Personal Safety and Security Policy

Policy Creation & Review	
Author(s)	Sue Ferguson
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Please note that this policy also pertains to practice in Little Ellies Childcare and the Children's Centre. Therefore the term 'school' is used to cover all of these provisions.

Ellen Wilkinson Primary School
PERSONAL SAFETY & SECURITY POLICY

1.Purpose

❏ To ensure the safety and security of the pupils, staff and other adults working in the school.
❏ To protect the equipment and resources of the school from theft and damage.
❏ To maintain the fabric of the building against deliberate damage.

2. Responsibility

All staff

3. References

"Commitment to the personal safety of staff" - Newham Education Authority

3.1 Definitions

'Site' for this purpose referrers to all structures and spaces within the perimeter fence including the main school building, the Children's Centre, the house and all external grounds related to these spaces

4. Aims

❏ To coordinate the security measures of the school and ensure they are fit for purpose.
❏ To guarantee where practicable the safety of all working within the school while maintaining openness for parents.
❏ Develop good habits for the care and protection of each other and the equipment of the school.

5. Procedures

5.1 Security of the site

A perimeter fence surrounds the school with various gates and entry points. These entry points are secured during the working day except for access to main reception via Tollgate Road. Pupil gates facing Mitchell Walk will be opened for access at the beginning and end of school sessions. The emergency access gates located near the car park will only be open in case of emergency or pre-arranged with contractors (who will subsequently be supervised)

A building alarm system is in place and must be switched on when the site is empty. This is linked to Newham Security.

Security doors within the site are on a fob or pass code system. Pass codes are changed frequently to promote security of the site. Staff have to sign for door fobs and advise if these have been lost or stolen so that the system can be reset.

Senior Leadership Team and Premises staff have keys to both gates and buildings with the agreement of the Governing Body so that the site can always be accessed when needed.

5.2 Staff

❏ All staff must wear their identification badges whilst onsite.

- ❏ All staff must use their pass to register their presence on entering the building and must register out when leaving the site <u>even if for only a short period of time.</u>
- ❏ Staff are advised not to display their badges when travelling in order to protect their identity and information on place of work

5.3 Visitors

- ❏ All visitors must report to Reception and if access to the building is required must register and be issued with a visitor's badge. This should clearly indicate their name, date and the member of staff hosting the visit.
- ❏ Usually this uses our electronic entry system and all personal data the system gathers will be treated in accordance with the Data Protection Act for further details please see GDPR compliance policy
- ❏ Supply staff and students must bring a copy of photo identification and their DBS with them and a confirmation of this should also be sent from the relevant agency.
- ❏ Contractors working on site must also follow this procedure
- ❏ Any visitors who are unknown and unaccompanied and/or are not clearly wearing a visitors pass <u>must </u>be challenged politely and <u>accompanied</u> to Reception for clearance.

5.4 Nursery

Entry for pupils will be via the Nursery door at the beginning and end of sessions. Access at other times will be via the internal door for school pupils. Parents for Little Ellies pupils may ring the bell and a member of Little Ellies staff will answer it when safe to do so.

5.5 School

Entry and exit for children will be via doors in their classrooms at beginning and end of sessions. Entry at all other times will be via main reception. Entry for all visitors will be via main reception. All visitors accessing the building via other routes must be challenged and <u>accompanied</u> directly to Reception. Access should not be given through fire exits. Access should not be given unless visitors can be supervised to Reception.

<p style="text-align:center">EXTERNAL CLASSROOM DOORS TO BE LOCKED AT ALL TIMES. BEFORE & AFTER SCHOOL AS WELL TO PROTECT THE SAFETY OF THE PUPILS, YOURSELF AND OTHERS IN THE BUILDING.</p>

5.6 Children's Centre

Entry for any users Children's Centre is via the main door which has a buzz-in system. Staff fobs also activate these doors. Visiting professionals must sign in the register. Clients and their children are registered via the EarlyStart card at the start and end of each session they attend. Parents for Little Ellies pupils may ring the bell and a member of Little Ellies staff will answer it when safe to do so.

5.7 House

Entry for any users of the house should be agreed <u>IN ADVANCE</u> and the session leader must sign in at main reception and a register list of other individuals present kept. Entry to the property should only be via the pedestrian gate in the car park and the front door of the house. Keys for this are held at reception and a member of staff will accompany the group over, unlock the main door and deactivate the alarm. Session leader must accompany all users off site at the end of the session and then return to the main reception to sign out.

5.8 Door codes

Only staff* may have access to the security code on doors that are fitted with security locks. Children may not use the code and should not be given it. The code will be changed on a regular basis.

*In this context staff refers to those employed permanently by the school and long term supply staff. It does not refer to those working as daily supply staff, peripatetic staff, contractors, and voluntary workers or parent helpers.

5.6 CCTV

We have CCTV in the school as part of our site surveillance for staff and student safety. For further details on how this is used please see the CCTV Statement (appendix 1).This can also be found in the E-Safety & Data Security Policy.

6. Personal Security

6.1 Parents

- ❏ Parents have a right to see staff and may approach staff informally after school on school grounds.
- ❏ If a longer discussion is needed parents must make appointments to see staff at a mutually convenient time

6.2 Visitors

- ❏ All visitors to the school must sign in
- ❏ Staff should challenge all 'unbadged' visitors and accompany them to the front office.
- ❏ Strangers on site must immediately be reported to the front office and kept under observation. The front office will in turn notify the Headteacher.

6.3 Pupils

- ❏ Only members of administration or the teaching and support staff may take children from class.
- ❏ Parents wishing to take children out of school during curriculum time must do so through the main office.
- ❏ Children must not admit visitors into the school.
- ❏ Children going missing must be reported to the Headteacher immediately. The Headteacher will then co-ordinate members of the ECM team to search and contact parents and police where appropriate.
- ❏ Children should not normally be within the building during break times. Staff should challenge children in these instances and ensure they leave the building. Staff working with pupils during break times should pick them up from the playground. Children may be given Lunch Passes to work in classes, this must always be under adult supervision.

6.4 Nuisance visitors and intrusions

- ❏ The LA has a clear policy on those causing distress or nuisance through trespass, harassment, abuse, threats or actual assault to members of staff.
- ❏ All such incidents must be reported to the Headteacher.
- ❏ If necessary, powers can be sought to exclude such persons from the site, involve the police and prosecute offenders.

6.5 Lone working

- ❏ Any member of staff working alone on the premises must ensure that these arrangements are known about in the school office and/or by the site supervisor.
- ❏ They must not carry out activities which put themselves at an unacceptable level of risk.
- ❏ Those working alone must ensure that the part of the premises in which they have worked are properly locked when they leave.
- ❏ Please see lone working risk assessment for further guidance

6.6 Seeing parents

- ❑ With the exception of seeing parents directly after school, all such meetings must be notified to a member of the Leadership Team.
- ❑ It can then be decided whether another member of staff should be present, or nearby.
- ❑ In addition, a decision can be made about the location [classroom or interview room near to reception] and an appropriate time.

In the case of home visits the relevant risk assessment must be followed.

7. SECURITY OF SCHOOL EQUIPMENT

- ❑ The resources leader will maintain general stock and inventory at agreed levels
- ❑ Subject Managers will be responsible for the purchase and allocation of curriculum resources and will replace and renew equipment in line with spending plans and school development priorities.
- ❑ Class based equipment will be the responsibility of class teachers.
- ❑ Generic equipment stored centrally is the responsibility of the resources leader

All fixed and consumable equipment must be looked after in a responsible manner. Children must not be allowed to move or play with equipment that puts them in any danger or likely to lead to damage. All equipment must be stored in a safe manner. All valuable equipment must be locked away or stored out of sight when not being used.

Where it is reasonably physically practicable all equipment is to be marked with the name and postcode of the school.

All damaged, stolen or lost equipment must be reported to the Subject Leader.

Children must be made aware of their responsibility in looking after school equipment. Deliberate negligence leading to damage to school resources by pupils must be reported to SLT. Reparations for damages must be made.

Paper records are stored in the filing cabinets provided in the specified locations.
Any pupil records taken home to be worked on or taken to meetings must be kept under the supervision of the relevant member of staff whilst in transit [e.g. not left unattended in a car].

7.1 Care of the building and fixed equipment

- ❑ Damaged furniture, graffiti, broken windows and so on must be reported to the Site Manager.
- ❑ Deliberate vandalism or damage must be reported to the Leadership Team.
- ❑ Reparations for deliberate damages must be made.

7.2 Personal belongings

7.2.1 Staff

- ❑ Staff are responsible for their own possessions and are recommended not to bring excessive amounts of money or other valuables into school.
- ❑ Staff are recommended to keep personal items secured at all times.
- ❑ Staff should have access to a lockable drawer, cupboard and/or locker.

7.2.2 Pupils

- ❏ Children should not bring money or other personal items to school.
- ❏ Children are to take personal responsibility for their own possessions including clothing.
- ❏ Pupils handing watches, jewellery etc to staff for safekeeping have a right to expect that they will be as secure as possible and these valuables should be clearly labelled and locked away or put out of sight and out of reach.
- ❏ Year 6 children are permitted to bring in mobile phones on the understanding that these are handed in at the start of the day and are returned at the end.

8. Monitoring

8.1 Procedures to support personal safety and security

The HeadTeacher or their designated member of staff will monitor compliance with the procedures set out above.

8.2 Outcomes

All incidents are to be recorded and reported using the Standard Record Sheet.

The HeadTeacher or their designated member of staff will investigate as necessary [where appropriate involving the relevant TU Safety Representative] and ensure that, where required, the necessary form is returned to the LA as per standard procedures

Risk assessments will be reviewed as and when necessary – i.e. if there is an incident related to the area in question, if the LA advises of incidents in other schools, if the law requires it and, in any event, annually.

8.3 Policy review

This policy will be reviewed by the HeadTeacher and designated members of staff every three years.

At every review, the policy will be approved by the Governors Finance & Premises Committee on behalf of the Governing Body.

9. Links with other policies

This site and personal security policy is linked to the

- ❏ Health and safety policy
- ❏ School visit policy
- ❏ First aid policy
- ❏ Policy on supporting pupils with medical conditions

Introduction

The school recognises that CCTV systems can be privacy intrusive.

Review of this statement shall be repeated regularly and whenever new equipment is introduced a review will be conducted and a risk assessment put in place. We aim to conduct reviews no later than every two years.

Objectives

The purpose of the CCTV system is to assist the school in reaching these objectives:

(a)   To protect pupils, staff and visitors against harm to their person and/or property.

(b)   To increase a sense of personal safety and reduce the fear of crime.

(c)   To protect the school buildings and assets.

(d)   To support the police in preventing and detecting crime.

(e)   To assist in identifying, apprehending and prosecuting offenders.

(f)   To assist in establishing cause of accidents and other adverse incidents and prevent reoccurrence

(g)   To assist in managing the school.

Purpose of this document

The purpose of this document is to regulate the management, operation and use of the CCTV system (closed circuit television) at the school. The CCTV system used by the school comprises of:

CAMERA TYPE	LOCATION	SOUND	RECORDING CAPACITY	SWIVEL / FIXED
1	School & House 5 x internal & 11 external	N	Y	F
2	West Building 1 internal & 11 external	N	Y	F

CCTV Cameras are not installed in areas in which individuals would have an expectation of privacy such as toilets, changing facilities, etc.

CCTV Cameras are installed in such a way that they are not hidden from view. Signs are predominantly displayed where relevant, so that staff, students, visitors and members of the public are made aware that they are entering an area covered by CCTV. The signs also contain contact details as well as a statement of purposes for which CCTV is used.

Statement of Intent

- The CCTV system will seek to comply with the requirements of both the Data Protection Act and the most recent Commissioner's Code of Practice.
- The school will treat the system, all information, documents and recordings (both those obtained and those subsequently used) as data protected under the Act.
- The system has been designed so far as possible to deny observation on adjacent private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be used for any commercial purpose.
- Images will only be released to the media for use in the investigation of a specific crime with the written authority of the police. Images will never be released to the media for purposes of entertainment.
- The planning and design has endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

- Warning signs, as required by the Code of Practice of the Information Commissioner will be clearly visible on the site and make clear who is responsible for the equipment.
- Where wireless communication takes place between cameras and a receiver, signals shall be encrypted to prevent interception.
- CCTV images are not retained for longer than necessary, taking into account the purposes for which they are processed. Data storage is automatically overwritten by the system after a period of 30 days.
- Recorded images will only be retained long enough for any incident to come to light (e.g. for a theft to be noticed) and the incident to be investigated. In the absence of compelling a need to retain images for longer (such as an ongoing investigation or legal action), data will be retained for no longer than [30 calendar days].

System Management

- Access to the CCTV system and data shall be password protected.
- The CCTV system will be administered and managed by Janice Connor (Facilities & Finance Manager) who will act as System Manager and take responsibility for restricting access, in accordance with the principles and objectives expressed in this policy. In the absence of the Systems Manager the system will be managed by [Simon Sutton – Premises Manager].
- Recordings only viewed after a given incident and by designated staff (Premises Manager, Finance & Facilities Manager, Network Manager & SLT) this has to be agreed by at least 1 SLT & 1 other authorised member of staff.
- The system and the data collected will only be available to the Systems Manager, his/her replacement and appropriate members of the senior leadership team as determined by the Headteacher.
- The CCTV system is designed to be in operation 24 hours each day, every day of the year, though the school cannot guarantee that it will be working at all times.
- The System Manager will check and confirm the efficiency of the system regularly and in particular that the equipment is properly recording and that cameras are functional.
- Cameras have been selected and positioned so as to best achieve the objectives set out in this statement in particular by proving clear, usable images.
- Unless an immediate response to events is required, cameras will not be directed at an individual, their property or a specific group of individuals, without authorisation in accordance with the Regulation of Investigatory Power Act 2000.
- Where a person other than those mentioned previously requests access to the CCTV data or system, the System Manager must satisfy him/herself of the identity and legitimacy of purpose of any person making such request. Where any doubt exists access will be refused.
- Details of all visits and visitors will be recorded in a system log book including time/data of access and details of images viewed and the purpose for doing so.

Downloading Captured Data Onto Other Media

In order to maintain and preserve the integrity of the data (and to ensure their admissibility in any legal proceedings) any download media used to record events from the hard drive must be prepared in accordance with the following procedures: -

(a) Each download media must be identified by a unique mark.

(b) Before use, each download media must be cleaned of any previous recording.

(c) The System Manager will register the date and time of download media insertion, including its reference.

(d) Download media required for evidential purposes must be sealed, witnessed and signed by the System Manager, then dated and stored in a separate secure evidence store. If a download media is not copied for the police before it is sealed, a copy may be made at a later date providing that it is then resealed, witnessed and signed by the System Manager, then dated and returned to the evidence store.

(e) If download media is archived the reference must be noted.

(f) If downloaded media is put onto a device, the device will be encrypted and password protected.

Images may be viewed by the police for the prevention and detection of crime and by the Systems Manager, his/her replacement and the Headteacher and other authorised senior leaders.   However, where one of these people may be later called as a witness to an offence and where the data content may be used as evidence, it shall be preferable if possible, for that person to withhold viewing of the data until asked to do so by the police.

A record will be maintained of the viewing or release of any download media to the police or other authorised applicants.

Should images be required as evidence, a copy may be released to the police under the procedures described in this policy. Images will only be released to the police on the clear understanding that the download media (and any images contained thereon) remains the property of the school, and download media (and any images contained thereon) are to be treated in accordance with Data Protection legislation. The school also retains the right to refuse permission for the police to pass the downloaded media (and any images contained thereon) to any other person. On occasions when a Court requires the release of a downloaded media this will be produced from the secure evidence store, complete in its sealed bag.

The police may require the school to retain the downloaded media for possible use as evidence in the future. Such downloaded media will be properly indexed and securely stored until they are needed by the police.

Applications received from outside bodies (e.g. solicitors or parents) to view or release images will be referred to the school's Data Protection Officer and a decision made by a senior leader of the school in consultation with the school's data protection officer.

Complaints About The Use Of CCTV

Any complaints in relation to the school's CCTV system should be addressed to the Headteacher.

Request For Access By The Data Subject

The Data Protection Act provides Data Subjects – those whose image has been captured by the CCTV system and can be identified - with a right to data held about themselves, including those obtained by CCTV. Requests for such data should be made to Sue Ferguson.

Public Information

Copies of this statement will be available to the public from the school office.

Context

Due to the current COVID pandemic, temporary amendments have been put into place to ensure the ongoing site safety and security in line with current government guidance. This addendum sets out the main points but please note that these are subject to change. These changes will be communicated through the COVID risk assessment which is subsequently distributed to all staff and governors. Abridged versions are also available for parents.

This addendum will cease to be operational once the current pandemic restrictions are lifted and with the agreement of the Governing Body.

Summary of COVID changes

Points of Egress

❑ Multiple gates are now in use in order to reduce crowding at the start and end of the day.
❑ 2 start and finish times are also in place.
❑ All gates have a minimum of 2 designated staff members to supervise in addition to class staff who should ensure they have access to a phone in case of emergency.
❑ Queueing systems have been established with signage and markings to support 2m social distancing wherever possible.
❑ Parents are not to enter the site.
❑ Children are collected and released from the gates by class staff.
❑ Children should be accompanied to the correct gate by staff using the external brick corridor.
❑ Children will only be released to a known adult or someone with the child's password.
❑ Where possible staff should remain within the school's perimeter.
❑ Gate staff may wear face coverings due to the high number of adult interactions they have each day.
❑ **Staff when exiting the site during any rest breaks must ensure that the gate is closed before walking away.**

Arrangements for door opening

❑ Once the site perimeter is secure external doors can be opened to promote ventilation in line with current government guidance.
❑ Internal doors should be open at all points to minimise touch points. Class and office doors have been linked to the fire alarm so that they shut if the alarm sounds.

Movement around site

❑ Movement around the site should be minimised wherever possible.
❑ If staff do need to be outside their designated areas they should ensure 2m distancing from others.

Resources

❑ Resources can only be used and shared between groups in accordance with the current risk assessment.
❑ Store cupboards should only be accessed when the linked classroom is not in operation.
❑ Time should be minimised as much as possible in storage areas due to the reduced ventilation.

Visitors

Visitors are to be minimised as much as possible. If they are admitted the following conditions must be met:

❑ They are pre booked with the agreement of the HT.
❑ They have received, read and agreed the abridged copy of the risk assessment.
❑ They complete the Test & Trace paperwork including confirming that neither they, nor someone in their household has had symptoms in the last 14 days.
❑ They must wear a face covering at all times and observe agreed hygiene measures at all times.

Personal Belongings

Personal belongings for all site users should be minimised wherever possible. Please see risk assessment for current exceptions.