

Lydiard Millicent CE Primary

SECURITY POLICY

Member of staff responsible	Anne Hobson
Governor responsible	
Date agreed with staff	February 2020
Date discussed with pupils	n/a
Date agreed at Sub-Committee	
Date approved at Governing Body	
Frequency of policy review	Triennial
Date next review due	

Document Version Control

Issue Number	Issue Date	Summary of changes
1.0	June 2007	New policy in line with WCC guidelines.
1.1	March 2010	Added section on data protection and appendix about password protecting sensitive data. Note about security during new build.
1.2	November 2012	Omission about After School Clubs as this is about building, visitors/staff data (children are covered in Safeguarding and Child Protection Policy)
1.3	November 2015	No updates required.
1.4	September 2016	Amended to make site-specific for RF.
1.5	June 2020	Updated to make LM Specific

Purpose

The purpose of this policy is to ensure the safety of pupils, staff and all site visitors at all times at Lydiard Millicent CE Primary.

This policy sets out procedures to cover: visitors to school, cash handling, protecting valuable equipment, safeguarding personal property, key control and unauthorised use of school facilities in line with the LA Health & Safety Manual document. School alarm procedures are kept in place at all times, during school and holiday times.

Visitors

All doors to access school have a pass reader attached to them, so visitors to school have to come to the main school entrance, where they can be identified via the intercom before being buzzed in. Visitors to school have to sign the visitors log book and are issued with a badge showing the level of access they are permitted:

A green badge denotes that the visitor has a valid enhanced DBS check carried out by the school and is on our single Central Record. These visitors do not need to be accompanied while on school premises and can work alone with children

A yellow badge denotes that the visitor has a valid enhanced DBS check carried out by an outside organisation such as a supply agency. These visitors do not need to be accompanied while on school premises and can work alone with children if that is the purpose of their visit, for example, for a one to one music lesson or play therapy.

A red badge denotes that the visitor is authorised to be on the school premises but must be accompanied or supervised at all times.

All visitors must sign out and return their badge at the end of their visit.

All members of staff are instructed to ask anyone not wearing a badge, why they are in school, and then escort them to the main reception / office.

Each teacher has a telephone in their classroom - if an emergency should occur they can call for assistance.

Parent helpers and volunteers are required to have a DBS check and they then read and agree to the following documents:

- ✓ 'Keeping Children safe' Helper Guidelines
- ✓ Parental/Community Involvement Policy
- ✓ Safe Working Practice Guidelines

These are updated and signed for in Autumn 1.

Cash Handling

At Lydiard Millicent CE Primary, we never keep cash on the premises for any longer than absolutely necessary. Cash that needs to be kept at school will be kept in the safe. We understand that thieves will cause damage to school property even if they cannot find cash or valuables. The model of safe we have chosen is a model that is recommended for the use it has. We understand that cash should not be handled in front of children, visitors or members of staff. When cash is banked it is not done on a regular day or time.

Protecting Valuable Equipment

All 'portable' equipment in school is marked to readily identify its source, should it be stolen and subsequently recovered. Staff are instructed to keep any valuable school equipment in locked cupboards or in places out of sight from the windows.

Safeguarding Personal Property

All staff are encouraged to take an active interest in the security of their personal property whilst on the premises or engaged in school business elsewhere. We acknowledge that the loss, theft or vandalism of personal property can create distrust, suspicion and low morale.

Staff are encouraged not to leave their bags or valuables where they can be seen and lockable cupboards are available in each classroom. Access fobs to our buildings ensures only staff can gain access to the site during the day. Staff are advised not to leave valuables in school overnight.

Key Control

At Lydiard Millicent CE Primary, we are very careful about key control. Only designated members of staff have their own access key along with the caretaker and 2 named governors. These are currently Tudor Roberts and we set the site alarm each night and during holidays. Regular alarm checks are carried out.

When a member of staff leaves employment at the school, or a named governor leaves their role as governor, the keys and fob are returned and signed for.

Keys for general school use are kept in a labelled key cabinet in an area away from visitors and is locked overnight. These can be obtained by staff or parents who help run clubs, but are returned immediately after use.

Cleaning staff are not given school keys unless they are responsible for opening and closing the school.

A key check is conducted each September.

Unauthorised use of school facilities

All buildings on the school site are locked when not in use.

Data Protection

All laptops/PCs are password protected. No data should be taken off site unless on an encrypted memory stick or laptop that has been encrypted. All staff have received instruction password protection of sensitive data. A copy of this is attached as Appendix 1.

Appendix 1

Password protecting sensitive data

All documents containing sensitive data (e.g. children/young people's names/details) which are being sent externally (including emails from schools to Wiltshire Council and vice versa) must be password protected before sending.

How to do it

Data must be saved within a file attachment.

The attachment must be password protected by an 8 character alphanumeric password.

The password can be phoned through to the recipient (you must be sure that you are speaking to the intended person) or given in a separate email (and a read receipt requested).

Follow the steps below to protect your Word/Excel document.

Password protecting Word Documents

Once the Word document is complete you then need to do the following from within the document:

1. Select Tools on the top menu
2. Select Options
3. Select the Security Tab (as seen below)
4. Click on the Advanced button
5. Scroll down the list and select "RC4, Microsoft Strong Cryptographic Provider" (as shown below)
6. Click on OK
7. Enter a password in the Password to open box. This password needs to be a minimum of 8 Alphanumeric characters.
8. Once a password has been provided click on OK.
9. Re-enter the password to confirm it.

10. Your document should now be password protected.
11. Now re-save your document so the password settings are retained.
12. You can now insert the Word file as an attachment in an email to be sent out electronically.
13. The password needs to be phoned through to the recipient or included in a separate email. Never include the password in the same email as the protected attachment.

Password Protecting Excel Documents

Once the Excel document is complete you then need to do the following from within the document:

1. Select Tools on the top menu
2. Select Options
3. Select the Security Tab (as seen below)
4. Click on the Advanced button
5. Scroll down the list and select "RC4, Microsoft Strong Cryptographic Provider" (as shown below)
6. Click on OK
7. Enter a password in the Password to open box. This password needs to be a minimum of 8 Alphanumeric characters.
8. Once a password has been provided click on OK.
9. Re-enter the password to confirm it.
10. Your document should now be password protected.
11. Now re-save your workbook so the password settings are retained.
12. You can now insert the Excel file as an attachment in an email to be sent out electronically.
13. The password needs to be phoned through to the recipient or included in a separate email. Never include the password in the same email as the protected attachment.

Appendix 2 - Locking & Unlocking Procedures

LAST PERSON TO LEAVE ROOM:

- ✓ Check that all windows are closed.
- ✓ Check that the external cloakroom door is locked - and that the patio door is closed.
- ✓ Check that blinds are down.

Locking and Unlocking Schedule

Unlocking the morning

- Unlock outside door (flick 2 x bolts and switch door switch to daytime setting – middle)
- Unlock internal main door - the alarm will sound either turn off with fob or the code

Unlock the internal doors that keep class areas and admin safe

- Go around to each external door and turn the knobs to unlock
- Turn CCTV monitor on

Locking up at night

- Check all external doors and windows and close and lock
- Teachers should lock the external doors to playground after seeing children off (club children will use club door)
- Lock admin and class areas after cleaning
- Turn CCTV monitor off
- Use fob or type in the code– it will ask you if you want to set the system, press “Yes” button – the alarm will sound
- Go out and lock interior main door - the alarm will stop
- Turn outside door switch to night time setting - top one – this de-activates the door swing
- Close the door bolts x2
- Lock the external door

Procedure and Form for Key Holders

Name:	
Role:	
	✓
I have read and understood the Security Policy.	
I have read and understood the Locking & Unlocking Procedures.	

I understand that as a key holder, I must never give or lend my key or fob(s) to anyone.	
I understand that I must report any loss of my key or fob(s) immediately to a member of the Senior Leadership Team.	
I understand that I must never disclose the alarm code to anyone.	

Signed: _____

Date: _____