



Freshfield Nursery School and Freshfield 2 Year Olds

Security Policy

Presented to Governors:	Spring 25
Presented to Staff:	Spring 25
Date for Review:	Spring 25

Freshfield Nursery School Security Policy

Safeguarding and Welfare Requirement: Safety and Suitability of Premises, Environment and Equipment. Providers must take reasonable steps to ensure the safety of children, staff and others on the premises.

The Governors of Freshfield Nursery School recognise the importance of creating and maintaining a safe and secure environment for children, staff and other users of Freshfield Nursery School.

Policy statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Freshfield Nursery School. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors

The Governors will:

- The Governing Body will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures.

This will be achieved –

- By the health & safety governor monitoring performance on their special interest visits
- Via the head teacher's reports to governors
- By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

Headteacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.
- The Headteacher and School Business Manager review security on a weekly basis and will immediately deal with any significant issue that presents itself on a daily basis.
- The School Business Manager has a significant amount of responsibility delegated in order to ensure that the security policy is followed by all staff.
- Staff are informed through the weekly staff bulletin of any issues that may affect security and have particular safeguarding implications.
- Named staff roles have been given specific responsibilities for school security. These are listed on the table on the following page.

Security issue	Responsibility	Specific Duties
Agreeing and reviewing the school security policy	Finance Committee	<ul style="list-style-type: none"> • Agree policy • Review every 3 years
Day to day implementation and management of policy.	Head Teacher / School Business Manager	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Caretaker	Check the perimeter and outdoor areas at the beginning and end of the school day
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Daily
Control of contractors	School Caretaker School Administration School Business Manager	As required
Security of money etc	Admin staff	Daily
Security of data	All staff	Daily
Security risk Assessment	Head Teacher / School Business Manager School Administration Care Taker Nursery Teacher All staff	Raise & report any issue or near miss situation to the Headteacher /Business Manager Headteacher /Business Manager to review annually and inform governors of findings to use as part of policy review
Cyber security	Headteacher/SBM/AVA/All staff	Raise & report any issue or near miss situation to the Headteacher /Business Manager Headteacher /Business Manager to review annually and inform governors of findings to use as part of policy review

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the school premises and grounds. All will be expected to comply with the school's security arrangements as a condition of being on the school premises and in the building.

Parents will be informed about the school security arrangements and any part they are expected to play; for example when visiting the school or at handover times – notices are displayed informing parents of the security of the main door.

Controlled access during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Freshfield Nursery School has, thorough risk assessment, balanced by the need to remain a welcoming environment to the community and safeguarding pupils.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

- **The 3-4 year old nursery has only single access entrance via reception desk. Only authorised visitors allowed access via a buzzer system on the wall outside.**
- **All doors cannot be opened from the outside.**
- **The entrance via the 2-3 year olds nursery unit is secure and access only allowed via a buzzer system.**
- **All internal doors are secure and can only be accessed using security turn thumb locks/bolts at the top of a door/fobs or if particular staff give access.**

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and locks and padlocks on gates.

- **Rear outdoor area – fenced in on all sides by high fence.**

Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence typically 6ft high. This has fixings that prevent an early year's pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival.
- Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safe guarding procedures –

Main door entrance area – the access to the main reception is through this door. Staff are able to see who is at the door via the monitor in the office and will only admit someone known to them. Conversations with unknown visitors can be had through the intercom system in order to clarify the purpose of their visit. If someone unknown to staff requires access then the internal door will be closed and the admin staff will admit them into the holding area and speak to them.

Times of the day when supervision is part of our safeguarding procedures –

- Start of school day – the breakfast club is open to families from 8am.
- Lunchtime – Children are supervised into the care of families waiting to collect them on a Wednesday at 11.30am and Friday at 11.30am.
- End of the day – all children are supervised into the care of waiting families at 2.30pm and 3.30pm and from After School Club.

Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – Is unlocked during the day as we are a nursery and as such people and professionals need access to the site throughout the day.

Main Building –All main entrances to the building have electronic security access that is operated by a buzzer system or security fobs.

Beginning and End of the day – the caretaker is responsible for the opening and locking of the building except when there may be extended use of the building, then the Headteacher or other named staff will ensure that the building is secured.

Adults Working in School

All Adults working in school must have an enhanced Disclosure and Barring Service check before commencing work.

Exceptions for other adults on school premises:

- A parent/volunteer working alongside a member of staff as a parent helper if they are not in school more than 3 times in any one month.
- Students under 16 years old.
- Invited visitors to school e.g. members of the local community with special skills and knowledge.
- Contractors under the supervision of staff.

All of the above are required to sign in using the school signing in system and wear the badge that is printed out during the whole time of the visit. They must sign out when leaving the premises.

When large numbers of parents/carers are visiting school, e.g stay and play sessions parents/carers are asked to complete an attendance log. This records both the arrival and leaving times.

For any other exceptions, the decision for the adult to be in school is that of either Headteacher. In all cases, the adult must only work in an area open to observation by at least one permanent member of staff and must not accompany a child to the toilet or into any unsupervised area of the nursery.

Main Entrances during nursery session start times

At the beginning and end of each session, when parents/carers are dropping off or collecting children, **members of staff are positioned at the gates to receive and hand over children. Staff ensure that arriving children enter the school building after they have been dropped off at the gate.** All staff remain vigilant to ensure no unaccompanied children leave the building. These adults also challenge any unknown adult entering the school grounds. A staff member supervises each gate until they are closed.

School gates are open and attended between:

8.25 – 8.35 for dropping off (each morning)
11.25 – 11.35 for children being collected following a morning session
2.25 – 2.35 for collecting children attending full days
3.25 – 3.35 for all children finishing at 3.30

Gates and doors remain closed at all other times. Adults must use the intercom to gain access.

Breakfast club:

Parents/carers can gain access by pressing the buzzer at the front entrance gate to the front garden, next to the main entrance door. There are monitors in the 2's nursery unit, and in the 3-4 nursery unit and three school office areas so that visitors can be seen prior to opening a door or gate. This staff to identify who is arriving.

After school club entrance: A buzzer on the front garden school gate alerts After School Club staff to parents/carers collecting children. There is a monitor situated in the After School Club area to enable staff to identify who is collecting a child.

Informing Parents/Carers: We regularly remind parents/carers, through newsletters and other updates, to close all doors behind them when entering or leaving if school staff are not at the school gates. They are also reminded to place the large high metal hook over the main gate on entering and leaving the nursery and close the bolt.

As children arrive, they use a self-registration system. At 9.00 am daily and 1.00 pm staff complete the formal register using SIMs. Attendance at After School club and Breakfast club is recorded on the SIMs system.

The 2's nursery unit door to the outside back garden.

Whenever children are in the 2-3 year olds nursery the back door (to the garden), the door handle must be pushed up and the swivel lock at the top of the door secured.

When any adults leave the building and children are still in the room they must ensure that the swivel lock is secure. The side door of the 2-year-old provision will also be locked unless the 2 year olds are playing outside.

Internal Doors and Child Gate to the Side Corridor

All internal doors with bolts and the child security gate must be secured at all times to prevent a child being alone in an unsupervised area or being accidentally locked in a room. (Signs highlighting this are displayed on the following doors)

- Site manager's room
- Kitchen (to be bolted when there is no adult present)
- Staff Room
- Both staff toilets

Adults Collecting Children

Staff should always know who is collecting each child. As soon as possible after the start of the school year staff should ensure that they recognise the adult/s that usually collects each child. Parents/carers are asked to notify school if an adult unknown to school is collecting a child. We request a password from parents that will notify us that the person collecting has been given their permission to collect the child. In circumstances when the password is unknown or an adult is unknown, a phone call will be made to parents/carers to verify who is collecting their child that day. Children are not allowed to leave the premises with an unknown adult who has not been notified to school. We only allow children to leave with anyone over the age of sixteen. Where a court order is in place, a photo of the person unable to collect a child is distributed amongst the staff.

Non-collection of Children

In the event that an authorised adult does not collect a child at the end of a nursery school session/day, Freshfield will apply the following agreed procedures. Parents are made aware of this through the school's website. When starting nursery, Parents/carers are asked to provide contact information that is kept on file.

It is requested that parents/carers notify us of any changes to contact numbers as soon as possible.

If a child is not collected at the end of the day we take the following action:

- Check with the office if any explanation has been given
- Ring parents/carers if over 10 minutes after the end of the session
- Ring additional contact if not able to contact parents/carers

- Staff would only allow a child to leave with a person named on the registration form or the person named by a parent/carer if they have been to be contacted
- If no parent or carer responds to calls by 4.30 pm, or fails to collect the child by 4.30 pm, we apply the procedures set out in our Safeguarding Policy. We contact the local authority social care department and a full written report of the incident is recorded.
- Experienced staff that are familiar to the child will supervise any children remaining at Freshfield beyond their normal hours.

Taking Children Out of School

Children may not be taken out of school by staff except when:

- The child is ill or has had an accident and is being taken home or to hospital. Two members of staff should always accompany the child. (These circumstances could arise when the case is urgent and the parent has been informed and is unable to come to school to take responsibility for the child, or the parent cannot be contacted).
- The child is taking part in a planned School Visit. In this case the member of staff leading the visit completes a Risk Assessment. The Headteacher signs the Risk Assessment. A copy is left in school and a copy taken with the lead member of staff. Please also refer to our Visits and Journeys Policy.
- When we walk children to St Winifred's Church hall for concerts we have a staff ratio 1-3 and consent from parents/carers is also obtained.

Lost Children

Every effort is made to ensure the care and safety of children whilst at Nursery. These are our procedures for maintaining safety and dealing with the unlikely event of a child going missing.

In the event of a member of staff fearing that a child has gone missing:

- The member of staff will inform other staff members by shaking the tambourine and requesting a head count of all groups. If there is a child unaccounted for, all children will be taken to a story/singing session in the reading area with 2 members of staff.
- The Headteacher and nursery teacher will check both inside and outside, including the surrounding area.
- If the child cannot be found the Headteacher/nursery teacher will contact the police by phoning 999 and then the family.
- Any incidents must be recorded in writing on an incident form.

If the child has not been found in 5 minutes the following should be contacted:

- Police – (Stockport) 999
- Parents – see admission file
- Schools Management, Stopford House, Town Hall – 474 3917
- Chair of Governors – Kevin Shaw 07730 449282

The Local Authority must be informed immediately by telephone.

OFSTED must be contacted and informed of any incidents.

The Chair of Governors must be informed immediately by telephone.

Visitors to School

The school has a security camera trained on the front door, linked to an intercom system. A monitor in the 2-year-old provision displays an area near the gate. Staff check their names and purpose of visit before allowing them entry. Staff check with others if they do not recognise the person.

They are not allowed entry until we are certain they have a valid reason for being on the school premises.

- Visitors use the Inventory system to sign in. A photograph of the visitor is taken and a badge printed out that they wear during the duration of their visit.

- Staff should challenge anyone on the premises whom they do not recognise as a legitimate visitor.
- Contractors are only able to complete work inside the building in an emergency situation. They are however able to complete work when children are no longer in the building. (please see contractors' policy)
- Under no circumstances are visitors permitted to remove items from the school unless the person witnessing the event has personal knowledge of their identity and their authority to do so.

At the start of every Outdoor Session

- The Bike Shed should be locked when not in use. When the shed is in use the door should be securely fastened back with the high hook to prevent children accidentally locking themselves into the shed.
- The Log Cabin should be locked when not in use. When the cabin is in use the doors should be securely fastened back with the high hooks to prevent children accidentally locking themselves into the cabin.
- Staff should remain vigilant when outside and be aware an intruder may find a way in.
- In the event of a lockdown situation we follow the procedure outlined in the safeguarding policy. The procedure is displayed in the staffroom, Headteacher's room, near toilets and in the creative area. In the 2's it will be placed on the staff noticeboard.

At the end of every Outdoor Session

- The whole garden should be checked to ensure all children have returned to inside the building.
- Group leaders carry out a head count to ensure all the children are back inside.

Photographs in School

Children may not be photographed in school without the parent/carers permission.

At the start of the school year, parents/carers sign a consent form explaining the use of photographs in school. If a parent does not give permission then this information is passed on to all staff and no photographs will be taken.

When a planned concert or other event is to be viewed by parents/visitors, a letter will be sent to all parents asking if they do not wish photographs or videos to be taken by other parents/carers. We require every parent to agree to enable filming to take place.

We do not allow the use of any mobile devices to take images of children, or for any other purpose, in school. The use of mobile phones by staff is prohibited apart from in the school office and staff room. Any photographer used by Freshfield to take individual or family photographs provides references. Parents are informed of the date these take place and can choose for their child not to be photographed.

Items of Value

- Cash collected in school must go to the office and locked away in the safe as soon as possible.
- iPads are stored in a coded, locked cabinet in the Nursery.
- Staff mobile phones are locked away in the staff lockers and are not allowed to be used in the nursery. Office staff keep a mobile phone in the office to use in an emergency situation.
- Staff should not leave their personal property unsecured in unoccupied areas of the school. Property should be placed in the staff lockers which are located in the office area.
- Staff using identity badges and key fobs should ensure that they are kept on their person and returned to the appropriate storage area as soon as possible after use.
- A staff identity badge or key fob MUST BE treated with the utmost respect and put in a very safe place when not being worn. Any loss or damage must be reported to the Headteacher with immediate effect.

Locking the Building

The Site Manager has the responsibility for opening and locking the building and grounds.

External doors and windows should be locked and checked by the Site Manager at the end of each day. The intruder alarm is activated when the premises are not occupied and all entry/exit/side gates are secured.

Air Horns

Air horns are attached to walls in each outside area; rear garden, side garden room play area and nature schools area to the rear of the school. If a staff member has any concerns about strangers on the school premises or a child has an accident, the air horn can be sounded and this will alert staff in the main building. Staff would also shout "lockdown" to alert staff to make sure all staff quickly go inside. The lockdown procedure are displayed in many areas of the nursery.

Reporting Concerns

Any concerns about the security of a child, an adult or about the school building and grounds must be reported immediately to the Headteacher.

E-Safety and security including Cyber Security

The school network is filtered and monitored by Smoothwall. This system filters and monitors all computer activity by both staff and children in the school. Smoothwall email weekly and if there are any incidents this would show within the report. Any urgent incident would be emailed or telephoned to the Headteacher. A termly update is included for governors on the Headteacher's report. The school's internet is protected by the Local Authority's firewall and virus protection systems.

Office based staff complete the Cyber Security Online training and annually the cyber security checklist is reviewed. The staff team received information regarding cyber security via the weekly staff bulletin.

The following policies/procedures also have further information linked to the safe and secure use of computers and the internet:

- Acceptable Use, E Safety, Clear desk clear screen
- Screen lock PCS when leaving desk areas
- Keeping passwords secure and changing these regularly
- Never sharing passwords
- Not using the same password for different websites/accounts
- Deleting staff leavers accounts
- Strong internet banking passwords and security.
- No USB sticks to be used in school
- Offices locked at night
- Annual maintenance contract of fire and security alarms
- Acceptable Use Remote
- Consent Policy GDPR
- Credit card/charge card usage policy
- Data breach new
- Data subject rights new
- Data Protection policy
- Finance manual and procedures
- Fraud and Theft policy for Schools
- Governors Allowances, inductions and visits
- Induction and transition policy
- Lone Worker
- Managing personal Information
- Personal electronic devices policy/mobile phones
- Privacy Notice schools
- Safeguarding
- Staff induction policy and development including ICT code of conduct and staff iPad pledge.
- Staff Leave of Absence
- Volunteers in school

- Whistleblowing/Confidential Reporting
- Write Off Policy