

Security Policy (including CCTV Policy)

Purley CE Primary School

Date of policy: October 2009

Agreed by Governors: July 2010

Reviewed by: Site & Safety Committee

Approved by: Site & Safety Committee

Reviewed: Autumn 2017

Period of Review: 2 yearly

Next Review date: Autumn 2019



Purley Church of England Security Policy

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve our aims.

ROLES AND RESPONSIBILITIES

Management Responsibility

School security is shared between the LA, Governing Body and Headteacher. The “Responsible Person” is the Headteacher.

Role of the LA

The main role of the LA is to maintain an overall policy for security within its schools and to support and monitor its implementation by the School.

Role of the Governing Body

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

At Purley, the “Health and Safety Committee” of the Governing Body monitor the policy on a termly basis. Any key issues that arise are taken to the Full Governing Body. The Governors’ Annual Report to Parents will include a statement on school security.

Role of the Headteacher

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

The Headteacher will ensure:

- All staff appreciate the importance of security and understand the school’s policy and their responsibilities;
- Staff training needs are kept under review and training as necessary
- Parents are informed of the Security Policy and encouraged to help
- There are risk assessments conducted by Headteacher and Buildings Committee
- In addition, routine security checks are carried out on an on-going basis by the teachers and school staff
- All crimes are reported to the Police.

GUIDELINES FOR SCHOOL SECURITY

Security of pupils, staff and visitors - Security Strategies in School

Staff

- All staff must challenge visitors who are not wearing a visitor’s badge
- All staff must be aware of procedures for working alone in school

Visitors

- All visitors, including contractors, to come to report to School Secretary, sign in the visitors' book and wear a visitor's badge
- All other services (SEN Teams, ICT Advisor) based in the school must sign in by the School Office
- Parents are reminded of our security strategies through newsletters written by the Headteacher
- All contractors and visitors will be CRB checked or details of CRB clearance confirmed and held in Single Central Record.

Outside School

School gates to be kept closed and bolted during school hours

All staff to challenge visitors on the school ground during playtimes

Security of Equipment – Security Strategies

- All expensive, portable equipment to be marked as belonging to the School
- All valuable and recognisable equipment to be photographed and added to the inventory.
- The intruder alarm system in the school to be in operation when the school is closed.
- The door/gate code to be changed termly
- The school will keep a list of keyholders and send any updates to West Berkshire Council.
- The intruder alarm is linked to the Caretaker's mobile phone.

Security of staff, visitors, pupils and equipment during whole-school events

- Risk assessments will be carried out prior to whole school events both off and on-site.

Monitoring of Strategies

- Informally through reports from staff and visitors
- Formally through weekly staff meeting, termly "Buildings Committee" and Full Governing Body meetings.

All staff to take shared responsibility to ensure security strategies are implemented.

CCTV Policy For Purley CE Primary School

The type of system in use is a Static operated system.

The purposes for which the CCTV Systems are used are:

- For the prevention, detection and investigation of criminal activity,
- For the security of the premises, staff training and the safety of pupils.

The person who has been appointed to oversee the system and procedures is the Headteacher.

The school will notify visitors to the site of the use of CCTV by signage outside and on entry to the school site detailing a name and number to contact.

The images that are filmed will be held in a secure location and can only be accessed by those who are authorised to do so.

The medium onto which we record images is: on a hard drive.

It will be replaced as follows:

On a regular basis, when storage is full, images will be overwritten (approx every 10 days)

A regular maintenance programme is in place and will be carried out in accordance with the agreed schedule by TOPS Security Solutions Ltd
Cameras will be checked annually.

Unless required for evidential purposes, the retention period of any images recorded by our CCTV footage is approx 10 days.

And any footage that is over this period will be destroyed in the following manner: digital Images will be deleted and overwritten every 2-3 weeks.

The location that will be used for viewing of any images will be:
Office 1 computer on school site.

The Headteacher and School secretary, as specified in the log, are authorised to access the images collected in the presence of another member of senior staff and/or governor.

Images will only be released to 3rd Parties if authorised by
The Headteacher / Governing Body and if made in writing.

Should any images be required by the Police, we will follow this protocol:

1. The request must be in written form, specifying the date and time (as far as possible) of the image.
2. The rank of the requesting officer must be Sergeant /Inspector/Chief Inspector* (Delete as appropriate)
3. The school must provide a response to a request within 5 working days

4. If the decision is taken not to release the images, then the image in question must be held and not destroyed until all legal avenues have been exhausted.

During times of school closure, the CCTV system will continue to operate as normal and will be maintained TOPS Security and monitored by designated staff if the security alarm is activated out of hours.

This policy is published under the Freedom of Information Act and is available online at <http://www.purleyinfantschool.co.uk/policies.php> or by contacting the school secretary at Purley CE Infant School.