

GRIMOLDBY PRIMARY SCHOOL

SECURITY POLICY

Our first concern should be for the safety of everyone in school. Safety, whilst obviously referring to physical well being, also includes the emotional protection of pupils, staff and visitors from abuse and other hostile behaviour. School security is intended to prevent such occasions arising and to deal effectively with such incidents should they arise, with the minimum of distress to the school and its occupants.

IMPLEMENTATION

As an overriding principle the school should be perceived as an open, friendly and caring community. We should continue to exercise current good practice in being open and accessible but be mindful of risk and hopefully, gain respect for being caring and cautious. We should not adopt a 'fortress' mentality. To this end many of the measures have hopefully been effected discreetly.

ACTION PLAN

A number of key points are made with which all staff should be familiar and put into practice as part of a daily routine.

Any member of staff alone in the school should be secure in the knowledge that all external doors are immobilised from the outside but can be opened from the inside. When entering the school alone the point of access should always be closed and secured after entry.

Staff entering school should inform the caretaker when they intend to arrive and when they leave.

All doors with crash bars should have the doorknob immobilised unless a member of staff is outside: i.e. in the playground or on the school field.

Doors that do not have crash bars will remain locked with the key left in place during the day. Visitors calling at these doors should be redirected to Reception. Pupils should not admit visitors unless specifically instructed by a member of staff.

Visitors admitted to the school should be given a visitor's badge to wear. Bona fide visitors can then be recognised anywhere in school.

Staff should not normally receive visitors on school premises whilst alone. The exception to this might be when a member of staff knows that others will arrive within the next few minutes. There is no merit in handling difficult situations alone. The offer of refreshments also presents the opportunity of defusing potentially difficult situations and encountering another member of staff.

Staff are not expected to have to suffer either physical or verbal assault or abuse. If an unwelcome visitor is on school premises (anywhere with the boundary of the property), then the appointed officer should be informed and take appropriate action as outlined below. No

attempt should be made by members of staff to physically restrain intruders in school.

ACTION TO BE TAKEN TO REMOVE AN UNWELCOME VISITOR

An unwelcome visitor is one whose behaviour appears likely to cause distress to either pupils or staff. If a situation is heated and further discussion is not likely to resolve the issue under debate because the visitor is unreasonable or not prepared to listen to another point of view, then the visitor should politely but firmly be asked to leave and, if appropriate, asked to contact the school to make an appointment for further discussion.

The visit should be escorted to the door and the door secured behind him. If the visitor refuses to leave or challenges the authority of the person making the request, you should tell the visitor that unless they comply with your request you will have no alternative but to summon the police. The police should be informed of the presence of a hostile visitor who has refused to leave and asked to attend as soon as possible.

If this course of action is taken, reports should be written as soon as possible after the incident by all those present at the time. These reports may be used as evidence or as the basis for a statement to the police. It is important that if asked to recall detail of an incident at a later date, one is able to refer to notes taken at the time.

SUMMARY

Safety of individuals is the first priority.

Pupils should be protected from witnessing conflict or hostile behaviour towards either themselves or others.

Staff should not make physical contact with hostile people.

Seek assistance sooner rather than later.

No employee is expected to be the subject of abuse as part of their duty.