team should:

- Stay calm.
- Minimise the risk to themselves, children and others.
- Seek help as soon as possible (for example, referral via internal phone).
- Alert the school community of an emergency or imminent danger.

The general policy is:

- The welfare, security and protection of children, staff and visitors will take precedence over any other action required to contain the situation.
- The headteacher or other senior member of staff must be informed. A decision will then be made on the way forward.

After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing board. If required, an emergency meeting will be held by the governing board to review, make recommendations and take appropriate action. Statutory bodies such as the Police, local authority, etc. will be informed and consulted as required.

The school will seek to follow best practice guidelines in its response and handling of threats and incidents.

### 21. Offensive Weapons

The headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought into school, and to ban it. Any appeal against the Headteacher's decision will be considered by the governing board. Any weapons confiscated will be handed to the Police.

### 22. Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies or personal items. The school takes an active stance on this with items of high value being "security marked". Only small amounts of cash are banked as most income is paid directly into the school bank account. Insurance limits are not exceeded. Any valuables left on school premises are stored securely. The school actively encourages personal security awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated. Mobile phones should not be brought into school by pupils, but if prior agreement is given, the phones will be handed in each morning to the school office and will be stored safely for collection at the end of the day. The school will not take responsibility for loss or damage to phones.

### 23. Curriculum Activities

Children will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

- Encouraged to be security conscious e.g. never open external doors to adults.
- Encouraged not to approach any adult they don't know but to tell a safe adult.
- Taught how to take care of themselves and others – Stranger Danger.

The school takes advantage of any opportunity to heighten children's awareness. Children will be listened to and their fears and concerns respected.

### 24. Security of Equipment

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. The school uses asset tags to identify valuable pieces of equipment. Teachers are permitted to take their class laptops out of the building but they are required to sign a form accepting responsibility for it. If a member of staff wishes to borrow other pieces of equipment full details must be recorded on the correct form. If an item is damaged whilst it is in the possession of a member of staff, repairs will be undertaken by school; however,

staff will be recharged for the cost of repair if the damage is due to negligence.

All equipment of significant value is recorded on an inventory database and submitted to the local authority for insurance purposes each year.

#### 25. Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable from accidental or malicious damage or loss.

To this end:

- Computers used in the school will be equipped with up-to-date anti-virus software.
- Frequent backups will be taken of important data, to minimise the time needed to return to normal. This is encrypted and stored in Cloud storages which conform to EU legislation.
- The new GDPR law is in operation and will be enforced.
- The school makes every child aware and regularly reminds them about our 'Rules for Responsible Internet Use'.

#### 26. Emergency Lockdown Procedure

There may be times when the above procedure needs to be activated. The following incidents are examples of situations that would trigger the procedure:

- A reported incident, disturbance in the local community
- An intruder on site
- A warning being received regarding a local risk of air pollution (smoke plume, gas cloud etc)
- A major fire in the vicinity
- The close proximity of a dangerous dog
- Power cut

Any member of staff made aware of any possible threat should alert the headteacher or deputy headteacher via the school office. A risk assessment will then be made of the potential threat.

Advice on whether to return to the building or to assemble elsewhere will be provided by office staff depending on the type of threat. This arrangement also applies to children and staff located inside the building.

Class registers will be taken and all staff and visitors will be accounted for by office staff.

The relevant emergency services will be called by the office staff by dialling 999. The local authority will be also be notified. At no time should the children be allowed to leave the

building without an adult being present.

Parents will be contacted in a sensible and supportive manner by the text messaging service (SchoolPing).

Children will only be released from school if their parents, or a nominated representative, are there to collect them. The school will update the local authority on developments. Following an incident staff and children, via their parents, will be advised of the support offered by the local authority if they are affected in any way by the event.

In the event of a power cut

- Staff and pupils will assemble in the hall or classrooms and those outside will be asked to enter the building.
- All staff and pupils will be accounted for.
- A risk assessment will be undertaken and advice sought from the energy provider using available mobile phones.
- If the power is likely to be off for a long period of time, parents will be notified of how to collect their children by logging onto the SchoolPing messaging service. Children and staff will make their way to the nearest school with power ready for collection. This decision will be made following the risk assessment undertaken by senior staff.

## 27. FIRE DRILL ARRANGEMENTS

- On activation of the fire alarm all classes will if possible assemble at their Muster Point. All other occupants of the building will also make their way on to the appropriate Muster Points using the nearest available exit.
- All children and staff must line up by class facing their supervisory adult.
- Tania Bashir (HR Admin officer), Alomgir Rahman (Admin/IT Assistant) and Adedayo Adesanya (Admin Team) will collate registers from the EVAC folder and will start to distribute to class muster points.
- Trained Support Staff on the top floor will deploy the EVAC-CHAIR for any identified pupil with mobility issues for whom it is required.
- A headcount of pupils, staff and visitors will be undertaken and Fire Marshalls will 'sweep' the building as detailed below. Fire Marshalls will appoint substitutes if they are aware that they will be absent from school.
- Fire Marshalls will report to the headteacher to confirm that the building is empty and office staff will confirm that all persons have been accounted for.
- The drill will be timed and logged on the system with a summary of observations and suggested improvements published to all staff.
- Drills will be undertaken periodically, weekly if evacuation targets are not met.
- In the event of an actual fire – senior managers will undertake a risk assessment on the current situation and seek advice from the fire service.

### Fire Officers

Maria Lewington (Headteacher)

Keeley Alborough (Deputy Head)

Anna Southcott (Assistant Headteacher)

Raymond Royer (Premises Manager)

The following are names of the Fire Marshalls conducting the building sweep, and the zone for which they are responsible:

The Head Cook (Contract Services) will check the Kitchen area; this is to include the toilet, if alarm raised whilst kitchen team is on site

Ground Floor:

Satnam Sokhal, Jermaine Pemberton-Smith, Jack Fernie

Middle Floor: Keeley Alborough, Rofina Begum and Jermaine

Pemberton-Smith Top Floor: Tina Lindsay, Satnam Sokhal, Jack Fernie

Wardens will appoint substitutes if they are aware that they will be absent from school.

**Documents to be read in conjunction with this policy:**

APPENDIX 1: Traffic on Site Risk Assessment (Ray Royer) - attached

Individual Risk Assessments

Health and Safety Policy – school website

COVID Risk Assessment – school website