Security Policy
Fordham All Saints

Jakki Sibley

October 2018

Purpose:
The purpose of this policy is to ensure safe and secure environment for pupils, staff and visitors. The Security Policy ensures that effective procedures are in place to achieve this.

Security Strategies in School:
Staff
- Only staff based in school are to know the combination of the door locks *(combination to be changed when a member of staff leaves and termly)*
- Staff to contact the school office or senior staff member in an emergency
- Staff to have due care over their own safety during meetings with parents, ensuring a colleague is aware that a meeting is taking place
- All staff must challenge visitors who do not have identity badges
- All staff wear Fordham School name badges

Visitors
- All visitors, including contractors, Local Authority Services etc., should enter via the main school entrance, report to the school office and sign in and given numbered visitor badge.
- Visitors for first time given 'visitor protocol' and safeguarding leaflet in foyer.
- All staff to ensure that any visitor enters via the main school entrance and reports to the office
- Parents to be reminded of security strategies on a regular basis

In School
- Push button combination locks operate on the main entrance
- All external doors to be kept closed unless the room is occupied
- Vigilant record keeping and control to be exercised over all key holders and those with knowledge of the access and intruder alarms- part of termly H/S audits.
- All rooms / cupboards containing equipment that may pose a risk to be kept locked
- A fire drill to be held at least once every term, ensuring that the alarm is tested and demonstrating that full evacuation of the building is achieved within an acceptable time
- All windows to be secured at the end of the day by teaching staff and checked by the cleaner / caretaker / headteacher
- All doors to be locked and alarms set at the end of each day
- *All ipads to be stored away and laptops to be locked in the trolley over night.*

Outside School
- Gates to be kept closed and bolted between 8.50am and 3.10pm
- All staff to challenge visitors on school grounds, when it is judged safe to do so, OR notify the school office immediately

Security of Equipment
- All expensive, portable equipment to be marked as belonging to the school- Secure DNA
- All valuable and recognisable equipment to be photographed
- Intruder alarm system to be in operation when the school is unoccupied.
- Staff to be responsible for returning equipment to the appropriate area
- Staff to "sign-out" any equipment removed from school premises
- During FoF events, all rooms not in use to be kept locked

Roles and Responsibilities

It is the responsibility of all staff to ensure that security strategies are implemented.

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher will ensure that:
- All staff appreciate the importance of security and understand the school's policy and their responsibilities
- Staff training needs are reviewed and training is provided as necessary
- Parents are aware of the Security Policy and encouraged to help
- Formal risk assessments are carried out as and when required and reviewed annually by the Head teacher and Health and Safety governor. These are held in a folder in the main office for all staff to refer to.
- Termly reports are held into health and safety (security within this) and reported to FGB and LA where necessary.
- All crimes are reported to the Police

Role of the Governing Body

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

Information Security

- Personal data is held securely at school level and access is by authorised personnel only. Where passwords are used for computerised records, these are strictly for the sole use of the individual to whom they are issued, regardless of the issuing authority. Where appropriate, passwords give access to limited areas of the school's ICT systems.
- Computer screens and documents are used in such a way as to ensure that any personal data on display is not visible to a casual passer-by.
- No personal data is stored on the hard drives of laptop computers. Where it is necessary to transport personal data on the hard drive of a laptop computer, this is strictly a temporary measure, pending the completion of a task.
- Any sensitive or personal printed material ready for disposal is shredded.
- All staff have encrypted memory sticks for sensitive data relating to pupil assessments or similar for their class. No personal/sensitive data to be on any other memory tick or computer.   All redundant computers are safely disposed of and certificates issued.
- Staff only take personal data off site, if totally necessary, and on the encrypted memory stick provided for this purpose.
- Personal data is a shared only with the data subject and other bodies that are registered data controllers such as the Local Authority, NCA, LSC, DfE, and the Police.
- Disclosure of personal information over the telephone is strictly controlled and only takes place once the identity and authority of the caller is confirmed.

*For further details about 'Information Sharing' and personal information in the privacy notices.