



THOMSON HOUSE SCHOOL

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# Thomson House School Premises Management and Security Policy

Agreed by: Governor's Premises Committee

Date: March 2023

Next Review Date: March 2026

All the Thomson House School policies should be read in conjunction with the Equality Policy

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# **Thomson House School**

## **Premises Management: Security Policy and Procedure**

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy and Procedures ensures that we have in place effective procedures to enable us to achieve this aim.

This policy should be read in conjunction with Risk Assessments, the Health and Safety Policy, Child Protection and Safeguarding Policy, SEN and Inclusion Policy and Equality Policy.

### **1. ROLES AND RESPONSIBILITIES**

Key personnel:

Chair of Governors	Kelly McEvoy
Head Teacher	Amanda Letch
Head of Finance & Operations	Adrian Durand-Deslongrais
Caretaker	Robert Bayliss

The management responsibility for the school premises and school security is ultimately shared between the Governing Body and Head Teacher.

#### **Role of the Governing Body**

The main role of the Governing Body is to maintain an overall policy for premises management and security within the school and to support and monitor its implementation by the School.

#### **Role of the Head Teacher**

The Head Teacher will be responsible for implementing the Security Policy agreed by the Governing Body. The Head Teacher will ensure:

- All staff appreciate the importance of security and understand the school's policy and their individual responsibilities.
- Staff training needs are kept under review and training provided as necessary.
- Parents are informed of the Security Policy and encouraged to help.
- There are ongoing risk assessments conducted by the School Business Manager and Caretaker.
- Routine security checks are carried out on an on-going basis by the School Business Manager and Caretaker.
- All crimes are reported to the Police.

#### **Role of the Caretaker**

The Caretaker has responsibility for the day to day running, security and safety of the school buildings. It is his responsibility to inform the School Business Manager or Head Teacher of anything which might compromise the safety and security of the children and adults at school. He is responsible for maintaining the regular tests and checks to comply with legislation.

## **Role of the Business Manager**

In liaison with the Caretaker, the School Business Manager will maintain and ensure the safe storage of premises management documents and make them available for inspection by the appropriate bodies.

## **2. GUIDELINES FOR SCHOOL SECURITY**

### **Procedure for Security of Pupils, Staff and Visitors on Vernon Road site**

#### Start and End of School Day

- In the morning, parents will take the children into school via the main entrance of the school where they will be greeted by a member of the Senior Leadership Team. At the start of term, parents at Sheen Lane will be responsible for taking the Reception children to the internal gate where the class teacher or teaching assistant will welcome them and lead them to their classes up to their classroom.
- Once children have arrived in school, all external doors will be kept closed and access will only be possible using the secure entry phone via the office, or in the case of staff, a coded keypad or security fobs.
- At the end of the school day, parents will be allowed into the Sheen Lane playground from 3.30pm, and the Vernon Road Hall from 3.50pm. Teachers or Assistant Teachers will bring the children down to the parents/carers and dismiss each child as their parent/carer is identified. (This has been impacted by Covid and the need for social distancing. Start and end times have at times been staggered and parents have been asked to drop children at the gates/doors and leave promptly.)

### **Procedure for Security of Pupils, Staff and Visitors on Sheen Lane and Vernon Road sites**

#### Start and End of School Day

- The pedestrian gate will be opened at 7.30am at Sheen Lane to allow entry for those attending Breakfast Club. The main gates will be opened at 8.10am at Sheen Lane. The secondary internal gates will remain locked until 8:20am. Parents arriving early for school can wait in the front playground.
- At 8:20am the secondary internal gates at Sheen Lane will be unlocked by the office staff. Parents will be informed regularly that children remain their responsibility until they line up for school.
- At 8.20am the doors will be opened at Vernon Road to allow the children to enter through the hall and go up to their classrooms.
- At the end of the day the secondary internal gates will be opened at 3:30pm for parents to congregate in the main playground. Once all parents have left the secondary gates will be locked. Children at Afterschool Club will not be allowed in the playground until these gates have been locked.
- Pick up arrangements for children attending clubs will be the same as the end of the school day. The club provider should sign the children out one by one to a parent or authorised adult.
- All children arriving for Breakfast club or leaving After School club will do so by the school's main entrance.
- The secondary gates will remain locked via a keypad at any point in time when the main school gates are open.

## **Procedure for Security of Pupils, Staff and Visitors Relating to Both Sites**

### Children

- Children arriving at school after 8:30am or leaving prior to the end of the school day will need to be signed in/out in the School Office by their parent/carer.
- Pupils will only be handed over to their parent/carer. The parent/carer is responsible for notifying the school in advance of any changes to these arrangements. This should be done by informing the office, emailing [admin@thomsonhouseschool.org](mailto:admin@thomsonhouseschool.org) or directly with the class teacher. A password between parents and teachers will ensure that those picking up are authorised to do so.
- Staff should only allow children to move around the building unaccompanied once they are confident that the children are secure in their knowledge of the building layout. Children should be in pairs and not on their own. The external fire doors cannot be opened by young children.
- Children will be regularly reminded of school systems and how to keep safe through assemblies, Circle Time and by adherence to good practice.

### Staff

- In an emergency, staff should contact the School Office or a senior member of staff for assistance.
- Where staff have meetings with parents after school these will always take place on school premises and another member of staff should be aware of the meeting.
- All staff must challenge visitors who are not wearing a visitor's badge.
- Any member of staff who is working on their own in the school, must ensure that they have notified another individual as to their whereabouts and the time they will be leaving. Members of staff who are on their own should not work at heights or undertake any task that many pose a risk to their safety. In addition they should not receive deliveries or visitors.

### Visitors

- All visitors, including contractors, must come to the main office entrance, report to the Office, sign in and out in the visitor's book and wear a visitor's badge at all times.
- All parents who make an appointment to meet with a member of staff or help in school must follow the same procedure as above.
- Parents are to be reminded of our security strategies on a regular basis through the school Bulletin and by staff reinforcing best practice.

### Procedure for Security of Equipment

- All external doors should be kept closed and should be able to be opened internally but not externally.
- All rooms or cupboards that contain equipment or products that may pose a risk to the safety of the children should be kept locked.
- All valuables brought in by and belonging to staff should be locked in a safe place and is their personal responsibility.
- All expensive, portable equipment should be marked as belonging to the School.
- When the school is open for events such as open evenings, school fairs etc.; all rooms apart from those required should be locked and all portable IT equipment should be stored securely.

### **3. MONITORING OF THE POLICY AND PRACTICE**

This policy was agreed by the Governors and will be monitored informally through verbal reports from staff and visitors, meetings between the School Business Manager and Head Teacher with the Caretaker and other staff; and formally through, the Health and Safety agenda item in Staff Meetings and reports at the Full Governing Body meetings.

**All staff are expected to take shared responsibility to ensure the security strategies are implemented.**