

SWANWICK SCHOOL AND SPORTS COLLEGE

School Security

Date:	April 2020	Review Date:	April 2021
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We believe it is essential to have in place school security systems to protect pupils, school personnel and equipment which will establish an environment where everyone will feel safe and secure.

Aims

- To protect pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for pupils, school personnel and visitors to the school.

Procedure

Security Procedures	<ul style="list-style-type: none">• Each day school personnel should be aware of the following:<ul style="list-style-type: none">- Entrances and exits are secure- Windows are secure- Unauthorized people must not be on the premises- Combustible material must be collected- Alarms are switched on
Risk Assessments	<ul style="list-style-type: none">• The security risk assessment should cover the following:<ul style="list-style-type: none">- Pupil and school personnel inside and outside the school building- Entrances and exits- Evacuations and alarms- Fire safety- Dealing with intruders- Violence- Abduction of a pupil- Suspected bomb- Theft- IT and Internet security
Awareness Training	<ul style="list-style-type: none">• All staff and pupils to be made aware of procedures.

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Training	<ul style="list-style-type: none">• Caretaker and Headteacher to attend appropriate security training given by LEA.
Reporting	<ul style="list-style-type: none">• Governing Body to receive termly reports via the Headteacher's Report.• Parents to be informed of new and improved security measures.
Monitoring	<ul style="list-style-type: none">• Constant monitoring of security procedures to be undertaken.• Feedback and suggestions for improvements from parents and other visitors welcomed.

Effectiveness

We believe this policy will be effective only if we ensure consistency across the school by regular monitoring.

Headteacher:		Date:	
Chair of Governing Body:		Date:	