

The Catholic School of Saint Gregory The Great

Believe and Achieve



SECURITY POLICY

To be read in conjunction with all other policies.

To be reviewed by May 2027

Mission Statement

Believe and Achieve

“We are a safe and happy school where we all shine as part of God’s family.”

At The Catholic School of St Gregory The Great we aim for all children to ‘Believe and Achieve’.

MISSION STATEMENT

We provide a secure and happy environment in which every member of our school community is welcomed, valued and respected as part of God’s family.

We promote this through:

- A daily life which seeks to reflect the life and teachings of Jesus.
- A curriculum which encourages the growth of the whole child.
- Working with each other with the Church and the Wider Community.

AIMS

To fulfil our Mission Statement, we will:

1. Provide a secure, stimulating Catholic environment where both children and adults can learn, grow and develop to their full potential.
2. Ensure that each child is valued and respected.
3. Develop faith in Jesus Christ through our teaching and the way we live and worship in our school.
4. Develop the ability of both children and adults to deal responsibly with social, spiritual and moral issues.
5. Encourage everyone to value and respect people from all cultures and communities.
6. Establish open and respectful communication between pupils, teachers, parents and the wider community.

The aim of this policy is to provide as secure an environment as possible without creating a fortress environment, which would be oppressing to the children and off-putting to parents and visitors. We aim to ensure that:

- All the children are kept safe
- The staff are able to carry out their duties safely
- The building and equipment of the school are kept safe

Building Security:

Security Equipment:

- The building is equipped with a burglar alarm, which sounds loudly inside the building and rings directly to the alarm company, Southern Monitoring.
- There are infra red motion sensors in key areas of the building.
- There is a video camera system covering the outside of the school and the car park outside the front door. 24 hour recording is provided, to a maximum of 8 weeks before overlap.
- The school playground and all-weather pitch are fenced and signage is good. The pitch is secured by locked double gates.

Equipment Security:

- All portable and valuable items of equipment are recorded on the inventory and when disposed of, it is marked off the inventory.
- All books are marked with the school stamp.
- Equipment is also marked with “Parago”.

Access to Site:

The school has a large number of legitimate users each day:

- Children

- Parents / Carers
- Staff
- Visitors

It is important to balance the need to be welcoming with the need to keep them safe.

All teaching staff, have access to the building, by means of key fob security and identity card, with blue lanyards.

All visitors have red lanyards, or visitor sticky labels.

All governors have identity cards, with yellow lanyards.

Access to the site for KS1 and KS2 children is at the front of the building. The Caretaker opens the front boundary gates first thing in the morning and this leaves two access points – playground and the front door. Families using the Breakfast Club enter the school through the playground gate and are let in through the ASC door, where they have to sign in.

The Caretaker locks the gate at 9.00 a.m. when the children are all in school.

Access to Reception and the Childcare Trust nursery, is via the wooden gate, on St James Square and is opened at 8.00am and locked by a member of the EYFS team at 9:10am.

Access through the front door is controlled by administrative staff; all adults entering the school have to sign in and wear identification badges.

Children's Safety:

The safety of the children is our prime concern. The Class Teacher should know where the children are e.g. in the classroom, toilet, working in a group situation elsewhere in the building, on the playground supervised by another member of staff.

- All children wear uniform for identification purposes.
- All children are registered at the beginning of the morning and afternoon.
- Children who are late or who have to leave before the normal leaving time have to be signed in /out in the book by the office.
- Kids Clubs in school keep their own registers.
- At the end of the day, Reception children are handed over to their parents/carers by the ASC door; Infant children wait with their class teacher in the playground until they are collected by their parents / carers and Junior children wait by the school gate until they see the adult meeting them and know that if they are not met, then they inform the teachers on the gate. A few children go home on their own and this must be confirmed in writing by their parents / carers. They must leave school immediately. List of children that go home on their own is available in the office.
- Where children, are being transported to after school events, by teachers/parents/carers, a valid certificate of motor insurance, authorising business use, under limitation of use, must be produced, together with a valid MOT certificate, if applicable (cars under three years old, do not require a MOT certificate). These documents must be shown to a member of SLT.

Staff Safety:

It is important that we have a record of who is on site.

- Staff must sign themselves in and out. This is especially important if leaving the building at lunchtime or during the day.

Looking After Yourself and Others:

- During school hours, the building is secure; however unidentified persons should be asked politely, "Can I help you?" and the Headteacher informed immediately if you have any concerns.
- If a person (including a parent / carer) becomes angry or aggressive, ask them to follow you to the Headteacher's office. Even if they do not follow you, go to the office and summon help.
- If you hear an incident in school, alert the Headteacher immediately.
- If you know that an adult is upset or angry, forewarn the SLT. If you need support with a parent / carer on Teacher Parent Reviews, inform the Headteacher in advance or send for help if a situation arises during the meeting.

- Any incidents where a member of staff feels threatened or upset should be reported to the Headteacher ASAP.
- If you are working late (after dark or 5.00), make sure the building is secure and that the Caretaker knows you are on site. The friendly courtesy of saying goodnight provides a useful check on both sides.
- The Governors recommend extreme caution working on the school site on your own – you must follow the school guidelines when working alone (see separate policy).

Contractors on Site:

- Contractors are chosen from those on the LA list of recommended contractors, except on the occasions when none are appropriate.
- All contractors must sign in and wear a badge and ensure that appropriate risk assessments have been made. Only contractors who have an enhanced DBS certificate will be allowed to work unsupervised on site.
- Where possible, work should take place when children are not on site; however this is not always possible, so extra precautions must be taken in line with school policy, i.e. areas should be closed to children when contractors are working on site.

Status:	REVIEWED BY RESOURCES COMMITTEE
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