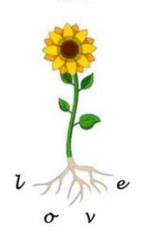
North Stainley C E Primary School

We are our school, we have our roots and foundation in love



Our school is us, we will grow, blossom and flourish.

SECURITY POLICY

Policy agreed: 27.1.2021

Headteacher: LE Wallen Louise Wallen

Nathaniel foll

Chair of Governors:

Nathaniel Potts

Policy to be reviewed:

Policy to be reviewed:

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 alarms 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 Caretaker/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 regularly.
- 13. School to continue to follow police advice in matters of school security.