



**CRESTWOOD**  
COMMUNITY SCHOOL

# **School Security Policy**

Updated: November 2021  
Review Cycle: November 2023

## **School Security Policy**

### **Rationale**

- To create a safe and secure environment in which pupils can learn and socialise
- To have a system in place to minimise the amount of vandalism to the school buildings throughout the week, weekends and holiday periods

### **Strategies for Shakespeare Campus.**

1. All visitors report to school reception, sign in and wait to be collected from the reception by a member of staff. In the event of a rude and / or aggressive visitor the procedures outlined in the Visitors' Agreement (June 2021) to be enacted.
2. The school gates are to be locked during the day from 8.30 a.m. – 2.45 p.m.
3. CCTV is in place with cameras placed strategically around the school campuses. Images from the cameras on the digital system are stored on computer networks with a retention of up to 28 days. CCTV Policy is in place
4. The access to the school field from Woodside Road is to remain locked at all times. Ground contractors have a key for access to the field for maintenance. They have the responsibility to ensure it is locked when they leave the site and to report their leaving to reception.
5. A fence has been erected all around the lower field and up to the top of the field alongside the path. No pupil is to climb the fence but must access the school site through the appropriate entrance.
6. The school is alarmed when closed. The alarms will be activated if the school is entered illegally and the key holders will be informed
7. In the event of a fire / bomb alert the school siren will sound continuously and the school will be evacuated (see Fire Alarm procedures).
8. The School is linked to a call security centre who will notify the duty member of Staff from the Site Team if there are any issues or call outs
9. In the event of a callout a Key Holder will be contacted to attend the Site to locate the reason for the call out (On receiving the call from the call centre the Key holder must request the Quantity of activation) If this is more than 1(one) activation the The Key holder must request support from another Key holder or a member of staff, If this is not possible then the Police should be called before attempting to enter any part of the school buildings. Lone working Procedures must be adhered to.

## Strategies for Cherbourg Campus.

1. All visitors report to the school reception, sign in and wait to be collected from the reception by a member of staff. In the event of a rude and / or aggressive visitor the procedures outlined in the Visitors' Agreement (May 2018) to be enacted.
2. The school gates are to be locked during the day from 8.30 a.m. – 2.45 p.m.
3. CCTV is in place with cameras placed strategically around the school campuses. Images from the cameras on the digital system are stored on the computer Network. CCTV Policy is in place.
4. A fence has been erected all around the lower field on Chestnut Ave, a fence has also been erected between the main building and west block to prevent access to the school from Barton Peveril Playing Fields there is also a fence from the other side of the west block to the Local residents housing. A new 6 ft fence has been erected to the rear of the tech block. No pupil is to climb the fence but must access the school site through the appropriate entrances.
5. The school is alarmed when closed. The alarms will be activated if the school is entered illegally and the key holders will be informed.
6. In the event of a fire / bomb alert the school siren will sound continuously and the school will be evacuated (see Fire Alarm procedures).
7. The School is linked to a call security centre who will notify the duty key holder from the Site Team if there are any issues or call outs.
8. In the event of a callout a Key Holder will be contacted to attend the Site to locate the reason for the call out (On receiving the call from the call centre the Key holder must request the Quantity of activation) If this is more than 1(one) activation the The Key holder must request support from another Key holder or a member of staff, If this is not possible then the Police should be called before attempting to enter any part of the school buildings. Lone working Procedures must be adhered to.

Approved by Governors at:- Finance and Resources Committee

Date: 22nd November 2021

Signed by Chair of Governors:-  
(Angela Wright)

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Policy to be reviewed:-

Policy updated: November 2021