

School Security Policy

The name of the Lord is a strong tower; the righteous man runs into it and is safe.

Proverbs 18:10



At The Cathedral Catholic School we are safe and cared for; we make Christ known and loved, using his example to strive for excellence in all we do.

In close partnership with parents and the parish of The Cathedral and St Thomas More, we aim to deliver an outstanding and distinctive Catholic education with Christ at its heart. Each person's unique value is recognised and nurtured so that, through God's grace we can grow, learn and realise our full potential. We use our gifts and talents for the glory of God and in the loving service of others, proclaiming the Gospel and striving for the values of the Kingdom of God.

We profess our faith proudly and recognise that we are called to a loving relationship with God through the sacraments, scripture and prayer.

Purpose

- to outline the measures necessary to maintain the reasonable security of the school site
- to note who will exercise responsibility with regard to the policy
- to provide a framework for monitoring and review of school security

Links with Health and Safety

The policy should be read in conjunction with the school's Health & Safety policy. It is the school's responsibility to make staff aware of the potential security risks affecting the school site and the people working there. It is the governors' and staff's responsibility to exercise a "duty of care" to themselves and to other adults and the children when on the school site.

Visitors

- Visitors to the school will sign in and out and wear an identifying badge during their stay.
- Staff will challenge unauthorised visitors, after assessing the risk of doing so, and unsatisfactory reasons for their presence will lead to them being asked to leave the premises.
- Pupils will be asked to tell staff of the presence of all visitors and will never open the door.
- All visitors to the school are made aware of safeguarding and health and safety requirements by the staff in the school office.

Pupils & Staff

- Families and staff will be made aware of the arrangements for the arrival of children at the start of the school day and their collection at the end of school.
- Families will be made aware of the procedures for children leaving the school premises during the course of the day, i.e. being collected by an adult.
- Registration procedures will follow County guidelines.
- Staff will ensure that pupils are supervised during their time in school - from 8.45am.
- Lunchtime supervision staff will be given guidance about the security of the children.
- Children who remain uncollected at the end of the school day will be dealt with by the office staff. Where a designated contact cannot be reached by 4.30pm the Head will follow LCC's recommended procedures and contact Lancaster Police Station and the duty social worker.
- All school staff are subject to LCC's standard safeguarding checks (including DBS checks, replacing List 99 and CRB). Regular visitors are also subject to these checks.

Occasional visitors are accompanied by school staff at all times when on site.

Security of Personal Property

Individual members of staff are responsible for any items of value that they bring to work.

- Personal items should not be left unattended.
- Children will be discouraged from bringing valuable or fragile items to school.
- The security of cars parked on school premises is the responsibility of the owner.
- All moneys sent into school must be in a sealed labelled envelope and directed to the office.

Security of Equipment

All portable assets worth more than £50 will be:

- registered in the Asset Register,
- be security marked,
- be subject to regular stock checks;
- valuable items will be stored as securely as possible

Security of Premises

The school will take preventative measures, where possible, to minimise risk to the building and site.

- The Head delegates responsibility for premises keys to the Site Supervisor. A full set of School keys are kept in the locked key cupboard which is in the office. A back-up set of School keys is kept by designated members of staff. The school is to set up a register of all keys for the site, and who holds each.
- The Head delegates responsibility for opening up and locking up the building during business hours (7am – 6pm, Monday to Friday during term time) to the Site Supervisor.

In his absence other arrangements will be made.

- Key holders for an emergency are the Deputy Head and Site Supervisor
- Staff who hold door keys and access codes and who work on site outside business hours are expected to take responsibility for ensuring the site is appropriately locked up before they leave.

Security of Data

- The school buys into the LA's SLA for the back-up of the Admin Server only.
- The curriculum server is backed up to an on-site device.

Security of Communications

- The school office is responsible for secure receipt and despatch of physical correspondence ('post').

The office staff will:

1. Open all inward post (except post marked 'urgent', 'confidential' or 'private' which will be handed to the recipient).

2. Sort inward post and to deliver it to the appropriate recipient.

Not read post unless necessary to determine the appropriate recipient – for example when the addressee has moved post.

4. Endeavour not to open post marked 'personal' unless necessary (as 3).

5. The school does not encourage staff to have personal post sent to the work place.

- The school office is responsible for ensuring outward post left at the office is stamped with sufficient postage and taken to the post office at least twice per week.
- The school office is responsible for the secure receipt and transmission of verbal messages, whether received in person or by telephone. Messages will be written down and passed to the recipient in person.
- The Bursar is responsible for electronic transmission and receipt of pupil and staff data by secure means – including use of encrypted email and School2School.
- All personnel in school have a responsibility for ensuring that information is handled in line with data protection guidelines.

Monitoring and Reviewing the Policy

- Day-to-day monitoring of site security is the responsibility of the Site Supervisor and Head Teacher supported by all staff.
- The security of the school will be monitored by the Resources Committee during their annual Summer Term inspection of the site. Their findings will be reported to the full governing body.

The Policy will be reviewed annually.