



# School Security Policy

## **Aim**

The Governors and staff of the school aim to ensure that as far as is reasonably practicable a safe and secure learning environment is provided for the children in their care.

## **Responsibilities**

Responsibility for Health and Safety is shared between the Governing Body, Headteacher and L.E.A.

## **Governors**

- Ensure that there is a relevant and effective security policy supported by procedures for action
- Ensure arrangements exist for measures to be monitored and reviewed.
- Determine expenditure priorities

## **The Headteacher**

- Implements the security policy and action procedures approved by the Governing Body
- Ensures staff have a clear understanding of their responsibilities.
- Takes day to day operational decisions
- Considers particular risk situations, e.g. one working and home visits.
- Takes advice from the appropriate bodies as necessary, including training opportunities for staff
- Provides information for parents, visitors and children
- Constantly reviews and monitors security measures
- Reports to the Governors on school security once a term through the Headteacher's report to Governors

## **School staff shall:**

- Ensure they are aware of the Health and safety policy, Security policy and related procedures.
- Support the Headteacher in implementing the policy.
- Report any concern to the Headteacher

## **Pupils, Parents, Community users and visitors**

- Are expected to respect the measures taken by the school to ensure security
- Will be encouraged to report ideas/problems to staff/Governors

**The L.E.A.**

- Provides support and advice and seeks specialist advice on behalf of the school when necessary
- Arranges training opportunities. Determines expenditure priorities where it has responsibility to do so
- Monitors and reviews security measures generally

**Monitoring and review**

- The Buildings Committee of the Governing Body review a Risk Assessment carried out by the HT and/or Site Manager/ Administration Officer, as recommended by the LEA each November as part of the Health and Safety Audit. The committee will then make recommendations to the Governing Body
- The Headteacher with the support of school staff will actively monitor security measures day to day and will take action accordingly, reporting to the Buildings committee if necessary
- The Headteacher will report in writing/verbally to the Governors termly in the Headteacher's report to Governors