



Highfield Priory
Independent Day School
and Nursery

Security and Supervision

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This policy should be read in conjunction with:

Behaviour Management Policy

Confidentiality Policy

Fire Risk Assessment

Fire Safety Procedures and Risk Assessments Policy

First aid Policy

Health and Safety Policy

Late Collection [from Extended Care] and Non-Collection Procedure

Lost Child Procedure

Out of School Visits Procedure Risk Assessment Policy

The requirement for schools to ensure the safety and security of their premises rests on the general provisions of ISI Regulatory Standard 3 (2) (b), covering "the welfare, health and safety of pupils". EYFS providers' premises "must be safe and secure both indoors and outdoors." Providers "must only release children into the care of individuals named by the parent." They "must ensure that children do not leave the premises unsupervised" and "prevent intruders entering the premises."

Security is treated as part of health and safety and is subject to the same regime of risk assessment. Schools are encouraged to cooperate with their local police forces, fire and rescue services and local communities, and aim to achieve a balance between providing reasonable security protecting pupils, staff, parents, visitors and contractors, and turning the school into a fortress.

References:

- A: [Reference Guide to the key standards in each type of social care service inspected by Ofsted \(Reference 080117\)](#)
- B. [The Revised Handbook for the Inspection of Independent Schools: Part 3: The Regulatory Requirements of Independent Schools, September -December 2009.](#)
- C. [Early Years Foundation Stage \(EYFS\) Checklist and Monitoring Reference for Inspectors, September 2009](#)
- D. "Insurance," Chapter K of the Bursars' Guide by HSBC Insurance Brokers Ltd, November 2008.
- E. "Health and Safety and Welfare at Work" Chapter N of the Bursars' Guide by Pinsemt Masons LLP, November 2008.
- F. [Section F of the ISBA Model Staff Handbook by Rickerbys Solicitors LLP, March 2009.](#)
- G. "School Security" DCSF guidance of April 2008.
- H. "Secured by Design": A crime prevention web site managed by ACPO.
- I. "Guidance on Biometric Technology in Schools" by BECTA, July 2007, and "Securing the School, Classrooms and Perimeter" by BECTA, March 2007.
- J. "CCTV Code of Practice" by ICO, 2008

Contents of Policy

Governors, who are responsible for a school's security strategy, will monitor and review the security policy and procedures from time to time. Within the school, executive responsibility rests with the Head Master/Mistress, with operational responsibility devolved to the School Business Manager, as the Security Coordinator. Day to day responsibility is delegated to the School Business Manager and his/her team. The School's health and safety committee will be the main forum within the school for discussing security issues, and monitoring risk assessments, induction and training programmes, and assessing the effectiveness of the physical and electronic security measures adopted by the school.

Security, Access Control, Workplace Safety and Lone Working

Our policy for the security and workplace safety at Highfield Priory school is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

Responsibilities

The Headmaster

The Head Master has overall responsibility for health and safety on site. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

The School Business Manager

The Caretaker/s

The Caretaker/s are responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site (both when it is occupied and unoccupied). The School Business Manager manages the CCTV system. Monitors are placed in the school office. The School is monitored by an external organisation 24 hours a day, 7 days a week. A Caretaker will normally remain on duty (as opposed to on call) until they have checked that the building is locked and empty except for exceptional events or functions when a member of the SMT will usually lock the building. The duty Caretaker carries a school mobile phone whilst working. That number is made available to all members of staff to use if they need assistance. A checklist is available to assist with the daily locking and unlocking procedure.

The school's external monitoring organisation will summon the emergency services, if the security or fire alarms go off outside the hours that the School Office is staffed, (unless they are pre-warned of a planned fire practice).

The Head of IT

The CSIT Co-ordinator is responsible for maintaining a safe IT technical infrastructure at the school. Their responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware.

Teaching Staff on Duty

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school inside or outside normal school hours. Pupils are not allowed to be unsupervised on site except when moving about within the school building between classrooms. Arrangements are made to ensure pupils are supervised at events that bring groups into school out of hours.

Risk Assessments

See Risk Assessment Policy

Visitors and Contractors

All visitors and contractors are required to sign in at our Reception, where they are issued with a visitor's badge, which should be worn at all times. They are shown the school's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving.

When large numbers of visitors are at the school for open days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

Access Control

The in/out drive gates are open during the school day. There are further electronic vehicle gates leading onto our playground, which are linked to our School Office/Reception. The internal pedestrian gates on our playgrounds are locked during the school day (except during playtimes/lunchtime and drop-off/pick up); and are locked overnight and, as additional protection, in the day during the school holidays, when visitors have to contact the School Office/Reception in order to gain access.

Parking Facilities and Deliveries

There are clear signs directing visitors to our visitors' car park. There are warning signs restricting speed to 10mph, and speed humps to restrict speed. We require all delivery lorries to be fitted with audible reversing alarms, and our Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am.

School Office

The School Office is manned between normal office hours in term-time and during most holidays apart from the Christmas closedown. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel is physically located outside the School Office. The staff are given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services.

Small monitors covering the CCTVs located at the front door and the vehicle and pedestrian gates are located by the Reception desk, so that they are visible to the Receptionist on duty; but not to passers-by.

Training

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration and in the arrangements for supervising pupils.
- Safeguarding their personal possessions.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late [and lone] working
- Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic and medical are trained in keeping pupils safe. (See policy on Induction of new staff in Child Protection).

More detailed and specific training is given to the Caretaking teams and to the staff who work in Reception.

Lone Working

Under normal circumstances, no school staff will be allowed to remain in school after closure time. However, on some occasions during the school year (evening performances, parents' evenings etc) the school will still remain open after the caretaking staff have left the premises. At these times a school key holder (see list with School Business Manager) will perform the closure procedure.

Pupils

We use PSHE and class discussions to promote awareness of safety amongst all age groups.

Every pupil has a desk for storing their own personal items. We encourage pupils not to bring any money or valuables to school (the cost of lunches is included on the school bill). We advise pupils that if they have to bring more money than usual into school because of some planned activity, that they can store it securely with their teacher.

Use of School Facilities by Members of the Local Community

Local community groups use our sports and drama facilities outside school hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, rent, insurance and security. The school always requests a copy of the Public Liability Insurance of all hirers of school facilities.

Physical Security Measures

External doors and windows

All external doors are fitted with locks. Most external doors to buildings are fitted with code-operated security locks, which are in operation at any times of the day when outside access is possible. At times of the day when the key pad codes are not in operation the gates leading to the playground are locked or a member of staff is on duty.

Security Alarms

Every external door is linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice. All external doors are also fitted with key pad codes which are in operation at any times of the day when outside access is possible. At times of the day when the key pad codes are not in operation the gates leading to the playground are locked or a member of staff is on duty.

Gates

There are gates at the vehicle and main pedestrian entrances (see above) which are kept locked outside of school hours. Other side gates are secured by padlock at night.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science room, art room etc. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school. (See our separate Supervision of Children Policy and Risky Areas Risk Assessment).

Security of Electronic Property

All school computers are password protected and cannot be activated without a recognised login and password.

Marking Property

All valuable and electronic property is marked clearly [with the school's logo] as a deterrent to theft. A register of non-electronic valuables is maintained by the School business Manager. The CSIT co-ordinator maintains the register of electronic equipment. Both registers are reviewed annually.

Security Lights

We use security lights to protect the outside of our buildings. They are fitted along the driveway into and out of school.

We have CCTV cameras covering the main entrance used by visitors, the pedestrian and vehicle gates, and the entrances to all other school buildings. We have a total of 14 cameras, all of which are equipped with IR night vision and are vandal and weather proof. See accompanying photograph of the school site for location of CCTV cameras.

We have notified the Information Commissioner that Highfield Priory School operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV,

and display signs at our entrances, warning of its usage. Our main monitors are in the School office to which access is restricted. Satellite monitors covering the front door and the pedestrian and vehicle gates only are accessible by the School Business manager, Caretaker and CSIT Co-ordinator. The satellite monitors are switched off when Reception is closed.

The School Business Manager, CSIT Co-ordinator and Caretakers are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of their own image by individuals, where the school's policy is:

- To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00 [£10.00 is the current maximum set by the Information Commissioner].
- To consult the Information Commissioner where there is doubt about the request.

Our CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images

Monitoring

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All doors, windows and gates are checked by the Caretaker when locking up.

Regular checks are made by the Caretaker throughout the day to ensure that restricted areas remain secured

Maintaining a Safe and Secure Environment in our Nursery Department

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. Please see the related policies and procedures for EYFS children in the EYFS section of the Policies Folder.

Playgrounds and Playtimes

The school has three hard-surface play areas which are used all year round. The playing field is used for lunch time breaks during the Summer Term and the early part of the Autumn Term, weather permitting.

Nursery and Infant Playtimes

10.40 - 11.00: Infant, Reception and Nursery children play separately in their own designated playgrounds supervised by staff.

12.00 - 1.10: Nursery children play in the Nursery playground, supervised by members of staff.

12.10 - 12.40: Infant and Reception children play in the infant playground, supervised by two members of staff.

12.40 - 1.40: Children play in the playground, supervised by two members of staff. The playing field is used, if conditions are suitable, during the summer term

Junior Playtimes

The children may play with soft balls.

8.15 - 8.30 The children play on the Infant playground supervised by a member of staff.

10.40 - 11.00 The duty teacher ensures the main green gates are closed and locked at the start of the morning break.

12.40 - 1.40: The children play either on the Junior playground, or on the playing field if the weather is suitable during the Summer Term. They may use footballs and cricket bat and soft balls on the field. Children are supervised by a member of staff.

Lunchtimes

Lunch takes place in the Dining Hall for the Nursery from 11.20 a.m. to 11.50 a.m., for all Junior Classes (Years 3 to 6) from 12.10 p.m. to 12.40 p.m. and for Reception, Years 1 and 2 from 12.40 p.m. to 1.10 p.m.

All children must use the hand wash or wash their hands before entering the dining room.

The duty teacher is responsible for the correct supervision of lunch arrangements and for ensuring the correct behaviour and table manners of each child.

Children should enter and leave the Dining Hall quietly. The duty teacher should make use of the bell and never let noise rise beyond an acceptable level. If it is too noisy, lunch should be stopped and the children reminded to speak quietly.

Children who misbehave at lunch time should be removed to an empty table to eat alone. If they are being too disruptive to remain in the Dining Room with other children they can be removed to be supervised elsewhere by another member of staff (usually a member of the SMT)

Staff are expected to sit and supervise a table when taking a school lunch. They are expected to set a good example and follow the rules of the dining room. Table manners and the correct use of cutlery should be observed.

The playground duty teacher must be in position before the children vacate the dining hall.

Break times

During outside breaks, no child is allowed to leave the playground without the permission of the duty teacher and no child is allowed inside any part of the building without permission from a member of staff.

Children are to remain in their designated play area unless they have a duty in the Infant or Nursery playgrounds. Children can only play out when supervised by the duty teacher.

Toilets should be visited during break and not after the bell has gone, whenever possible.

Children may not retrieve items which go beyond the playground boundaries without permission. Hard objects and large balls are not to be used. Fighting, including play-fighting is prohibited. Children must never carry or swing other children.

All children are to stand in silence after the bell or whistle has gone for the end of break. The children walk into school, in single file and in silence after the monitors have gone to their duty posts.

Staff should be in their classrooms promptly by 11.00 a.m. and 1.10 p.m. (Nursery) or 1.40 p.m. (KS1/KS2), children should not enter a classroom without a teacher.

Entering classes is not a social occasion. Children should prepare for the next lesson in an orderly, efficient manner. If, in exceptional circumstances, the teacher is unavoidably delayed, pupils should read in silence under the supervision of their monitor until the teacher'.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the science room, art room etc. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering and Caretaking areas of the school.

(To be read in conjunction with the Risky Areas Risk Assessment)

Teaching Staff on Duty

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school inside or outside normal school hours. Pupils are not allowed to be unsupervised on site except when moving about within the school building between classrooms. Arrangements are made to ensure pupils are supervised at events that bring groups into school out of hours.

Attendance and Lateness

All children should be at school every day by 8.30 a.m. The school day ends at 3.15 p.m. for Nursery, Reception and Infant children, and at 3.30 p.m. for the Juniors. Arrangement for late supervision should be made with the School Office.

Pupils arriving at School after 8.35 a.m. will be deemed to be late and the register will be marked accordingly.

Authorised absences from school should be recorded appropriately in class registers, in line with government regulations. All pupils are required to provide the Headmaster with a letter explaining the absence, even if this follows a phone call.

Requests for leave of absence other than for illness must be made by letter to the Headmaster.

The School Secretary will record the reasons for absence should parents phone to explain and these will be passed to members of staff. The School Secretary will also check classes to ensure that absentees are genuinely absent and then phone homes to check the legitimacy of the absence. Whenever possible, appointments for doctors, dentists and orthodontists should be made outside school hours.

Children who need to attend external examinations or visit other schools will not forfeit their attendance mark. Refer to School Attendance Policy for more detail.

For procedures regarding issues due to non-attendance and lateness refer to the **Procedures for Managing Non-attendance and Lateness** section of the Attendance Policy.

Collection and delivery of children

All children should arrive at school by 8.30 a.m. for registration at 8.35 a.m. Provision is made for children to be supervised from 8.00 a.m. onwards.

Infant, Reception and Nursery children finish school at 3.15 p.m. Parents are asked to collect children from the Quad outside the infant corridor. Late leaving Infant children are supervised from 3.15 - 3.30 p.m. in an infant classroom. A register to be taken at 3.30 p.m. as a charge is made after this time. Supervision from 3.30 p.m. until 6.00 p.m. is in the Pre-School classroom.

The Junior school day ends at 3.30 p.m. Provision is made for late leavers to stay in the Homework room and a charge is made for this service after 3.45 p.m. Children who do not have someone present to collect them at 3.30 go directly to Homework Room and wait there to be collected. Extended care is provided until 6 p.m.

No child is allowed to walk home alone unless the responsibility for this action is taken by the parents and the school is informed in writing.

Younger children should wait patiently with their parents for older siblings. The playgrounds are not to be used as a playtime between 3.15 and 3.30 p.m.
(Read in conjunction with the On-Site Movement of Traffic Risk Assessment)

Off-Site Supervision

For procedures for supervising children off-site (during sports and educational visits etc) please refer to the school Out-of-school Visits Policy.

Early Years Supervision

We ensure that children are supervised adequately at all times, whether children are in or out of the building through:

Making sure that every child is always within the sight and/or hearing of a suitably vetted member of staff. Monitoring staff deployment across the setting regularly to ensure children's needs are met

Ensuring children are fully supervised at all times when using water play/paddling pools as we are aware that children can drown in only a few centimetres of water

Taking special care when children are using large apparatus e.g. a climbing frame, and when walking up or down steps/stairs, including having one member of staff supervising large outdoor play equipment at all times

Any new outdoor equipment added to the risk assessment

Any near misses to be reported

Making sure staff recognise and are aware of any dangers relating to bushes, shrubs and plants when on visits/outdoors

Supervising children at all times when eating; monitoring toddlers and babies closely and never leaving babies alone with a bottle. Babies are always bottle fed by a member of staff

Supervising sleeping babies/children and never leaving them unattended

Never leaving babies/children unattended during nappy changing times

Supervising children carefully when using scissors or tools including using knives in cooking activities

Increasing staff: child ratios during outings to ensure supervision and safety (please refer to Outings policy)

Arrivals and Departures

Parents/carers are requested to pass the care of their child to a specific member of staff who will ensure his/her safety, and that their attendance is recorded in the register.

The staff member receiving the child immediately records his/her arrival in the daily attendance register. Any specific information provided by the parents should be recorded.

If the parent requests the child to be given medicine during the day the staff member must ensure that the medicine consent procedure is followed.

If the child is not to be collected by the parent/carer at the end of the session, an agreed procedure must be followed to identify the nominated adult.

The planned departure of the child should be anticipated by the key worker in the group. All medicines should be recovered from the medicine box/fridge only when the parent/carer has arrived and should be handed to him/her personally.

No child should be handed over to anyone other than the known parent/carer unless an agreement has been made at the time of arrival. On departure, the child register must be immediately marked to show that the child has left the premises.

If in doubt check the person's identity by ringing the child's parent/guardian or the emergency number. Information must be passed on to all staff and recorded if it specifies whom can/cannot collect a child. Consent for a child to be picked up by a person other than his or her parent/guardian must be recorded in the nursery book or on the signing in sheet or named emergency contact must be signed in this event. Photo identification and/or a password may also be required where possible.

Security

No child should be given into the care of any person we DO NOT know. Staff must check the identity of any visitors they do not recognise before allowing them into the main nursery. Visitors to the nursery must be recorded in the visitor book (office) and accompanied by a member of staff at all times whilst in the building. They will also be given a visitor badge to wear, and a red lanyard to identify they do not have a DBS and therefore should not be around children unsupervised. All external doors must be kept locked at all times and external gates closed. All internal doors and gates must be kept closed to ensure children are not able to wander.

The Health and Safety Committee is responsible for this policy.

Date last reviewed: September 2020

Authority

The Full Board of Governors, by delegation to sub-committees, is responsible for formulating the policies and procedures that will ensure the school continue to achieve the aims of the overall school strategy. Hence, each sub-committee has Terms of Reference and assigned responsibility for policies within that scope. The sub-committees are: Finance and General Purposes, Health and Safety, Safeguarding, Education and Marketing