

Security Policy

People come first and therefore the aim of the school's security policy is the protection of all staff, children and visitors, followed by the protection of the school buildings, information and equipment. The governors and staff strive to identify good practice in maintaining and improving security in and around the school.

Pupil safety

Every effort is made to ensure that the main entrance is the only one used whenever possible. Carefully supervised use of the external classroom doors is carried out during school hours only. When children are outside they are always supervised in the playground, in the village and on school trips by at least two members of staff. At the end of school day children are always escorted out to school transport and to meet up with parents. No child is allowed to change the normal going-home arrangements without written permission.

Staff safety

All staff have been issued with a Critical Incident List which is not on general display and with individual security alarms. The school's open layout with glass doors and only a ground floor gives a feeling of reassurance.

Visitor safety

There is secure entrance lobby, where access doors into the main part of the school can only be opened from inside, or opened from outside by a security number lock. A secure hatch between the office and the school entrance lobby is for communication with visitors and receiving deliveries. Visitors (Governors, Contractors, Somerset CC etc.) who wish to enter the main part of the school must report to the office, where their identity will be checked if appropriate, their need to enter will be assessed, and they will then be asked to sign in. Visitor badges are issued with time of entry, and the time of departure must be noted. If the office is unmanned, there is a bell to attract attention, and the member of staff who answers must follow the above procedures.

Buildings and equipment

The premises have a security alarm system. There is a rolling programme of upkeep of the buildings and of upgrading of fixtures and equipment to ensure that the safety and security of all is maintained. Valuable items are security marked. The school inventory is kept up-to-date in a secure place, with a duplicate copy kept off-site. External security lighting is in place. An intruder register and incident log is kept by the caretaker, and incidents or problems reported to the Head, who will take appropriate action.

Consultation

The governors and school staff will discuss security matters regularly and a summary will be presented in the annual school report. The Governors and staff welcome comments any feedback on security related matters from the community.

General

The governors and staff are committed to Risk Management. Security is often a matter of habit and it is the responsibility of all staff and governors to ensure that the school and anyone on its premises, or away on official school trips, are kept as safe as possible by maintaining a positive attitude to security and by encouraging regular checks on procedures and sensible vigilance.

The person responsible on a day-to-day basis for school security is the Head or her deputy.

Updated: January 2006