



## **GRANGE INFANT SCHOOL** **SCHOOL SECURITY PROCEDURES**

### **Designated Key Holders are:**

Headteacher (HT), Deputy Head (DHT), Site Manager (SM), School Business Manager (SBM) and In Safe Hands (ISH) Security. Keys may not be entrusted into the care of any other persons or used by any other persons without the prior permission of the HT.

### **Unlocking Procedures Morning**

The SM or designated member of staff should walk the perimeter of the building to check for any signs of break in, broken windows, open doors, alarm sounding or lights left on.

NO MEMBER OF STAFF SHOULD ENTER THE BUILDING IF THEY BELIEVE A BREAK IN COULD HAVE TAKEN PLACE. IF IN ANY DOUBT THE POLICE MUST ALWAYS BE CONTACTED TO ATTEND.

In the event of the SM or other designated member of staff being first on site in the morning and discovering a possible break-in they will contact the police to accompany him or her into the building and wait outside the main gate for the police to arrive.

When the school is in session or during holiday periods when staff or authorised persons are present in the building all exterior doors and all exterior and interior fire doors must be unlocked, but kept closed to maintain site security. The main gate to the premises must also be unlocked.

### **Out of Hours Alarm Calls**

The Alarm company, EMCOR, can generally advise on whether the call out is likely to be an intruder or just a false alarm. However, this is not infallible and **extreme caution should be used.**

Out of hours Intruder Alarm Calls will be first directed to ISH security company who are the first key holders, who should attend the alarm call and reset the alarm (in the case of false alarm) or contact the police if this is a break in and instigate boarding up procedures. In the very unusual event of the security company not responding, the order of key holders that will be telephoned by the alarm company is as follows:

- 1) Site Manager
- 2) Headteacher
- 3) Deputy Head
- 4) SBM

Numbers 1, 2, 3 and 4 on the list should first of all *insist* that the security company *is* contacted to attend the call out. If this is not possible, and the key holder cannot contact the HT, the key holder can attend the school with another responsible person only if it is safe to do so and only if advised by the alarm company that an alarm re-set only is required, but request police attendance if there is *any possibility at all* that this is a break-in.

Any member of staff attending a call out should ensure that a responsible person knows where they are, take a torch and carry a mobile phone.

In the unlikely event of being unable to secure the building, the emergency property services number should be contacted for advice.

### **Locking Up Procedures**

The school is locked up daily by the SM with the cleaners present at 6pm. For after school events the HT, DHT or SBM may lock up in the presence of one other member of school staff. All windows and outside doors must be secured and interior doors fitted with sensors must be closed in order to set the intruder alarm. All playground gates of the premises should be secured. The alarm should be successfully activated and the main entrance gate secured before leaving the premises.

### **Contractors on site out of Hours**

Contractors will only be permitted on site out of normal school hours by direct agreement with the HT who will organise for approved locking and unlocking procedures generally overseen by the SM and the SBM. Once approved by the HT, a full Risk Assessment should be carried out prior to the contractors being on site out of hours.

### **Contact details for out of hours'/emergency services:**

ISH Security	07545 444623 - <a href="mailto:ishsecurityservices@googlemail.com">ishsecurityservices@googlemail.com</a>
EMCOR	01962 847980 - <a href="mailto:hcchelpdesk@emcoruk.com">hcchelpdesk@emcoruk.com</a>
Property Services	01962 847801 - <a href="mailto:property.management.mpm@hants.gov.uk">property.management.mpm@hants.gov.uk</a>

These procedures will be reviewed annually.

**Date reviewed:** May 2019

**Date for next review:** May 2020