"I am the way, the truth and the life."
(John 14:6)

St Mary's is a Catholic Primary
School.
We place our children at the heart of all we
do, inspired by the love, life and teachings
of Jesus and the Catholic Christian Church.

Security Policy

The staff and children of St Marys Catholic Primary School need to work and learn in a safe environment. This document is the policy of the school and represents measures agreed between staff and governors to promote the security and personal safety of staff, pupils and visitors, together with the protection of the school premises.

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim.

Role of the Headteacher

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

The Headteacher will ensure:

- all staff appreciate the importance of security and understand the school's policy and their responsibilities;
- staff training needs are kept under review and training as necessary;
- Parents are informed of the security Policy and encouraged to help;
- Risk assessments are conducted and updated on a regular basi

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

- Staff based in school are the only staff to know the combination of the door lock. If a member of staff thinks that this may have been compromised then they must inform the Head Teacher immediately.
- All staff must challenge visitors who are not wearing a visitor's badge

Visitors
- All visitors, including contractors working within the school building, to come to main office entrance, report to School Secretary, sign in the visitors book and wear a visitors badge;
- All parents to make an appointment to meet with a member of staff.
- Parents to be reminded of our security strategies on a regular basis through the school newsletter

Hardware

- Push button keypad operated locks operate on the main entrance to the school.
- Push button keypad lock on the entrance to the school office.
- Padlocks with combination locks on the gates to the playgrounds are in place. School staff are reminded to ensure that the combination is not left on the padlock when securing the gates.

Security Strategies outside the school building

- School gates to be kept closed out of school hours;
- All staff to challenge visitors on the school grounds

Security of Equipment

Security strategies

- All expensive, portable equipment such as ipads, cameras, laptops and visualisers to be marked as belonging to the School;
- Ipads and laptops to be locked out of sight at the end of the school day
- During the school day ipads and other portable equipment should be stored securely.
- Computers in classrooms should be shut down at the end of the school day.
- During the day teacher laptops should be secured with a password to ensure the security of the school network
- The infra-red intruder alarm system to be in operation when the school is closed

- Staff to be responsible for returning equipment after use
- Blinds in classrooms to be drawn at the end of the school day

Security of Staff, Visitors, Pupils and Equipment during whole-school events.

Fundraising Events

- The rooms to be used will be agreed in advance with a member of the Senior Leadership Team.
- All rooms apart from those required to be locked.
- All ipads, portable equipment and personal belongings to be stored in class stock cupboards

Monitoring of strategies

This policy will be monitored informally through verbal reports from staff and visitors.

All staff to take shared responsibility to ensure the security strategies are implemented.

Policy Reviewed September 2017
Reviewed every two years, by September 2019