Ranvilles Junior School
School Security Policy

1. ACCESSIBILITY

This policy is available in large print or Immersive Reader. Please contact the school office who will be happy to arrange this for you.

2. PURPOSE OF POLICY

The purpose of this policy is that the Governors of Ranvilles Junior School (RJS) recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to RJS. The school's security procedures will operate within the framework described in this policy.

3. APPROVAL

Approval date: March 2024

Date for next review: March 2027

4. INTRODUCTION

Responsibility for security at RJS is held by Mrs A Williams (Headteacher) who is the responsible manager. All staff have a statutory obligation to co-operate with the requirements of this policy.

Where appropriate, the Governors will seek any necessary expert advice to determine specific security risks and precautions required to deal with them. The Governing Body will provide the Headteacher and staff with 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.

Any issues that arise with Site Safety will be reported by the H & S Governor back to the Full Governing Body who will liaise with the Head teacher in order to resolve them

This is a brief introduction to the policy, what we are trying to achieve, why we need it, who it applies to, is it based on any HCC or Government standard policies, e.g. Freedom of Information Act, UK GDPR, Child Protection

5. REFERENCES

None.

6. AIMS AND OBJECTIVES

The Security policy has the following objectives;

a) Ensure that all those connected to RJS are safe and secure.
b) Identifying improvements in security culture and accountability across RJS to reduce the risk as far as reasonable, practical and sensible.
c) Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
d) Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
e) Informing parents and pupils of the responsibilities under this policy to assist with ensuring that the policy is effective.
f) That the latest recommendations of the DfE and the advice of Hampshire County Council are adhered to.
g) Control access and movement within the school grounds / buildings by persons and vehicles.
h) Enabling strategic leadership to promote a collaborative a coordinated response to risk management.
i) Respond effectively and in good time to identified security issues.

6.1   Scope

This policy will cover the following areas

a) Site access, general building security, movement around and outside of the premises.
b) Lock up and unlock procedures.
c) Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
d) Offensive weapons
e) Identified threats to the safety and well-being of the premises and community from those with criminal intent.
f) Emergency procedures
g) Visitors, contractors, helpers or other persons involved with children.
h) Computer data security

7.   **POLICY CONTENT**

7.1   **Roles and Responsibilities**

Management responsibility for school security is shared between the Local Authority Governing Body and Headteacher and staff. Pupils are also expected, under the guidance of school staff to exercise regard for the security of the school.

7.1.1 Governors Responsibilities

The Governors will maintain the school security policy and monitor the performance of the school to ensure the security measures detailed within the policy are fully implemented.

The Governing Body will comply with any directions issued by the Local Authority concerning the health and safety of persons on school premises or taking part in school activities elsewhere. The Governing Body is responsible for health and safety matters at a local level only.

This will be achieved by:
a) the designated Governor Representative from the FGB monitoring performance via the H&S audit process;
b) the Headteachers reports;
c) all governors observing its implementation when they visit the school.

Governors will periodically review the school's security policy within a three year cycle. Governors will delegate the day to day implementation of the policy to the Headteacher.

7.1.2 Headteacher Responsibilities

The Headteacher will have delegated responsibility for the day to day security of the School and for ensuring such things as:

a) Implementing the security policy approved by the Governors.
b) All personnel connected to the school appreciate the importance of security; understand the School's policy / procedures, their own responsibilities and the need to adhere to all policies.
c) Staff training needs are kept under review and training arranged as and when necessary.
d) New staff are informed of the School's security policy.
e) Parents and pupils are informed of the security policy and encouraged to help ensure that RJS has a safer school culture.
f) Ensure that Risk assessments are carried out for particular high risk situations or activities.
g) Establish a system for reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
h) Monitor and review the implementation of the policy and make regular reports to the Resources Committee.
i) Advice is sought from the police where necessary.
j) All crimes are reported to the police.

7.1.3 Staff Responsibilities

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site. They must also report any shortcomings to the school leadership team.

All staff members have a responsibility for ensuring-

a) The safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
b) That property is safeguarded;
c) That they know when to contact the police;
d) How to implement the school's emergency plan;
e) Their own actions do not expose themselves or colleagues to unacceptable risks

7.1.4 Site Manager Responsibilities

The Site Manager's role is pivotal regarding School security due to their "hands on role". Their role will be to:

a) Carry out daily unlocking / locking routines and secure the premises at the end of the day.
b) Maintain the security systems and equipment.
c) Carry out regular routine security checks.
d) Maintain a record of all security checks.
e) Record security lapses, bring these promptly to the attention of the Headteacher, and review security procedures as and when required.
f) Raise awareness of security issues.
g) Propose security upgrades as necessary to the Resources Committee Governor.

7.1.5 School Office Staff Responsibilities

The School Office Staff will normally be the initial point-of-contact for all security matters.

Therefore all office staff must be completely aware of all security and SERP (Schools Emergency Response Plan). Particular responsibilities are:

a) Recording of pupils within the school via the classroom registers and signing in/out records.
b) Responding to telephone calls from parents, guardians, relatives and outside agencies
c) Sign in / sign out all visitors
d) Control of visitor passes
e) Collection, control and banking of payments / petty cash to the School
f) Control of Contractors

7.1.6   Pupil Responsibilities

a) Children are encouraged to exercise personal responsibility for the security of themselves and others.
b) Children are expected to co-operate with the arrangements made for the security of the school.
c) Breaches of the school security arrangements may be deemed a breach of the school's Behaviour Policy.
d) Pupils are instructed to report any persons on site that are not familiar to them.
e) Pupils are reminded that they must not approach any strangers but report this matter to a member of staff immediately.

7.1.7 Parental awareness

The parents of pupils at RJS are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

a) Class Dojo

b) Individual letters
c) School Website

7.1.8 General Responsibilities

All personnel entering the school (Third Party Users, Visitors) will be

a)   Expected to respect the measures taken by the school to improve and ensure security.
b)   Encouraged to report ideas and problems to the staff, Leadership team or both.

7.2   Emergency Procedures

In addition to the information below, further emergency procedures are outlined in the RJS School Policies - SERP; Health and Safety and the Fire Management Plan which are available to all Parents and students on the School webpage's or from the school office.

Fire Safety - In the event of a fire, everyone must follow the instructions given in the Fire Action Notices that are posted in the School under direction of the staff and as practiced in routine Fire Drills.

7.2.1 First Aid

In the event of a first-aid emergency, all staff must follow the instructions given on the 'First-Aid Emergency' notices that are posted in the School. A First Aid box is located in the following locations:

   a) Medical Room
   b) Upper School shared area
   c) Lower School shared area
   d) Mobile first Aid kit used for off-school activities
   e) School lunchtime assistants carry a portable first aid kit.

7.2.2. Bomb Threats

Bomb Threat guidance is outlined within the School Policy - SERP. All staff are to be fully familiar with the procedure for either a partial or full evacuation and the actions to be carried out after leaving the school site.

7.2.3 Trespass

Trespass may give rise to a criminal offence. Trespass is most common where the grounds provide a convenient shortcut. The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

a) Members of staff – unless suspended for health or disciplinary reasons
b) Registered students – unless excluded for disciplinary reasons
c) Parents or guardians responsible for a student at the School – unless prevented for legal reasons.
d) Others – Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

In the first instance, members of the School Leadership Team must consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary to take them back to their classrooms.

However, in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff as well as violence to any individual. Any such situation will be contained as appropriate at the time but as this is a criminal offence the school can always refer to the police.

7.2.4   Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The School may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The School is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

7.2.5   An incident that involves physical force.

In the event of any person assaulting or battering another person (staff, pupil, Governor, other adults or children involved in School activities), the School may restrain the assailant with reasonable force to protect the victim.

In all but minor cases the School will refer to the police any assaults which appear to involve bodily harm. The School will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or students.

Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault. The School will be ready and willing to provide a substantive account of what led up to the incident.

This policy is not intended to cover restraint of pupils. Further information regarding the arrangement of physical intervention of pupils, where this is required, are set out in the Physical Intervention Policy and the Health and Safety Policy.

7.2.6 Offensive Weapons

It is an offence for anyone to carry an offensive weapon or knife on the School premises.

The Headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Headteacher's decision will be considered by the Full Governing Body. Their decision is final.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the student if the pupil agrees to co-operate. In such an event there should be a witness present.
Searches must be undertaken by a member of staff who is of the same gender as the pupil being searched.

When a pupil declines to co-operate the parents and guardians must be summoned after the matter has been referred to the Headteacher, followed if necessary by referral to the police. Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Staff would take possession of a knife or any weapon brought to school by a pupil. The staff authorised to do this are the Head and Deputy Head. The item would be locked away and staff must either:

a) Arrange for the parent or guardian to take the weapon away, if circumstances indicate this to be a reasonable course of action.
b) Arrange to surrender the weapon to the police without delay and inform parents of any police involvement.

7.2.7 Criminal Damage and Vandalism

School vandalism is a complex problem as it may be due to a number of causes. In most cases, it is pupils who damage property and this problem can often be dealt with by promoting a strong connection to the school. Physical barriers can prevent damage to the school building but must be carefully managed to ensure a welcoming image to the school.

School vandalism can also be a problem with smaller pieces of property including desks and teaching equipment. In these cases it can be easier to determine who has perpetrated the crime. Individuals can be reprimanded accordingly and accountability for actions is to be thoroughly invoked by the school leadership

team. Levels of accountability can be wide ranging from verbal reprimand to full exclusion.

7.3 Building and Ground Security

The Governing Body will consider the need to use additional physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and students. 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:

   a) The location and layout of the school
   b) Past incidents related to security
   c) The performance of other security measures already in place or that could be implemented.
   d) 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 students. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

RJS sits as part of a geographical cluster of four schools. The school boundaries are of such a construction that personnel could, if determined, traverse from one site to the next.

It is therefore important that all children within Ranvilles Juniors are aware of their physical boundaries. Robust supervision, from staff members, when the children are playing outside will reduce this risk down to a manageable level.

Ranvilles Junior is fortunate to have a large playing field but has the downside of a large perimeter fence. A designated person from the Governing Body in conjunction with the Site Manager will carry out a fence line perimeter walk once a term examining the perimeter for defects.

These defects will be recorded by the Site Manager and the necessary repairs and rectifications carried out in a timely fashion.

Other building security measures employed include;

   a) Outside lighting - (Can only be activated from within the school)
   b) Trees and foliage must be kept trimmed to improve visibility of the school from the road and neighbouring properties which encourages a "school watch" ethos.
   c) A daily check of the school gates and doors by the Site Manager.

RJS has close links with Hampshire Constabulary police and community police officer. Police will patrol the site upon request

7.3.1 Alarm System

RJS has effective alarm system in place. The alarm is always set when the school is empty.

The school purchases the services of a key holder company, Kestrel Security who provide out of hours patrol

The intruder alarm is regularly tested and maintained.

7.3.2 Panic Alarm System

The school has a panic button alarm system that when pressed contacts the Hampshire Constabulary. There are several operation points within the school. Knowledge of the detailed location is to be kept to a minimum amount of personnel.

The panic alarm system must be tested once a term ensuring that the Constabulary is informed prior to operation.

7.3.3 Mobile Patrol

Kestrel patrol the school site during the evenings, weekends, and during the school holidays.

7.3.4 Emergency Call Outs

If a key holder is contacted as a result of a "Person Present" they will wait outside the building until the police arrive. If necessary, additional key holders could be contacted for support. Staff must never enter the

7.4   Supervision of Pupils

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

Pupils are deemed under Supervision from 08.45 until 15.30. Class teachers / Teaching Assistants directly supervise the pupils. Parents are to be invited to leave as soon as their child(ren) have entered the school buildings.

The school bell / whistle is rung / blown at 08.55. All children are to proceed inside in an orderly fashion.

7.4.1 Before School

The school gates are opened for children to enter the school site at 08.45. Children make their way straight o class on arriving   from 08.45. A member of staff is present in the playground from 08.45 until 09.00. In event of wet weather the school buildings may open before 08.45 at staff discretion. Pupils are then deemed "under supervision".

7.4.2 Breaktimes

Class teachers / Teaching Assistants directly supervise all pupils within clearly defined and secure play areas. Pupils either remain in the school building or use the school field within clearly defined boundaries.

7.4.3 Lunchtime

Pupils take supervised lunch in the School dining room in a staggered system from 12.00 to 12.55 pm. During lunch break pupils remain in the school building (during wet weather) or use the school playground / field within clearly defined boundaries, unless attending supervised activities.

7.4.4 End of the School day

Class teachers / Teaching Assistants oversee the exit of pupils. Pupils not collected by parents will be escorted to the school office and be handed to a member of the School Leadership team where the pupil's carer will be contacted.

Parents must give permission by contacting the school office before 3.20pm - for any other person to collect pupils during or at the end of the day.

Pupils remaining for clubs or activities will be overseen by the staff member organising the after school activity.

7.4.5 Entrance and exit of pupils during the school day

All parents are required to sign pupils in / out in the at the school office.

No pupil is allowed out of school during the day for an appointment unless a known adult to both the school and child arrives to collect them from the school office.

7.4.6 Registration procedures and controls

All pupils are required to attend for registration in their designated area at 8.55 am and 12.55 pm unless attending an offsite activity or sports fixture. Teaching staff responsible for registration of the children in each class. All registers are online and will be checked by office staff once the teaching staff have completed the register through Arbor.

Pupils who are unable to attend registration for any reason are required to sign in the 'late book' held in the School Office.

7.4.7 Collating information and for checking absentees

Parents / guardians are requested to contact the School as soon as possible to report any absence of their child(ren), give a reason for the absence and some indication, if known, of the likely length of the absence.

Any member of staff receiving a message reporting a pupil absence must communicate this information as soon as possible to the School Office.

7.5   Controlled Access During the School Day

Controlled access is a combination of measures to ensure that the risk to pupils and staff from authorised visitors is minimised.
The extent of physical controls such as fences, barriers, hedgerows, has been decided by a robust security risk assessment of the site / premises, taking into account the risk presented by visitors / general public / contractors.

The security measures put into place at RJS have taken into account the requirement to balance the need to remain a welcoming environment whilst ensuring the safety of all our pupils and staff.

To maintain the school and site safety and integrity a strict single point of entry and egress must be maintained during the school day. Staff are to ensure that no final exit doors are opened without direct supervision of that entry / exit point. The door is to be closed as soon as possible and checked that it is properly secured.

Staff are equipped with an electronic pass that allows unrestricted entry via the schools electronically controlled access doors.

The school reception area must be maintained as a citadel area and the secondary entry point to the school hall must not be retained open by manual methods allowing a straight thoroughfare through to the school internal area unless manned by staff.

RJS has close links with Hampshire Constabulary police and community police officer. Police will patrol the site upon request

7.5.1 Vehicle Entry/Exit

The school operates a car barrier system at the entrance to the Ranvilles Cluster car park. Entry is permitted by a call system that can notify access to either RJS or Ranvilles Infant School. In the event of a barrier failure the Site Manager will manually operate an entry and egress system.

Parents are not allowed to enter the car park to drop off or collect child(ren). Parents with a valid reason to enter the car park can make prior arrangements with either the Senior Leadership team or the School Office.

Staff are equipped with a pass that will allow automated entry and egress.

Governors are permitted to park within the car park when carrying out Governing Body duties.

7.5.2 Playground Entry/Exit

From Monday till Friday the playground side gate is opened at 07.00, closed at 09.00, reopened at 15.00 and then closed at 18.00. A designated member of staff has the responsibility for opening and closing the playground side gate.

7.5.3 After School Access

The Site Manager will remain on-site until the completion of all after school clubs and the participants have left the premises. They will then carry out a full sweep of the site before completing his lock up procedure and departing. The Site Manager may delegate this responsibility after express permission from the Head Teacher.

7.6   Visitors

RJS welcomes authorised visitors at any time. However the Headteacher may be unable to see the visitor due to a prior appointment. In this instance a member of the School Leadership team will act on behalf of the Headteacher and report any findings / discussion upon their return. No decision will be made or honoured without seeking retrospective approval from the Headteacher

7.6.1 Procedure for management of visitors is as follows:

All visitors are required to check in and out at the School Office and to sign in via the electronic sign in system with the following details;

     a) Name
     b) Company
     c) Reason for visit
     d) Car registration

They must read the that the Health and Safety notice. A member of the School Leadership Team will be on hand during the school day to answer any relevant H&S questions prior to admitting visitors.

Visitors will be provided with an identification badge and this badge must be displayed by the visitor at all times whilst they remain on the school premises.

If this is the first visit, or the visitor is not personally known to the School Office staff, he/she must remain in the entrance area immediately through the front door until collected by their host at the school. Visitors will not be allowed unsupervised access to pupils outside of their immediate responsibility without express permission of a Teacher.

All visitors must sign out via the online system when exiting the building and return the visitor pass.

All contractors are required to check in and out each day with the Site Manager and comply with all other management controls. In the absence of the Site Manager than the Office Staff will act as the point of contact.

7.6.2 Supervision of Contractors

Contractors and maintenance personnel will not always have been criminal record checked. Best practise HCC approved contractors will be used, as they have been DBS checked.

However, where contractors have not been criminal record checked, they will not have unsupervised access to children and will therefore, if children are on site, be escorted on school grounds at all times.

Where contractors have provided appropriate evidence of a criminal record check, they may be, at the discretion of the Headteacher, able to move around the site unaccompanied.

All contractors when on-site must employ good practice. Adequate controls must be in place to safeguard themselves, pupils, staff and the building.

7.6.3 Cooperation with Third Parties, Extended Services and Community Groups

Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed

7.6.3.1 Community use/extended school activities

Although not extensive use, community groups may use facilities at the end of the school day. When inside the building access to the rest of that block is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff. Only personnel who have provided confirmation of having undertaken criminal record checks and who have a current child protection policy will be allowed on site for extended school activities involving children (for example football and music clubs).

7.7 Personnel and Effects Security

Employers have a duty, under Health & Safety legislation, to ensure that employees, so far as is reasonably practicable, are provided with a safe and secure place of work. The responsibility includes the need to ensure that each person is safe from assaults.

Vulnerable staff may include:

a) Caretaking staff/cleaning staff
b) Staff working alone
c) Home visitors
d) Evening working
e) Working with pupils with behavioural difficulties
f) Supervising and disciplining students
g) Dealing with angry parents or relatives of students

7.7.1 Cash and effects Security

Schools are not immune from burglary or from theft of belongings, monies and personal items of staff, visitors and pupils. The school actively encourages personal security awareness. Any incident of theft is investigated.

All school cash must be locked in the school safe or temporarily in a cashbox. Access is restricted to a minimum number of keyholders. Large amounts of cash will not be allowed to accrue in school, we are limited to the amount we can hold on site.

Pupil electronic equipment – such as mobile phones - must be given in each morning to the School Office and stored in a safe place. The school will not take responsibility for loss or damage to such equipment.

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

The school maintains a lost property collection point. Items of value must be handed to the school office. Lost property will normally be kept for a maximum period of 6 months before disposal. Where items of value have not been collected, a notice will be published to the school community without providing a significant description of the item. The collector will be required to provide a description to the school office before the item is released.

Staff and pupils are advised not to keep cash in school other than on their own person.

7.7.2   Equipment Security

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times.

All items above the value of £50 (or desirable items) will be recorded in the school asset register. The register is to be maintained by the Office Staff.

All valuable equipment will be property marked by the school.

Teachers are permitted to take their laptops out of the building in accordance with the Staff Acceptable Use of IT Policy.

7.7.3   Parents Evening / Fundraising Events

During a Parents evening or a fundraising event the following precautions are to be implemented;

All CD's, cameras, laptops and personal belongings to be placed in storage containers and locked. All rooms apart from classrooms and other essential areas are to be locked. For a Parents evening staff follow appointments list to meet with parents in an appropriate area.

On completion of a major event (summer fair/disco night) the Site Manager or designated person is to sweep the school for personnel.

When an evening event takes place that is solely outside the school building, the Headteacher in conjunction with the Site Manager is to determine the level of access, if any, to the school buildings - especially the use of toilets.

7.7.4   Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental or malicious damage or loss in accordance with the Staff Acceptable Use of IT Policy.

To this end:

> a) Computers used in the school will be equipped with up-to-date antivirus software.
> b) Frequent backups will be taken of important data, to minimise the time needed to return to normal, and kept in a suitable fire resistant place. c) Access to the server and/or internet is password protected.

7.7.5   Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers, together with a written consent and instruction sheet. These containers will be in the school's medicine cabinet or the container in the staff room refrigerator.

Arrangements for the levels of administration of medicines, storage, and disposal are detailed in the school's Administration of Medicines Policy.

7.7.6   Security Awareness

Good practice is to ensure that all persons onsite are able to contribute to security of the school. School security is a natural part of the curriculum along with related aspects such as personal safety, road safety and health education.

Pupils will be made aware of security issues according to the level of their understanding. Where appropriate, they will be:

> a) Encouraged to be security conscious
> b) Encouraged not to approach any adult they don't know but to tell a safe adult.
> c) Taught how to take care of themselves and others.

The school takes advantage of any opportunity to heighten pupil's awareness. Children will be listened to and their fears and concerns respected.

7.7.7   Lone Workers

Ideally, staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Staff must carefully consider if they really

need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'.

All lone working is to be approved by the Head teacher and is to be carried out in accordance with the premises lone working risk assessment and the local written procedures.

7.8   Reporting and Recording Incidents

The School will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent.

All staff are expected to record on an Incident Form, as kept by the Office Staff:

a) Trespass
b) Aggressive behaviour by persons other than students around the School building
c) Matters reported by students
d) Matters involving violence or the threat of violence from/between students.
e) Any other incidents giving cause for concern

The School Office staff will retain the completed forms in an Incident Register and if appropriate the pupils file. The incident Register will be securely stored within the Office filing cabinets

The Headteacher will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action.

Significant incidents must be reported to the Full Governing Body and a summary review of incidents over the year must be distributed to the Governors.

7.9   Risk Assessment

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this security policy and shared with staff.

8.   APPENDICES

Appendix A: Incident Report form

Ranvilles

Appendix A:
INCIDENT REPORT FORM

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This is also to be completed whenever events give cause for concern to the School Leadership Team

This form must be completed as fully as possible. A member of staff must complete the form for an incident involving or witnessed by a student. Please use continuation sheets if necessary.

1. Member of staff reporting incident:

Name: …………………………………………………………………………………

Work Address: (if different from school address)

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………………………………………………………………………….....................

Position . …………………………………………………………………………......

2. Personal details of person assaulted/verbally abused (if appropriate)

Name: ……………………………………………………………………… …

Work Address: (if different from school Address)

………………………………………………………………………………………..

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Position: (if member of staff) …………………………………….............................

Dept/Class: …………………………………….......……………

Age: ……………………………..................... Gender: ……………….………….

3. Details of trespasser/assailant(s) (if known)

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4. Witness(es) (if any)

Name: ……………………………...…………………………………………..

Address:

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Age…………………………….............Gender…………………………..….………

Other Information:

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Witness(es)

Name: …………………………...…………………………………………..

Address:

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Age…………………………….............Gender…………………………..….………

Other Information:

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5. Relationship between member of staff/student and trespasser/assailant (if any)

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6. Details of Incident

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of Incident (attach sketch if appropriate)

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c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

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7. Outcome: (e.g. whether police called; whether trespasser was removed from premises; whether parents contacted; what happened after the incident; any legal action)

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8. Any further information/sketches, etc. (as attachments)

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Signed: ……………………………………….(Person Completing report)

Name…………………………….....................

Date…………………………….....................

Signed: ……………………………………….(Head / Deputy Headteacher)

Name…………………………….....................

Date…………………………….....................

Signed: ……………………………………….(School Office - when filed)

Name…………………………….....................

Date…………………………….....................