

## WENLOCK CHURCH OF ENGLAND JUNIOR SCHOOL



*Learning and growing together within the love of God*

### POLICY FOR THE SECURITY OF SCHOOL BUILDINGS, SITE, PUPILS AND STAFF **October 2015**

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#### **RATIONALE**

The Governors of Wenlock Church of England Junior School recognise their responsibility to provide a safe, secure environment for the pupils and staff.

#### **AIMS**

- (a) To minimise risk and to define the action to be taken in the event of any incidents involving violence or aggression to staff or pupils.
- (b) To minimise damage to the building and the site by vandals

In constructing this policy, consideration has been given to the fact that the school is an enclosed premise. There is restricted access into its grounds and buildings.

#### **OUTCOMES**

- 1. To make parents aware that everything possible is being done to ensure that children are safe and secure at school.
- 2. To ensure that those who potentially offer a risk are identifiable and readily challenged.
- 3. To alert staff to risk and breaches of security.
- 4. To minimise risk and maximise support to individuals (staff and pupils).
- 5. To define emergency situations when police must be called.

#### **ORGANISATION AND ARRANGEMENTS**

- 1. All visitors are recorded in reception and given a security pass. This includes, parent helpers, governors and contractors - including ground staff. Passes for regular visitors are pre-prepared and must be collected from reception.
- 2. In an emergency (e.g. involving an intruder) reception must be informed from the nearest telephone point by pupil or staff. Decision should be then taken as to how to tell/warn others in the building, either by

- (a) Using the telephone system.
  - (b) Ringing the evacuation bell if staff and pupils will be safer outside.
- 3 All staff must react appropriately to an emergency as soon as they become aware of it. Police must be called immediately if there is any threat of violence to any pupil or member of staff. The decision to call the police may be made by any member of staff acting on these criteria.
  4. If an emergency occurs in the classroom e.g. an intruder acting threateningly or a pupil acting violently a runner must be sent to the nearest member of staff and to reception to alert the Head, Deputies, or any other member of staff available. If appropriate an attempt may be made to remove the intruder (by persuasion) or the child (using minimum force) from the class.
  5. If an emergency occurs when the school is in session but the children are not in class, at one blow on the whistle the children stand still. Instruction can then be given.  
  
The fire bell should be rung if appropriate and it does not put children/staff in danger.
  6. If an emergency occurs before 8.30 a.m. or after 3.30 p.m. the emergency telephone procedure, evacuation bell procedure, whistle procedure will apply as appropriate.
  7. Staff seeing an unknown adult on the premises without a pass or on school grounds if approaching the school, are asked to challenge him/her if they are confident that they can do so without putting themselves under threat. A 999 call must take place if risk is involved.
  8. Telephones are present in the main office, Head and Deputies rooms.
    - (a) Outside telephones are in: - Site Agent's Office, the Office Suite, neighbouring houses, deputy head's office, the Lighthouse, kitchen, concept corner and medical room .
  9. All doors can be set just to open from the inside by means of a push bar. The main entrance doors open freely. Electro magnetic doors then protect the rest of the school; these are operated from several points.
  10. The main exit gates are kept open.
  11. Emergencies, which cannot be anticipated in any way, may happen. Staff must be prepared to use their discretion to take appropriate action or to vary these arrangements. A telephone will be available for people who use school in the evening.
  12. All staff must ensure that they are fully apprised of all points within this policy.

At Wenlock C of E Junior School we give regular thought to how values can be used to support the child as a reflective learner and promote equality through quality teaching and learning. The school recognises and values all individuals no matter what their ethnicity, gender, disability and special educational need and social background.

Reviewed: October 2015  
Review date: October 2018