



## PAPILLON HOUSE SCHOOL

### SECURITY POLICY

#### Rationale

Papillon House School aims to provide a safe and secure environment for all staff, pupils and visitors whilst they are on the School premises.

The School will ensure that:

- there are sufficient security arrangements in place to protect the security of the premises and persons on it
- security assessments are conducted and reviewed regularly
- all staff and pupils are trained in the School's security arrangements and that staff training is updated as required
- visitors to the premises are appropriately identified
- all security breaches or incidents are reported to the Business Manager and/or Police or other emergency services as appropriate.

#### Responsibilities

The Director will be responsible for ensuring that the systems and resources are in place to make the school as secure as possible and that operational security procedures are adhered to.

The Head Teacher or in her absence a senior member of staff, will take responsibility for day-to-day security measures.

All staff have a responsibility to ensure that their colleagues, pupils and visitors comply with the security measures in place at Papillon House School.

Members of staff or parents who wish to draw attention to any aspects of security should put their comments in writing to the Business Manager. These comments should be kept on file and considered when security measures are reviewed.

Existing security arrangements will be monitored and reviewed annually by the Business Manager to ensure maximum effectiveness.

Any special circumstances such as building works may require additional measures to be taken as appropriate.

#### General Security Precautions

Staff, parents and visitors have access to the school by the main front gate only before, during and after the school day. The front gates have an intercom system that connects to the office and access can only be gained via this.

All visitors, without exception, must report to the School office where they must sign in and receive a visitor's badge. Any visitor on the premises without a badge will be challenged and escorted to the office to sign in and receive a badge.

Parents are asked to report to the School office if they have to collect a child during the school day.

Any strangers seen on or near the site should be reported to the Acting Head via the office, so he can decide on the appropriate course of action.

There are clear signs around the School, which visitors should be encouraged to follow. Deliveries will be received and signed for by the office staff. Access can only be gained through the front gate via the intercom system.

Staff, pupils and visitors using a door with a top lock must ensure that the door is closed and the top lock applied at all times.

### **At the end of the School day**

Staff will ensure that they release pupils only to the care of parents or guardians or to individuals, including Local Authority Transport employees, who have been authorised in advance by them. Staff must ensure that pupils are not allowed to leave the premises unsupervised.

### **Contractors**

The School will ensure that there are suitable arrangements for the proper supervision and management of contractors at all times whilst on School premises.

Contractors will only be authorised to carry out work in the specific locations and at the times agreed between the School and the contractor.

Any refusal to adhere to the terms of this Policy will be reported immediately to the Business Manager.

### **External Lighting**

External lighting has been installed. The Premises Officer should be informed if a light is not working.

### **Alarms**

An alarm system is in place on the premises. It is the responsibility of the Business Manager to ensure that it is set when the school is not in use and that it is fully operational.

### **Security of Property/Personnel**

Where practical, school property should be security marked and an inventory of serial numbers should be kept. Any equipment taken off site will be the responsibility of the member of staff using it and should be logged out with the via the School Office.

### **Lone Workers**

The School recognises and understands the additional hazards to staff safety presented by lone working.

Staff working late should provide for their safety by ensuring that all external doors are locked, including the main doors if no one is in the office area. Immediate exits are available through the fire doors.

For the purposes of this policy, lone workers are defined as staff who work by themselves in situations where there is no close or direct contact with other staff including, although not limited to, the following:

- work outside normal working hours
- work during holiday periods
- work in an isolated part of the School buildings or premises
- have responsibility for opening and closing buildings.

The School will consider the additional hazards posed by lone working identified by the risk assessment or otherwise and introduce adequate control measures in response.

### **Protection from Violence and Harassment**

The School will not tolerate any act of violence or harassment in which a member of staff or pupil or any other person on the school site is abused, threatened or assaulted, or placed in fear for their own safety.

In the event of an act of violence, harassment or serious security breach incident, those affected should take immediate steps to safeguard those affected and contact the Business Manager and/or the Police as appropriate. Any act of violence or harassment carried out by or against pupil(s) or staff will be treated seriously. Any alleged incident will be investigated in accordance with the relevant procedure and reported as appropriate.

For the avoidance of doubt, nothing in this policy should prevent any person from calling the police in the event of an emergency.

Violence or harassment by staff will constitute gross misconduct and will be dealt with under the School's disciplinary procedure.

### **Guidelines for Dealing with Unidentified Visitors and/or Security Breaches**

The School recognises that even with the stringent security measures in place, security breaches may occur.

In the event that staff are faced with an unidentified visitor and/or security breach they should:

- assess the situation
- take immediate steps to protect themselves, pupils and anyone else affected
- if there is a risk to the health, safety or welfare of pupils or anyone else affected, staff should remove them from the situation to a more secure area within the School (if possible)
- stay calm and try to keep the pupils calm
- deal with the security breach in accordance with their training and in a manner which is commensurate to the potential threat
- raise the alarm and/or call for appropriate assistance or support from the Business Manager and/or Head Teacher or the emergency services.

## **Incident reporting**

In the event of an assault, threat of violence or other incident giving cause for concern, including theft, burglary and/or criminal damage, the Police should be called immediately.

Any major security breaches or incidents must be reported to the Business Manager as soon as is reasonably practicable who will ensure that the School maintains a record of the incident and complies with their statutory reporting requirements.

There is an Incident Book and a School Site Job Book located in the school office. Any security issue noted by staff should be recorded in the appropriate book.

Following any major security breach or incident the School will review its security arrangements and appropriate risk assessments.

School security will be regularly discussed at Management Team meetings and will form part of any health and safety consultation.

*This policy is to be read in conjunction with all other relevant policies*

**The Management Team  
July 2007**

**Reviewed November 2014  
Reviewed and Revised Oct 2017: VWV Solicitors  
Agreed; Gillian Hutton, Director, November 2017**

**Reviewed & Revised: Gillian Hutton, Director: May 2021  
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