

# Security Policy

## Langley Moor Nursery School



**Approved by:  
Governing Body**

**Date:** 11<sup>th</sup> March 2024

**Last reviewed on:** November 2022

**Next review due  
by:** March 2026

# Langley Moor Nursery School Security Policy and Procedures

## 1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Langley Moor Nursery School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

## 2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the head teachers reports to governors
  - By all governors observing its implementation when they visit the school.
  - Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher

### 2.2 Head Teacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

## **2.3 Staff**

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

## **2.4 Children**

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

## **3. Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

### **3.1 Information and Communication**

**All staff inductions will include the school's security policy.**

**These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of shared use of the building.**

**Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.**

### **3.2 Controlled access and egress during the school day**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Langley Moor Nursery has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing is taken into account when designing, installing and maintaining physical controls.

## **Buildings**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The main building has only single access entrance via porch/holding area. Only authorised visitors allowed access via opening of door by Headteacher/Deputy Headteacher/Secretary.
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## **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- Rear playground – fenced in on all sides by wall/and/or fence.

### **3.3 Early Years Outside Areas**

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

### **3.4 Control of Visitors**

**The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.**

**Our policy is that –**

- **All visitors report to the office on arrival.**
- **All visitors are issued with a badge to be worn at all times. This includes volunteers, contractors, LA staff and any other person that is not school staff.**
- **Any person on site without a badge will be asked to accompany a member of staff to the office or asked to leave the site.**
- **Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.**
- **Visitors will not remove any items of school property without the express permission of school staff.**
- **For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.**

### **3.5 Supervision of pupils**

**The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.**

Locations where supervision is part of our safeguarding procedures –

- **Playground – the outdoor area is adjacent to a public footpath. Any members of the public acting suspiciously are challenged, and if necessary children are brought inside the nursery. Any suspicious behaviour is reported to the office.**

Times of the day when supervision is part of our safeguarding procedures –

- **Start and end of each nursery session – as front gate and door are open to allow access/exit the door is open/closed by the headteacher/deputy headteacher/secretary. Parents only enter the porch or Rainbow room at specified and directed times.**

**Our security arrangements also include the handover arrangements for the start and end of the school day.**

- **Drop off procedures**

**Parents of 3 and 4 year olds handover at the door after the initial settling in period.**

- **Collection procedures**

**Parents wait outside the nursery at their allotted time, and then their child is handed over to them at the door.**

**Rainbow Room –Rainbow Room staff supervise access to room via Rainbow Room entrance and know not to allow visitors into the rest of the nursery building.**

### 3.7 Supervision of contractors

**Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –**

- **All will be given school badges and be expected to wear them.**
- **They will only park where authorised to do so.**
- **Will only carry out work agreed at the start of the contract and at the times agreed.**
- **Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.**

### 3.8 Lone Workers

**Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.**

### **3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. These physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 Locking arrangements.**

The gates to the rear garden will remain locked at all times. The front gate will be closed during session times.

### **3.11 CCTV**

The school does not have this at present.

### **3.12 Cash Handling**

**We avoid keeping large amounts of cash on the premises wherever possible. Safes are used and kept locked. We avoid handling cash in visible areas, any money requiring banking is done at irregular times, particularly where substantial sums are involved.**

### **3.13 Valuable equipment**

All items above the value of £100 are recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### **3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be in the office.

Arrangements for the administration of medicines are detailed in the medication in school policy.

### **4. Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

### **5. Monitoring and Review**

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance Committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by Susan Simon





