

North Stainley C E Primary School SECURITY POLICY

SECURITY PROCEDURES:

1. Visitors to the school office will sign into the visitor's book and be issued with a visitors badge. The badge and is to be worn and be visible throughout the entire visit. When leaving, visitors will sign out.
2. Intruder alarm are fitted
3. Intruder alarms to be serviced annually
4. 11 members of staff are key holders namely the Headteacher and the NYCC Caretaker, Teachers, Support staff and Extended school staff.
5. Extended School staff to open school in morning.
6. Caretaker to lock the school;
 - Check all windows are secure
 - Check all lights are switched off
 - Check fire doors are closed and locked.
 - Close all internal doors
 - Set alarms
7. Faults must be reported to the Headteacher or School Administrator who will then inform the Careretaker/relevant persons.
8. External bins are housed away from the school building.
9. Broken windows to be reported to Headteacher or School Administrator who will then inform the Caretaker
10. If Caretaker is not on site, Headteacher or last member of staff to lock the school.
11. If a member of staff wishes to work in school during holidays, evenings or weekends they must ensure that they have prior agreement of the Headteacher and pre-agreed times to ensure that the building is opened and locked by a key holder. They must also make sure someone knows they are there. Teacher to carry a phone at all times and be aware of the Lone Worker Policy.
12. All computer passwords are changed monthly.
13. School to continue to follow police advice in matters of school security.