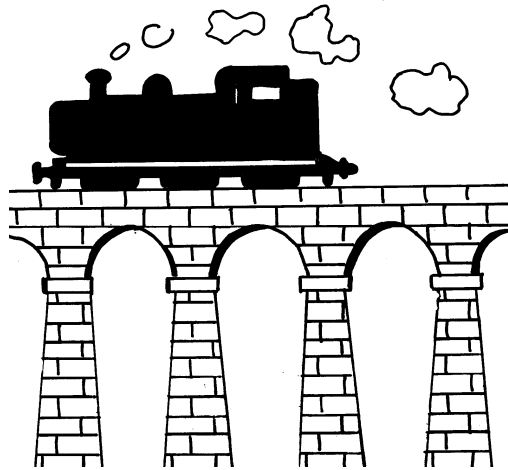


# Chappel C of E (VC) Primary School



On track for success

|                      |   |
|----------------------|---|
| Name of Policy       | Security Policy   |
| Author               | Tiptree & Stanway Consortium  |
| Discussed with staff | October 2017  |
| Agreed by Governors  | November 2014<br>October 2015<br>October 2017<br>October 2018<br>October 2020 |
| Review Date          | Autumn Term 2023  |

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SECURITY POLICY

The Chappel school family nurtures independence and self-belief promoting a passion for learning so all aspirations are achievable.

At Chappel C of E (VC) Primary School we achieve this by

- Promoting healthy hearts and nurturing enquiring minds;
- Encouraging the school community to feel welcome, safe and valued within a Christian ethos;
- Empowering children to be independent learners and contributing members of the community;
- Recognising parents and carers as essential partners in their children's development;

Our curriculum

- is varied, challenging and inspiring;
- builds upon first hand experiences;
- is rich, stimulating and relevant;
- enables children to enjoy learning

Our Core Christian Values are

- Tenacity
- Faith
- Courage
- Respect
- Tolerance
- Compassion

**Purpose:**

The purpose of this policy is to ensure safe and secure environment for pupils, staff and visitors. The Security Policy ensures that effective procedures are in place to achieve this.

**Security Strategies in School:**

**Staff**

- Only staff based in school are to know the combination of the door locks
- Staff to contact the school office or senior staff member in an emergency
- Staff to have due care over their own safety during meetings with parents, ensuring a colleague is aware that a meeting is taking place
- All staff must challenge visitors who do not have identity badges

**Visitors**

- All visitors, including contractors, Local Authority Services etc., must enter via the main school entrance, report to the school office and sign in
- All staff to ensure that any visitor enters via the main school entrance and reports to the office
- Parents to be reminded of security strategies on a regular basis

**In School**

- Push button combination locks operate on the main entrances
- Vigilant record keeping and control to be exercised over all key holders and those with knowledge of the access and intruder alarms

The Tiptree & Stanway Primary Schools Consortium  
SECURITY POLICY

- All rooms / cupboards containing equipment that may pose a risk to be kept locked
- A fire drill to be held at least once every term, ensuring that the alarm is tested and demonstrating that full evacuation of the building is achieved within an acceptable time
- All windows to be secured at the end of the day by teaching staff and checked by the cleaner
- All doors to be locked and alarms set at the end of each day
- All laptops to be locked away in the laptop trolley when not in use.

#### **Outside School**

- Gates to be kept closed and padlocked between 8.50am and 3.00pm
- All staff to challenge visitors on school grounds, when it is judged safe to do so, OR notify the school office immediately

#### **Security of Equipment**

- All expensive (defined as worth over £100), portable equipment to be marked as belonging to the school
- All valuable (defined as worth over £100) and recognisable equipment to be photographed
- Intruder alarm system to be in operation when the school is unoccupied.
- Staff to be responsible for returning equipment to the appropriate area
- Staff to "sign-out" any equipment removed from school premises. The signing out book is kept in the safe.
- During FoCS events, all rooms not in use to be kept locked
- All laptops to be locked away at the end of the school day.

#### **Roles and Responsibilities**

It is the responsibility of all staff to ensure that security strategies are implemented.

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure that:

- All staff appreciate the importance of security and understand the school's policy and their responsibilities
- Staff training needs are reviewed and training is provided as necessary
- Parents are aware of the Security Policy and encouraged to help
- Formal risk assessments are carried out as and when required and reviewed annually by the Head teacher and Consortium Premises Manager and Caretaker. These are held in a folder in the main office for all staff to refer to.
- Termly reports are made to the Premises and Personnel Committee of the Governing Body and, where necessary, the Local Authority

The Tiptree & Stanway Primary Schools Consortium  
SECURITY POLICY

- All crimes are reported to the Police

**Role of the Governing Body**

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

**Information Security**

- Personal data is held securely at school level and access is by authorised personnel only. Where passwords are used for computerised records, these are strictly for the sole use of the individual to whom they are issued, regardless of the issuing authority. Where appropriate, passwords give access to limited areas of the school's ICT systems.
- An automatic lock-down policy is in operation, ensuring computers switch to 'saver mode' when there is no activity for ten minutes.
- Computer screens and documents are used in such a way as to ensure that any personal data on display is not visible to a casual passer-by.
- No personal data is stored on the hard drives of laptop computers. Where it is necessary to transport personal data on the hard drive of a laptop computer, this is strictly a temporary measure, pending the completion of a task.
- Any sensitive or personal printed material ready for disposal is shredded.
- Any used, memory sticks etc are cleared before re-use to ensure that no personal data can fall into unauthorised hands. All redundant computers are safely disposed of and hard drives cleared by TTL and certificates issued.
- Where staffs take personal data off-site, every care is taken to ensure that the data is secure. If data is copied to another computer to facilitate handling, the copy is erased when the task is complete. No such copies of personal data should remain on unattended hard drives or servers or personal laptops or computers.
- Personal data is shared only with the data subject and other bodies that are registered data controllers such as the Local Authority, QCA, DfE, and the Police.
- Disclosure of personal information over the telephone is strictly controlled and only takes place once the identity and authority of the caller is confirmed.