



1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Wingate 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 will

- ensure that the school has a security policy and that this has been implemented.
- monitor the performance of the school security measures. This will be achieved –
 - By the health & safety / safeguarding 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.
- 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
- periodically review the school's security policy.

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.

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- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Head Teacher and governors	<ul style="list-style-type: none"> • Agree policy • Review every 24 months
Day to day implementation and management of policy	Head Teacher / Senior Lead Teacher	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, fences, roller shutter, automatic doors etc).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Operating access controls on doors. Visitors signing in.
Control of contractors	Head Teacher	
Security of money etc	Admin staff	
Security risk Assessment	Head Teacher	Review annually and inform govs of findings to use as part of policy review

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, children and other persons using the school premises.

3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff inductions will include the school's security policy and will be recorded on the employees' training record. Records of which are kept in the school's Risk Register.

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These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's 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 children 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. Wingate Nursery School has, thorough risk assessments, balanced with the need to remain a welcoming environment to the community whilst safeguarding children at all times.

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 access control procedures for the building are;

- The Main entrance is manned by both the school administrator and or the Childcare Manager. When such staff members are not at reception, the access control system is placed in operation.
- Additional restricted access with door controls to all areas beyond reception, especially Nursery School and Childcare environments.
- Entrance at family centre, separate organisation, access control system installed to segregate this part of the building.

Grounds

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

- Rear garden – secured on all sides by high level fencing. Supervision by staff is maintained whenever children are outdoors.

The following areas are accessible by the public, but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

Access into Outside EYFS area is only available during drop-off/collection times, when gates are manned, and staff are stationed around the nursery garden and entrance to the nursery building. Gates on outside area high level and locked. Doors going from the building into the EYFS outside area cannot be opened from outside.

3.3 Early Years Outside Areas

As children 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 5ft

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high. All gates have locks and fixings that prevent an early years child 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.

School Allotment

Security of children in the allotment is in line with our policies on taking children out into the community. Safeguarding of children is fundamental when taking children off the school site. The following procedures are in place to ensure the safety of all children.

- Children are dropped off and collected from the allotment by parents.
- On occasions, if staff take children to the allotment for a visit, they are supervised closely for the walk, taking extra staff (reception/admin staff support) walking in pairs, usually with 3 adults to groups of 12 children.
- The allotment is fenced off by 8' secure metal fencing, with 2 locked gates. The responsible adult keeps the keys on their lanyard – for entry and exit.
- Staff have a school mobile phone with them at all times and ring school in an emergency. (school number is installed on phone)
- Thorough risk assessments for the allotment and the other spaces we venture are in place and reviewed regularly with all staff.

The Cottage Nature School

The Cottage grounds are fenced off by 8' secure metal fencing. Parents and children access the site via the outdoor gate, which is manned by a member of staff (with an additional staff member situated near the 'boot room' entrance to the Cottage building). At all other times the gate is securely locked.

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. All visitors will be issued with a sticker to wear indicating they are a visitor and have signed in correctly. Anyone in the building without a sticker will be questioned about why they are in the building.

ALL STAFF ARE ALSO EXPECTED TO SIGN IN AND OUT OF THE BUILDING.

- All visitors report to the reception desk on arrival.
- All visitors are asked to sign in and if unknown, asked to provide other forms of identity.
- Any person on site that staff are unsure of should be reported to Head Teacher / Teacher, or Childcare Manager immediately.
- 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 children

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

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Locations where supervision is part of our safeguarding procedures –

Nursery Indoor environment:

Children are always supervised in this area and any visitors challenged. Most visitors access nursery through the main entrance and enter nursery through control access doors.

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

All times throughout nursery 1:13 supervision ratio.

Start and finish times of session are as follows:

8:30 – 11:30 am

12:30 – 15:30 pm

8.30 – 3.30pm (30hrs children)

Handover times as above:

Children are brought directly into the nursery garden by parents and handed over to key persons. The Headteacher stands at the nursery garden gate to ensure the safety of all children and will question unknown adults, asking who they are here to collect and what their password is. (Password system for all children is in place, if unexpected person comes to collect child) In the event of uncertainty, staff contact parents.

3.6 Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Wingate Community Childcare Company.

Visitors attending this area of the building would sign in / out at the main reception desk. Access to the childcare area is access controlled.

There are meeting rooms in the building which can be used for training purposes. Visitors using this area sign in at reception. These areas are segregated from nursery and other childcare provision by access control doors.

The family centre, whilst in the building, have their own separate entrance, also access controlled, for visitors to use.

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 'VISITOR STICKERS' after signing in and will be expected to wear them whilst onsite.
- They will only park where authorised to do so.

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

3.10 Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Caretaker will open up building at 7:30 am in the morning.

Caretaker will lock building up at 19:00 pm. Sometimes the Head Teacher will work late and lock up. Head Teacher and Caretaker ensure personal mobile phone is available at all times.

3.11 CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

3.12 Cash Handling

Where possible, we avoid keeping cash on the premises. A safe is used and kept locked in the childcare dining room and the only staff with access to this is the HT and the school administrator. This room enables us to handle cash in a less visible area. Banking is done at irregular times, particularly where substantial sums are involved.

3.13 Valuable equipment

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All items above the value of £1000 will be recorded in the school stock book, along with items often sought after eg cameras, laptops, ipads etc.

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 children's personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property is kept in a basket in nursery. Items are displayed regularly near the garden entrance, so that parents can collect and take home. Unwanted items are donated to charity.

3.15 Medicines

There are occasions when children 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 out of reach in the locked Utility Room. The lock/bolt is at the top of the door.

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/Caretaker. The findings will be used in the review of this security policy. The risk assessment will use the format in the CAS 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 Governors.

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

This policy will be reviewed every 2years by the Head Teacher.

Latest Review	September 2021
Next Review	September 2023
Shared with	Finance and Premises Committee