



SECURITY POLICY

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.

ROLES AND RESPONSIBILITIES

Management Responsibility - Managing school security is shared between the Governing Body and Headteacher.

Role of the LEA

The main role of the LA is to support an overall policy for security within schools by SLA.

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

At St. Columba's the Finance Committee of the Governing Body monitors the policy on an annual basis. Any key issues that arise are taken to the Full Governing Body and resource implications to the Finance Committee for discussion.

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 importance of security and encouraged to help;



St Columba's Catholic Primary School

formal risk assessments are conducted by an outside body and updated on an annual basis.

there are weekly risk assessments conducted by the Premises Officer;

in addition routine security checks are carried out on an on-going basis by the Premises Officer.

all crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of Pupils, Staff and Visitors

Security Strategies in School

Staff

Staff based in school or partner staff from supporting agencies, and Governors are the only staff to know the combination of the door lock. Any further persons should be approved by the Headteacher.

Staff to contact the School Office or senior staff in an emergency.

All visitors to the school must be signed in if they go beyond the mag-lock doors.

All staff must challenge visitors who are not wearing a visitor's badge;

All visitors, including contractors, to come to main office entrance, sign in the Visitors' Book and wear a visitor's badge;

A Child-Protection Screening Document must be completed for all visitors and those visitors given the school's Child Protection précis.

All staff must ensure that the people trying to gain entry to the School should enter via the School Office. They should not gain entry through any other door.



Hardware

Keypad combination lock operates on the main entrances to school;

Door to school from beyond entrance foyer can only be opened by buttons in the office or fobs issued to school staff.

All external doors to be kept closed.

All rooms containing equipment that may pose a risk to be kept locked.

Information

St. Columba's Catholic Primary School Staff and Governors recognise the importance of keeping information secure. We understand the provisions of the Data Protection Act and recent legislation brought out in response to lapses in security.

We recognise that harm may occur as a result of sensitive data being compromised and misused. By sensitive data we understand this to mean any information about a person or information about the school which is confidential.

Staff have received input from HT (documents via e-mail and during Staff Mtgs) on the importance of data security.

The following steps should be taken :

- * Computers when switched on should be screen locked if they contain information about people or the organisation and the user is not in front of the machine.
- * All mark books should be held in a secure place
- * Data/Photographs relating to pupils should be held on secure flash memory devices or hard drives (All Teachers and other staff who require them have been issued with encrypted memory sticks)
- * Sensitive data should not be left lying around in paper form but should be secured and only used when required
- * Sensitive data in paper form should be shredded when no longer required
- * When computers are being disposed of and they have been used to store sensitive data their hard drives should be destroyed as per HMG guidance
- * All staff have a duty not to talk about sensitive information, particularly relating to children, unless they need to as part of their professional duties. Failure to comply with this will be seen as grounds for disciplinary proceedings
- * All losses of sensitive data should be reported to the Headteacher, who will in turn inform the relevant LA Data Security Officer



St Columba's Catholic Primary School

* The transfer of school records should, where possible, be made hand to hand. The school data transfer form should be used to record this transfer. This form should be returned to the SBM.

Intruders

If a member of staff discovers an intruder they are to inform a senior member of staff immediately. If this is not practicable then the POLICE should be immediately notified. The informed member of staff should contact the POLICE if this is warranted. A check should be made of equipment to see if anything is missing.

E-safety

At St. Columba's we are committed to E-safety for all members of our school community. We have an E-safety policy.

Outside School

School gates to be kept locked out of school hours;

School gates to be kept locked during school hours; N.B. All school staff have a key which opens these gates.

Children must not play in areas marked as out of bounds.

All staff to challenge visitors on the school grounds during playtimes.

Security of Equipment

Security strategies

Inside School Building

all expensive, portable equipment to be marked as belonging to the School with SMARTWATER;

the infra-red intruder alarm system to be in operation when the school is closed;



St Columba's Catholic Primary School

Premises Officer to be responsible for returning equipment to the secure area;

staff to "sign out" equipment which is taken home, e.g. lap-top computer

Outside School Building

scaleable walls and drain pipes to be coated with anti-climb paint and inspected termly;

security fencing to the front and side of the school to prevent intrusion.

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

Parents' Evening

all CDs, cameras and personal belongings to be stored in locked room;

all laptops to be stored in rooms that are locked;

all rooms apart from classrooms, kitchen and staffroom to be locked;

Other Events

all rooms apart from those required to be locked;

all CDs, cameras and personal belongings to be stored in locked room;

all laptops to be stored in rooms that are locked;

Monitoring of strategies

informally through verbal reports from staff and visitors;

formally through annual Full Governing Body meetings.

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