

Security Policy and Procedures

Reviewed By: Sarah Fox, Tara Livermore

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Next review: April 2025

Related Policies: Supervision of Children Policy, Health & Safety Policy, Fire Policy, Safeguarding and Child Protection Policy, Late Collection Policy

Endorsement

Full endorsement is given to this policy by:

Name:

Position: Cambridge Steiner School Trustee

Signed:



Date: April 2023

It is important to create a secure and safe environment for all children and adults at the Cambridge Steiner School (the School). Parents need to be confident that procedures are in place to provide this environment, and children need to feel safe. Staff should feel that the governing body has done everything it can to make the working environment a safe place in which to work.

Personal Safety

The safety of all pupils, staff and visitors is of paramount importance. The School has effective measures in place to prevent accidental injury or assault to staff and pupils. All incidents are logged and tracked electronically on MyConcern and, if any further investigation is required, this is carried out by a senior member of staff. Parents are kept informed at all times.

Additional specific measures relating to safeguarding are contained within our Safeguarding and Child Protection Policy, which can be found on our website or a copy may be obtained from the School Office.

Access to the Building

All visitors, parents and pupils access the school building through the main entrance and pass by reception. The main entrance remains locked at all times and the Receptionist, or other member of staff where appropriate, will let parents, pupils and visitors in. Pupils should under no circumstances let anyone into the building.

Security of Pupils

Children, staff, parents and visitors are encouraged to exercise personal responsibility for the security of themselves and others in the school.

In the morning, all children enter the school via the main entrance. The door must not be propped open at any time. At 1pm/3pm, pupils are handed over by their teacher to their parent/carer or

other authorised adult (with the exception of older pupils where parental consent has been received for them to leave unaccompanied).

No child is allowed out of school during the day unless a known adult arrives to collect them. Parents are required to report to reception and sign their child out.

Supervision on School Grounds

All children are supervised when in the playgrounds. This is by teachers and support staff at morning, lunch and afternoon breaks. **At no time are the children left unsupervised outside.**

Security of Building

The School Business Manager decides who has keys to the School and retains an up-to-date list of key holders. Key holders should under no circumstances obtain copies of keys or let others use their keys. Lost keys should be reported to the School Business Manager immediately. All keys should be returned to the School Business Manager upon request, and when employment ceases. Staff should not disclose the access code to the front door to anyone, either during or after employment.

The front door to the lobby shared with Eddie's Hydrotherapy Pool is unlocked by the first member of staff who arrives in the morning (usually around 7.45am) and locked by the last member of staff leaving the building at the end of the day (usually Eddie's staff at 7.45pm).

It is the responsibility of the Class Teacher to ensure that their classroom is secure, windows closed and equipment switched off before leaving the premises. Members of staff using communal areas, eg. the meeting room, should ensure that windows are closed and equipment is switched off when vacating the area.

Security of Personal Property

Children are asked not to bring anything of value to school. Individual staff are responsible for any items they bring to work.

Visitors

All visitors are required to report to reception where they must:

1. State the purpose of their visit and who they are visiting
2. Sign into the visitors' book when they arrive and sign out when they leave
3. Indicate acknowledgement of the school's 'Safeguarding Advice for Visitors' leaflet (tick in column within visitors' book)
4. Provide identification if requested

Then:

1. **All visitors** are then issued with a visitor's badge (Appendix A and B).
2. Visitors should in all cases be met by or shown to the person they have come to visit who is then responsible for them whilst in the building, unless the Receptionist is informed otherwise
3. Where possible, a DBS check will be requested for those working in the school (i.e. contractors)
4. Staff are alerted to adults in school, such as workmen, etc, particularly those who will be on site for any length of time and/or not accompanied at all times
5. Visitors with mobility problems or disability should be made aware of the emergency evacuation exits and they must have a responsible person with them at all times to assist should an evacuation be necessary

Contractors

All contractors should sign in and out and be issued with a visitor's badge. Work will only be carried out at agreed times and locations. Contractors and external maintenance personnel who have not been DBS checked should not have unsupervised access to children.

Parents

- If you wish to make an appointment with a teacher or a member of staff, please arrange this through reception or directly with your child's teacher via email or by approaching him/her at pick-up time after school.
- Parents who need to speak to a class teacher in an emergency should report to reception.
- Parents who arrive late with their child **must** report to reception and register them in the late log at reception.
- Parents are required to inform the School and fill in and sign a collection consent form if another adult is collecting their child/children (an email to reception will also suffice).
- Parents are required to inform the School if, in exceptional circumstances, they expect to be late to collect their child. In the case of a pupil not being collected, the School will follow the procedure in the Late Collection Policy.
- If a parent is remaining in School for longer than just to pick-up/drop-off their children, e.g. they are meeting with a staff member, they should sign in the visitors' book when they arrive, wear a visitor's badge and sign out when they leave.

Visitors Causing Concern/Intruders to Site

All members of the School community have a right to expect that their School is a safe place in which to work and learn. As such, the School has a zero-tolerance approach to violence.

Violence is any form of abuse or threatening behaviour including:

- threatening behaviour and/or threats of violence by a parent or other adult towards a member of staff or pupil at the school;
- threatening behaviour and/or threats of violence by a pupil towards a member of staff or another pupil;
- actual violence towards a member of staff or pupil by a parent or other adult;
- actual violence towards a member of staff or pupil by another pupil;
- any form of verbal abuse or bullying.

The School Business Manager and/or Education Manager must be informed immediately of any intruder or visitor acting in a manner so as to cause concern or distress to any staff member or pupil.

An aggressive visitor could be a parent or another relative of a pupil, or even someone with no particular link with the School. It is important to follow procedures that avoid discussions degenerating into disputes and disputes turning violent. If the visitor's anger is dominating the conversation, staff should:

- try to stay calm;
- keep their voice steady and not raise it to match the volume of the visitor's;
- firmly state that the conversation should be continued at another time;
- if the visitor persists, state that they are ending the conversation, but would be happy to continue the discussion at a mutually convenient time;
- if necessary walk away, explaining that they are doing this to protect their personal safety;
- if necessary ask a colleague to mediate on their behalf;
- if they sense that the person may be under the influence of alcohol or drugs, consider whether to request police help.

Procedure:

- Children should be moved away from any intruder or aggressive visitor quickly and quietly.
- In the case of an intruder, the police will be alerted immediately.
- In the case of an aggressive visitor, the School Business Manager or other senior member of staff will decide whether to alert the police, even if the person has left the site on request.
- If such an incident occurs during lunch or break time, the staff on duty will ensure that all pupils return to the school building safely and inform the School Business Manager immediately.
- If it is known that any parent/visitor to site may be abusive or violent, no staff member shall be left alone with such person; additional staff are to be made available if required.

Car Park

In order to reduce the number of vehicles using the car park, particularly at drop-off and pick-up times, the school's parking bays are exclusively for staff and visitors. We kindly ask parents arriving by car to park in an alternative location and to accompany children to the school reception. Staff and visitors **must not** park in the spaces reserved for the users of Eddie's Hydrotherapy Pool.

With the exception of older children who have parental permission to travel to/from school independently, children **must** be supervised by parents at all times and should not be allowed in the car park alone at any time. We ask parents to encourage children to hold hands and look out for cars at all times.

All car park users must observe the **5mph speed limit** in the car park at all times, but we would ask drivers to drive slower than this and be vigilant at all times.

Cash Handling

All banking should be carried out at irregular times during the day, cash handling should not be carried out in visible areas, staff should not leave cash in an unsecured location and, if banking large amounts of cash, staff should request that another member of staff accompany them to the bank.

Daily Checks

Daily H&S checks (including site boundaries) are carried out by teachers, the Health and Safety lead and other designated personnel to ensure that the building and grounds are safe and secure.

Dogs

For the health and safety of all our children, no dogs other than guide dogs or therapy dogs are allowed in the school grounds and premises without permission and a risk assessment being in place.

Duties of the School Business Manager

The School Business Manager will ensure that all staff and volunteers within the school receive information, instruction and training in the security policy and procedures, will investigate and record any breaches of this policy and take reasonable steps to prevent reoccurrence, will ensure that all visitors and contractors adhere to the policy and the day to day implementation of the policy. The School Business Manager is responsible for the security of the premises during the school day.

Duties of all Staff

All staff will comply with this policy and the arrangements made by the School Business Manager to ensure the safety of all the children, employees and other users and visitors to the school site.

Duties of the Trustees

The Resources Committee Lead Trustee will monitor any breaches of this policy and ensure that steps have been taken to address any arising issues. This policy will be reviewed every two years.

Appendix A

Purpose of Visit	DBS Checked	Sign in and badge	Supervision required during school hours
Parents at drop-off and pick-up	No	No	Unsupervised entry only between 8.15am – 8.45am and 2.50pm – 3.15pm.
Parents late for drop-off and pick-up	No	Visitors' book and visitors' badge	Supervised by a staff member at all times where applicable.
People attending events in school time eg. harvest of work	No	No	Unsupervised entry only for ten minutes before and after the event. Anyone not known to the Receptionist and not with a known parent to be challenged.
Pre-arranged appointment with staff eg. parent consultation, new volunteer, staff children, student visitors	No	Visitors' book and visitors' badge	Supervised by a staff member at all times.
Parents' meetings on site eg. PTA	No	Visitors' book and visitors' badge	Supervised by a staff member or DBS checked volunteer at all times. Should leave promptly at the end of the session.
Parents in the school for pre-agreed purposes eg. during a settling in period in kindergarten, event preparation	No	Visitors' book and visitors' badge	Supervised by a staff member/ DBS checked volunteer at all times.
Parent & Child/Baby Group attendees	No	Visitors' book	Supervised by a staff member at all times when in the building. Should leave promptly at the end of the session.
Open morning attendees	No	Visitors' book	Supervised by a staff member at all times. Should leave promptly at the end of the session.
Contractors eg. maintenance	No	Visitors' book and visitors' badge	Ideally work should be undertaken out of hours. Must not work in areas that allow unsupervised access to children.
Contractors eg. maintenance	Yes	Visitors' book and visitors' badge	Not needed.
Volunteers/parent helpers	Yes	Staff book	Not needed.
Trustees	Yes	Visitors' book and	Not needed.

		visitors' badge	
Contractors/supply staff	Yes	Staff book	Not needed.
Consultants, LA staff and inspectors	Yes	Visitors' book and visitors' badge	Not needed. ID requested.

NB - Parents includes carers and others named on the collection consent forms

Appendix B – Excerpt from ‘Safeguarding Advice for Visitors’ Leaflet

We take Safeguarding very seriously.

No child should suffer harm of any form, either at home or at school. Cambridge Steiner School is committed to safeguarding and promoting the welfare of children and requires all staff, volunteers and visitors to share this commitment.

This leaflet has been given to you to make sure you understand what is expected of you as a visitor to Cambridge Steiner School. Please ask the person who gave it to you if you are unclear about anything in it, and keep the leaflet in a safe place so that you can read it again if you need to.

If you are worried about the safety of any pupil in our school, you must report this to the Designated Safeguarding Lead (DSL) or the Deputy Designated Personnel in school who will act in the best interests of the child.

How do I ensure my behaviour is always appropriate?

Appropriate relationships with children should be based on mutual trust and respect. Visitors should be good examples of these whilst at the school.

- Wear your Visitors’ Badge at all times.



Unsupervised Visitor



Supervised Visitor

- Stay within the area of the school you are signed in to visit. Do not wander into other areas of the school unescorted.
- Mobile phones are not to be used in school, unless with the permission of a member of staff in a designated area, and under no circumstances should photos/videos be taken.
- Do not exchange emails, text messages or personal contact details with pupils.

Please help to safeguard the children in our care by following these guidelines.

What should you do if you are worried about a child?

If, whilst visiting, you become concerned about:

- Comments made by a child;
- Marks or bruising on a child;
- Changes in a child’s behaviour or demeanour;

Please report these to one of the named Designated Safeguarding Leads. Our admin team will assist you with finding and liaising with one of the DSLs immediately. **Key Safeguarding Staff** are listed on the back of this leaflet.

What should you do if a child discloses that he/she is being harmed?

Immediately record details of the disclosure, including wherever possible the exact words or phrases used by the child. However, refrain from interrogating the child as discussions need to be handled by specialists trained in safeguarding.

Forms for the recording of information of this nature are available from Reception or the School Office and should be completed and handed in person to the Designated Safeguarding Lead (DSL) or the Deputy Designated Personnel so that we can respond immediately. Following this discussion, the DSL will ensure that the matter is dealt with in the most appropriate way. Please ensure that you have signed and dated the form.

Please note you can also report concerns that a child is at risk of immediate harm directly to the **Cambs and Peterborough Referral Centre: 0345 045 5203** or complete the online form: <https://www.cambridgeshire.gov.uk/residents/children-and-families/children-s-social-care/safeguarding-children-and-child-protection>. If it is concerning a staff member you can report directly to the Local Authority Designated Officer on **01223 727968** or **727969**. Visit www.safeguardingcambspeterborough.org.uk

What should you do if the allegations concern a member of school staff?

Report the allegations to the School Business Manager or Chair of Trustees.

We hope you enjoy your visit and thank you for the time you have taken to read this and helping us to protect our pupils.