



Security and Lone Working Policy

Name of School	Petersgate Infant School
Date of review	December 2025
Date of next review	December 2026
Reviewed by	Wendy Mitchell Headteacher

School Vision

"for all children to grow into responsible, caring individuals who actively and positively contribute to the community."

At Petersgate Infant School, our vision outlined above is strengthened by our values of safety, caring, achievement, resilience and friendship. These values symbolise warmth, community and cohesion to ensure we are "working together to achieve our best".

As a school, we can apply these values through the following aims:

Aims

- Ensuring everyone stays healthy and safe.
- Ensuring everyone feels valued and has a sense of belonging.
- Providing a high quality learning environment.
- Helping everyone enjoy learning and achieving their best.
- Nurturing and developing the whole child.
- Ensuring everyone makes a positive contribution to the school and wider community.

Safeguarding at Petersgate Infant School is carried out in line with the statutory guidance in 'Keeping Children Safe in Education' published by the Department for Education.

The above principles will be carried out by the Governing Body in partnership with the school management team and other relevant organisations such as:

- The Police
- The Fire Brigade

In its role as employer Petersgate Infant School has the responsibility for ensuring, as far as is practical, the health and safety of staff and pupils in schools. It will undertake these responsibilities in accordance with the Health and Safety at Work Act 1974. The school's Health and Safety Policy is comprehensive and is reviewed annually. This policy sets out the arrangements for security of the school premises and the guidelines and procedures for those working alone on site.

Introduction

The Governing Body is committed to reducing the numbers of incidents involving trespass, criminal damage, theft and arson.

Petersgate Infant School is a large site and consequently certain elements make it vulnerable to the criminal. These include:-

- buildings set in spacious grounds, with parts of the site not easily seen by neighbouring housing;
- buildings constructed in such a way as to afford natural cover to the criminal e.g. alcoves, recessed porches, wooded areas;
- buildings and grounds vacated for a significant number of hours each day, particularly during the hours of darkness;
- Relatively low levels of physical or electronic security.

Over recent years, the value of equipment and resources held in school has increased. Much of the equipment is expensive and highly attractive to the would-be thief especially ICT equipment. The loss of such equipment will have financial implications for the school and would severely affect curriculum delivery.

Most incidents involving the theft of equipment or property are also accompanied by criminal damage. The cost of this damage frequently exceeds the value of the equipment or property stolen and besides being expensive to repair it can be very disruptive to the normal functioning of the school and may result in the temporary closure of part or all of the school.

While the overall incidence of arson accounts for only a small percentage of the total number of incidents, the effects are potentially more severe, the costs disproportionately high and the disruption to the curriculum greater.

Responsibilities

The implementation and management of this policy is the responsibility of the Governing Body and the Head Teacher.

Strategy Requirements

The Governing Body accepts that there is no such thing as "total security" but recognises the need to improve and increase the level of security awareness in all individuals associated with the provision of education within the school, to assess the risks and implement control measures to reduce the risk as far as practicable.

The Governing Body believes that:

- The costs and time committed to counter-measures should be commensurate with the level of risk;
- When considering the risk and range of counter-measures, advice should be sought from other sources of expertise e.g. Crime Prevention Officers, Fire Brigade, External H&S Advisor.
- The level of risk and the effectiveness of any counter-measures must be continuously monitored;

Implementation

The Governing Body expects that there to be:

- A site security risk assessment (grounds and premises risk assessment and lone working and security) to identify the nature and level of risk at the school. Information relating to location, nature of the site, building construction, day-to-day management, records of previous incidents and the value of the buildings and contents will need to be considered;
- a strategy for risk management aimed at reducing the likelihood of loss or damage to the school or injury to staff, pupils/students and visitors;
- active encouragement of a positive attitude and commitment towards security in everyone associated with the school;
- consultation and co-operation with other agencies such as the Police and Fire Brigade when considering the introduction of counter-measures;
- monitoring of the nature and level of risk and the effectiveness of counter-measures;
- appropriate training provided to the Governors in order to assist them in discharging their risk management responsibilities.

Risk Assessment

Before developing a strategy for the school, we must first identify the level and nature of the risk. A Site Risk Assessment is in place and is updated regularly. The following areas are considered within this assessment: -

LOCATION, NATURE OF THE SITE AND BUILDING CONSTRUCTION

Petersgate Infant School's features are as follows:

- It has many vulnerable areas with most parts of the school not overlooked by housing. The school buildings are set in spacious grounds, which cannot be easily seen by neighbouring housing or the main highway.
- Buildings have been constructed in such a way as to afford natural cover to the criminal e.g. alcoves, recessed porches, roof lights and flat roofs.
- Substantial areas of ground floor glazing.
- Exterior doors are secure but many by location are vulnerable.
- Shrubs and trees provide hiding places near buildings.

There may not be much that we can do about any of these vulnerable areas but being aware of their existence we need to take them into account as far as possible.

THE DAY-TO-DAY MANAGEMENT OF THE BUILDINGS

- The main school buildings high risk areas are security alarmed via an approved security alarm company, the alarm system is extended when adaptations to and refurbishment of the building allows. The alarm system is a sequential system fully compliant to current standards.
- External lighting covers the frontage of the school and the classroom exit doors around the building. The car park has street lamps.
- Some external doors are controlled by an electronic fob locking system from both sides. When the building is locked up, mechanical locks are also engaged.
- The school operates an efficient attendance/registration system that allows us to monitor absenteeism and truancy throughout the day.
- The School operates a photographic ID card with signing in /signing out system for all parents and visitors and a signing in /signing out system for students who are late/ leaving early.
- The Site Assistant closely monitors the movement of vehicles whilst present on the school premises and is responsible for contractors on site.
- Contractors comply fully with school procedures at all times and will have read and signed the contractor's induction before starting work.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

Insurance

Petersgate Infant School is insured through Hampshire County Council Insurance for

- Buildings and Contents
- Public Liability
- Employers Liability
- Hirer's Liability
- Governors Liability

Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- Safeguarding school property.

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in school.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task.

Crime prevention

The school works closely with Hampshire Police and school liaison officers visit the school.

Pupils are taught to understand and accept the principles and duties of citizenship.

The school strives to foster an acceptance of individual responsibility and morality within the community and to society.

External Doors and Windows

A member of the Senior Management Team checks that the premises are secure at the end of each day. This includes verifying that every external door is secure and that all windows are properly fastened. If any window or door is found to be open or insecure then they:

- make it secure;
- if a repair is required then initiate the repair procedure at the earliest opportunity the next day.

Internal Doors

Locking ordinary classroom doors at night does not deter a burglar. Only internal doors designated as “**secure**” will be locked at night. Making sure that these secure doors are locked is the responsibility of a member of the Senior Management Team.

Valuable equipment and belongings should not be kept in areas of high risk, i.e. areas that cannot be secured.

External Lighting

In some circumstances external lighting can be a deterrent to intruders. Security lighting has been installed in key locations and is regularly checked to ensure it is working properly.

Personal safety

The Governing Body is pro-active in its approach to the protection of pupils, staff and visitors against violence.

Visitors

All visitors must report to the main reception where they will be required to show photo id and must sign the visitor's book. In signing the visitor's book, they agreed to abide by the school's policy on safeguarding. Visitor's badges must be worn at all times.

If a member of staff sees anyone who they do not recognise and who is not wearing a badge with a red visitor's lanyard then they will politely:

- ask the purpose of his/her visit;
- ask if they have reported to the office;
- escort the visitor to the office for a badge if the visit is legitimate or
- off the premises if no reason for the visit is given.

***Staff must never argue with a visitor and if you think that there is any risk of physical attack they must immediately seek the assistance of other members of staff. If necessary the assistance of the Police will be sought. If such an incident occurs, whether or not the Police are informed, the Head Teacher will be told as soon as possible.**

Pupils

The school operates an efficient attendance/registration system (Arbor) which allows us to monitor absenteeism and truancy.

The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early.

Evening Use

When members of the public use the building, they should be confined to as small an area as possible to avoid compromising the security of the entire building. Care should be taken to ensure that this does not jeopardise fire escape routes.

Contractors

Building contractors can bring many additional sources of ignition into the premises including tar boilers, blowlamps, welding equipment and LPG bottles. All contractors must be made aware of the fire prevention procedures in force and instructed to follow them. No hot work may take place without the necessary Hot Work Permit having been issued by the Site Assistant or Senior Administrative Officer. All contractors must follow the procedures of the school as agreed at site meetings; they will be confined to pre-determined areas of the school and will comply with school procedures. All contractors must wear appropriate visitor badges. It is the responsibility of the Site Assistant or Senior Administrative Officer to ensure that contractors on site follow the school procedures.

At the end of each working day they will check to ensure that no building materials are left unsecured outside of the school, which can be used to start a fire.

Staff

All staff including Supply/Agency staff are provided with ID badges that must be worn at all times. A replacement for lost badges must be sought immediately from reception.

The Governing Body recognises that there may be occasions when staff are working in isolated areas of the site or indeed on their own in the case of the Site Assistant.

A lone working risk assessment has been carried out for site staff and the recommended locking and unlocking procedures will form part of the control measures which have been put in place to reduce the risks to staff who find themselves working alone.

Theft and criminal damage, Personal Property

Personal property is a personal responsibility. Neither the school or the Governors will accept any responsibility for any loss or damage to the personal property of members of staff, pupils, students or visitors however caused.

Handbags or briefcases should never be left unattended unless they are in a locked cupboard or store and should never be left in the school overnight.

Stealing cars or stealing from cars is a growth industry. Staff are responsible for the security of their own vehicles. Staff can obtain advice on improving vehicle security from the local Police Station. It makes good sense for all staff to make sure that all valuables are removed from parked cars or well hidden from view.

Key Security

Designated key holders are kept to a minimum. All keys should be issued against a signature. This especially applies to keys to secure stores and areas

The making of duplicate keys is kept to a minimum. All new or replacement locks are of a type covered by patent using restricted key sections. A registered locksmith on receipt of authorisation from the premises can only supply these keys.

Cash Handling

Cash is the single most attractive item for the thief. No matter how small the amount, cash should never be kept in classrooms overnight. All cash must be handed in to the Finance Office for storage in the safe prior to banking. Cash is banked weekly via a security company to minimise the risk to staff carrying large sums of money to the bank.

Catering Security

Provisions are popular targets for thieves. They are portable, attractive and not easily identifiable. Kitchen areas are locked at the end of the day to minimise the risk of theft and for Health and Safety reasons.

Valuable Equipment including ICT

It is important to consider what 'valuable' equipment is in the school (i.e. both in terms of financial value and operational value).

All valuable items should be securely stored when the school is not in use. They should be in secure cabinets or specially protected areas, whenever possible.

Intruder Alarms

- Only designated persons who have been correctly trained operate the alarm system.
- Regular maintenance checks are carried out under the school's SLA with HCC property services.

Trespass

Trespass on school premises does not cause serious problem. The playing fields may occasionally be used by organised (but authorised) clubs, such as, football. Anyone known to trespass on school site will be reported to the relevant authorities.

Housekeeping

It is important that the school and grounds are always well maintained and that we maintain a friendly, caring atmosphere. It is essential that contractors employed to clean the premises and for grounds maintenance are efficient and that their work is monitored.

School Grounds

Landscaping, use of low-level plants and shrubbery, used close to the building, may deny intruders cover and make surveillance easy.

Using the school's grounds as an educational resource helps pupils develop a caring attitude and sense of ownership over the school grounds.

Rubbish

Waste and refuse are taken out of the building at the beginning or end of each day and placed in waste containers with lids which are kept in an area not easily accessible to vandals and locked together with chain in order to reduce the risk of arson. Litter is collected as quickly as possible and students are encouraged to have a positive attitude towards keeping the whole site litter free.

Grounds

Access points for emergency vehicles are kept clear at all times.

Daytime Security

Various gates will be opened and closed at the start and end of the school day. This is detailed in the Site Daily Times (see appendix E). It is the Designated Safeguarding Lead's (DSL) responsibility to ensure gates are opened and closed as per this schedule. In the absence of a DSL, this must be checked by a member of the SMT.

All external doors have a maglock or fob access system which staff members and authorised visitor have access to. Internal doors into the hall and each year group wing also has a fob system to access that part of the building.

LONE WORKING

Introduction

The Governing Body recognises that there may be occasions when staff may find themselves working in isolation in certain parts of the school or, if keyholders, even on their own.

A risk assessment will be carried out to ensure that risks are identified and sufficient control measures are put in place to ensure the safety of all staff.

There may, in some lone working situations, be some residual element of personal danger despite all the best efforts to eliminate or minimise risks shown in the assessment. In those cases, it will be necessary for us to introduce preventative and protective control measures to further reduce those risks so far as is reasonably practicable. Such control measures may include instruction, training, supervision or protective equipment and will require the development of robust monitoring procedures for employees.

A lone working risk assessment will include:

- the degree of isolation of the employee
- the known or expected features and layout of the intended workplace
- any previous knowledge of potential behavioural problems amongst client groups or their family and friends including known threats of violence

- particular risks to women or young person's working alone
- the nature and degree of exposure to any biological or chemical agents
- the form, range and use of any work equipment and the way in which it is handled
- the degree and type of supervision that is required
- the method to be adopted for obtaining assistance if required
- monitoring arrangements for lone workers
- the extent of health and safety training provided, or found to be necessary

Other aspects of lone working that give cause for concern are sudden illness, security breaches, incidents that cause injury to the person and road traffic accidents when travelling between business calls, etc.

The state of health of employees must be a consideration when making arrangements for them to work alone.

All employees who will be working alone must have a full understanding of the lone working arrangements that apply to their department and must have read the risk assessment associated with their role. The arrangements will indicate the limits of what can/cannot be done while working alone.

Employees must co-operate with managers by:

- attending relevant training courses
- using recommended control measures, such as safe systems of work, which have been designed for their safety
- reporting any concerns regarding their health and safety or equipment to their manager
- being a supportive member of the team they work in
- reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability to work safely
- reporting all accidents, incidents and dangerous occurrences in line with school procedures.

PROCEDURES – TEACHING AND SUPPORT STAFF

- No staff will be left alone on site without the presence of a designated keyholder.
- The Site Assistant will be made aware of those tasks which are considered too high risk to perform whilst on site on their own or whilst working in isolation in a building (holiday periods) and will include working at height, working with dangerous equipment and working with dangerous chemicals or hazardous substances.
- Designated Keyholders must inform a member of their family or close friend that they are working in school and that they will be alone on site and pass on a school contact number in case of emergencies.
- All employees have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

PROCEDURES - SITE TEAM

The Site Assistant will be on site on his own for periods of time at the beginning of the day or during school holidays. It is essential that they have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

Staff will only perform duties which are appropriate to lone working.

Tasks considered to be high risk will be detailed on the risk assessment and site staff must not put themselves at unnecessary risk by carrying out these tasks.

UN-LOCKING

- Routine un-locking starts at 7am and currently the site is unlocked by the Site Assistant (except where cover is needed for absence/sickness).
- Ensure all keys necessary to enter the premises are readily available and that the code numbers are known before entry.
- Any situation which causes suspicion of danger on arrival on site must be treated in such a way so as not to put yourself at risk.
- If in doubt call the Police and request assistance before entering the building.
- As you walk through the buildings check for vandalism, damage and any other health and safety issues.
- Make verbal contact with another member of staff as soon as possible.

LOCKING UP

- Ensure all hirers have left the premises and check the hired area for damages.
- Before leaving the premises check that all doors and windows are physically secured and that all personnel have left the building.
- A walk around the protected area is the only effective way of doing this properly and preventing unnecessary false alarms.
- Ensure that detection devices are not obstructed.
- Be careful that stock or other items (spiders!) do not obstruct infra-red movement detectors.
- Always follow the entry/exit procedure as agreed with alarm company.

CALL OUT PROCEDURES

- The alarm company holds a list of those members of staff who may be called out in an emergency. It is the Senior Administrative Officer's job to ensure the list is kept up to date.
- If the call out is during the night time ie: between 9pm and 7am, if it is the Site Assistant attending he is to ascertain from the alarm panel on arrival how many sensors have been activated. If it is only one then he can enter the building and investigate as this tends to suggest a fault rather than an activation. If more than one sensor has been activated then he is to retreat from the building and call for assistance either from the Police or another keyholder as this suggests an actual break in. If it is any other keyholder attending (female staff) then an additional keyholder must be contacted to attend or the police should be called prior to entering the premises.
- Once the cause of the alarm has been established, if it is a fault and following the engineer's advice a reset is possible then this should be done. The following day Premier Fire Services (SLA) must be called to investigate the cause of the activation. In the event of a break in, the police should be called immediately followed by the Headteacher or in her absence then a member of the Senior Management Team.