



SECURITY POLICY 2023/2024

Date Approved	December 23
Signed by Chair of Governors	
Committee Delegated	
Renewal Period	July 2023

SECURITY POLICY

Reviewed July 2022 by S. Caplan

During Covid – visitors onto the School premises will be limited to only pre-arranged persons, or if an emergency situation arises, to limit any infection.

This Security Policy is set up for the Health and Safety primarily of the children, but also for the Staff and visitors to the School. All sections are to be adhered to and only broken under emergency situations. In light of the current worldwide security tension, it is vital that all school staff understand the need for tightened security to ensure the premises and all those on it are safe. CST have advised the school with its security needs.

Security Guards are present at the main exits, their primary role is to be vigilant at all times, checking incoming persons to the school. They will be informed of expected visitors and must challenge those who are not expected. The gates are to be closed with at least one guard monitoring the local surrounding area. The Guards have intercom communication with the main office.

Staff & Parents

Staff, parents and guardians are issued with photo-ID lanyards (colour coded) to ease the movement through the pedestrian gates. Anyone without a lanyard will have to ring through to the Office to ascertain whether they are able to come onto the premises.

Visitors

Visitors should only gain access via the main gate. If the Guards are not sure of visitors ID then access is politely denied and the office/head is asked to assess the situation. Once it has been confirmed, visitors are allowed into the waiting reception, they sign in and are then issued with a red lanyard. Visitors may be asked for their ID and DBS depending upon the purpose of their visit,

Any person found in the school **grounds** without an ID badge should be approached by a member of staff and escorted either onto Legh Road or to the front office via the outside of building.

If a person seems to be acting suspiciously, try to approach the person with another member of staff/ parent body. Children's safety is a priority and teachers/ parents should weigh up the risks to children and themselves before approaching anybody.

It is preferable that all visitors should have first arranged an appointment over the telephone to ease any ID problems.

Staff must log out/in when they leave/return to school. Staff should be wearing their lanyards when entering/ leaving the school premises as this will enable them to automatically log in/out. This visible ID allows the guards to continue with their role in

being vigilant, and does not distract them from their primary job.

Gates

The car park gates only open by using an electronic device. All gates are to be locked when school is not occupied. All doors and other gates are kept closed during the school day. Side gates to rear of building shall be locked at all times except within an acceptable time for dropping off and picking up of children. The guards will ensure these gates are locked.

Parking

Car parking bays have been marked clearly. Only cars belonging to members of staff, governors or therapists are allowed to park inside the school grounds. Only in exceptional circumstances will the electronic devices be given to visitors other than staff. Staff entering or exiting the carpark should check that no unknown cars tail-gate and enter the premises.

External Doors

All external doors shall be shut except those applicable during playtime, although please ensure easy exit in case of emergency. Staff and allocated monitors should check that doors are closed at the end of each break.

External Kitchen Door

Access via the external kitchen door, if opened, should be made secure by closing and locking the grill door internally. No strangers are permitted entry and must be directed to the office. After deliveries, the main vehicle gates should be locked immediately. A Guard should stand on duty whilst delivery is made.

Morning Drop Off

There is a successful system for dropping off children in the morning. Although some safety measures shall be incorporated.

1. 2 Parents each morning (wardens) opening car doors
2. Warden to be alert to strangers. Any suspicious persons should be reported immediately to the office.
3. Parents should park safely to avoid putting children or adults in any risk of danger.

Security Guards

Security Guards are present to stand vigilant overseeing the local surrounding area. They stand at the gate to oversee the access and exits of parents and children. The Guards are not there to supervise children whose parents may have “lost” them, or to monitor the parking arrangements. Parents are expected to drive and park legally and with due care and consideration of the welfare and safety of others. There is also a member of the SLT

on duty to assist with meeting and greeting in the mornings.

Congregating at gate

Children and parents should not congregate in front of school and should be asked to move on as soon as possible. In the mornings when children are dropped off they should make their way directly to the playground.

Key Holders

Current key holders are

Rabbi Y Pearlman (Head Teacher/ Principal)

Miss N Taylor (Deputy Head)

Mrs R Caplan (Deputy Head)

Mr.D Walmsley (Site manager)

Mrs R Baker (Business Manager)

Mrs H Green (Finance)

Mr S Graff (Governor)

Merco – Cleaning Company

British Security Protection – Security Company

Opening/Locking Up Building

Arrangements must be made to ensure that *only* the key holders open up or lock the School. The keys and code numbers **MUST NOT** be given to any other people.

Police/CST

All suspicious people and/or incidents and packages/phone calls etc., should be logged and immediately reported to the Police (999) and the CST (0161 792 6666 or 0800 980 0668) and Mrs. Caplan/Mrs Saunders (within School). An Incident record should be kept in the office.

The guards have a special check list sheets (provided by the CST) that may be used to log these incidents.

If anything suspicious is noted during the working school day, Mrs. Caplan/Mrs Saunders must be informed immediately so they can investigate, with Police/CST being called if appropriate.