

Site Safety Policy

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Approved by: College of Management
Council of Trustees

Date: November 2017
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History of review: This is the first policy of its kind at South Devon Steiner School, reflecting the school's improved awareness of the challenges posed by having an open, rurally situated site and its duty to provide an environment where pupils, staff and authorised visitors will feel safe and secure.

Date for next review: November 2019

Policy Statement

South Devon Steiner School recognises its duty to provide an environment where pupils, staff and authorised visitors feel safe and secure, protected from unauthorised access, intrusion, theft, arson and loss of property. The policy extends to the protection of valuable plant and resources, the loss of which could have serious financial implications and result in disruption to the effective learning of the pupils.

Procedures

Risk Assessment

The school will conduct and keep under review a security risk assessment which covers:

1. Security of buildings and grounds, including perimeters, fences, gates, locks, lighting etc.
2. Visitors, unauthorised entry and trespass
3. Criminal offences including violence and abduction of a pupil
4. Theft and burglary
5. Arson

In the future, the school also plans to further expand this risk assessment to include:

6. Suspected bomb alerts and terrorism
7. Emergency evacuations or lock-in procedures in response to a security alert

Unauthorised Entry

- The School has a boundary consisting of hedges, wooden fencing and gates, which acts as a visual and psychological border to the formal school, but which does not securely inhibit access to the site.
- The School site is open to parents at drop off and pick up times only (8-9am, 12-1pm and 2.45-4pm daily). At all other times, entry to the site is restricted to a single gateway (Velwell

Gate) and visitors to the site, including parents, must sign-in at Reception immediately upon arrival.

- Parents must also sign-in at Reception if they have any other business than pick-up or drop-off on the school's site during pick-up and drop-off times.
- Clear signage throughout the school car parks, peripheral areas and on all entry gates, direct visitors to Reception via an exterior pathway. Entry through the formal school is strictly prohibited outside of drop off and pick up times.
- Aside from the Reception door, all doors to Hood Manor - the main school building (prominently situated) which houses Lower School (6-12 years) - are locked. Entry is by code which is changed each half term or more frequently if necessary.
- Upon arrival at Reception, all visitors, with the exception of those not remaining on site beyond their visit to Reception (couriers, simple-drop-off delivery drivers etc.), are required to sign-in. Reception staff provide a Safeguarding and Health & Safety including Fire Saefy briefing to authorised visitors as part of the signing in process.
- All visitors, volunteers and contractors on-site must wear an identification badge and colour coded lanyard to indicate their level of DBS clearance:
 - Orange = no DBS or DBS in process
 - Green = DBS cleared
- All staff members are expected to wear photographic ID with a black lanyard at all times whilst on school grounds.
- Trustees are issued with badges resembling staff badges including the black lanyard identifying them as trustees, but these may not be personalised with a photograph.
- In this way, authorised visitors and school staff are clearly visible, making unauthorised visitors equally identifiable.
- All staff members are required to be vigilant for unauthorised visitors and to politely challenge anyone not wearing a visitors' badge, escorting them or directing them to sign-in with Reception.
- If an unauthorised person enters the premises and refuses to leave, this behaviour may give rise to a criminal offence. Staff will request the person to leave the premises but should not place themselves in a position of risk. If violence is threatened, if there is a breach of the peace, or a likelihood of this, the police will be informed by an emergency call.
- All staff members, volunteers, visitors and contractors including cleaners are required to keep the doors to any building closed and locked.
- Visitors after 4pm must be met outside Reception gate by the staff member they are visiting.

Safeguarding

- The School takes its duty to keep children safe very seriously. Please refer to our full Safeguarding and Child Protection Policy for further guidance.
- The School ensures that pupils are properly supervised through the appropriate deployment of school staff, and by putting systems in place which allow parents to support the school in this endeavour.

- Parents and teachers work together to ensure the safe handover of pupils at the start and end of each school day:
 - Kindergarten pupils are accompanied by their parents to the Early Childhood area at the back of the site and handed over directly to teachers. Similarly, teachers directly hand over each child to their parent(s) or nominated adult at the end of each session.
 - Lower School (6-12 years) pupils arrive at school at 8.15am and line up with their teacher in view of the accompanying parent(s) / nominated adult. At 8.20am, the class teachers from classes 1-5 lead their pupils inside Hood Manor. Similarly, at the end of each school day, Lower School pupils line up and shake hands with their teacher, once their parent(s)/ nominated adult for pick up has been identified by the teacher.
 - Pupils 12 years+ come into school independently and regular registers are taken to monitor attendance and safe arrival.
- Pupils are supervised at all times during outside play to ensure their safety and protection.
- Specific classes have designated areas in which to play; pupils are made aware of the areas in which they are allowed to play and consistently reminded. These designated areas take into account the need for supervising teachers to have a clear visual on the pupils in their care.

Property and Assets

- The school is currently developing a detailed register of all assets.
- Upon completion of this project, assets will be marked with a unique identifier code for improved asset management, and regular audits will be carried out.
- Missing items will be recorded and if theft is suspected, police will be informed.
- The School takes all reasonable precautions to safeguard against theft and burglary, including but not limited to the secure storage of tools and equipment in locked external sheds and storage structures and internal locked cupboards and store rooms.
- The school works with health and safety consultants to maintain a site security improvement plan and ongoing risk assessment.
- School staff are expected to adhere to the Security Protocols as set out below.

Staff Training

- The School makes every effort to ensure that staff are trained and instructed in appropriate security measures including but not limited to the reading and acknowledgement of the site security risk assessment, the document Keeping Children Safe in Education and appropriate Safeguarding training.

- **The School provides training in relation to the management of visitors to the site, with specific emphasis on the protocol for dealing with unauthorised visitors.**

Staff Safety

- The School relies upon the vigilance of its staff, as part of its site security plan. However, it is clear that staff members should never put themselves at risk of harm when dealing with site security breaches.
- School staff should never deal with a matter directly which puts them at personal risk but should escalate the incident as soon as possible to a member of the School Management Team.
- Staff have the right to work in a safe environment and the School is explicit about this. If a member of staff feels threatened or unsafe, the School may ask the other party to leave the premises at the time of the perceived threat and/or refrain from entering the formal school site on an ongoing basis, until the matter between the parties can be resolved.

Security Protocols

Every staff member is responsible for the security of the buildings and equipment. At the end of each day, every staff member is expected to check that:

1. all doors, windows and entry points are secure, both in main buildings and in outbuildings
2. combustible material is not left lying around
3. there are no unauthorised people on the premises
4. any outside/external illumination is switched on as appropriate
5. defects in external lighting are reported to the maintenance team using the maintenance book in Reception

As a secondary check, the school caretaker is responsible for carrying out a final site security check twice every evening, once at 7pm and once at 10pm.

The school caretaker and the gardening teacher reside on the premises, providing around the clock vigilance in relation to site security.

Reporting and Recording Breaches of Security

Any breach, or potential breach, of security should be reported immediately to the Health & Safety Officer: Marcus Link (marcus.link@steiner-south-devon.org)

The Health & Safety Officer should then launch a thorough investigation and take appropriate action. The School Management Team, Administrators and Trustees will regularly review reports to ensure security arrangements are effective.

Compliance:

- PART 3 Welfare, health and safety of pupils – Education (Independent School Standards) Regulations 2014
https://www.legislation.gov.uk/uksi/2014/3283/pdfs/uksi_20143283_en.pdf

References:

- Health & safety policy
- Harassment of staff policy
- Site security risk assessment