



SAFETY AND SECURITY POLICY

MARCH 2017

Title	Safety and Security Policy
Summary	This Policy covers measures which are in place to safeguard pupils, staff and visitors to the school site.
Purpose	This Policy sets out provision made by the School to safeguard pupils, staff and visitors.
Next Review Date	February 2018
Current Operational Date	June 2016
Version Number	<u>2</u>
Supersedes previous	<u>Yes</u>
Author	Bursar / Deputy Principal
Frequency of Review by Author	Annually in February
Frequency of Review by Health & Safety Committee	Annually in April
Date last Reviewed and Approved by Health & Safety Committee	<u>March 2017</u>
Frequency of Review by Board of Governors	Annually in May
Date last Reviewed and Approved by Board of Governors	<u>April 2017</u>
To be posted on School website	Yes
Date and version posted	<u>27 April 2017 v2</u>

Safety and Security Issues during the School Day

Pupils are not allowed out of school except for Form MVI pupils who may go to nearby shops up or down the Cliftonville Road or the Antrim Road. Form MVI pupils are permitted to do this only at break or lunchtime and only for this limited distance.

Members of Staff are on duty at break and at lunchtime, and after school at Brookhill Avenue, on the Cliftonville Road, and along the Antrim Road and at Yorkgate Halt. Prefects are also on duty at breaktime and at lunchtime. All are required to report anything unusual to senior staff.

Movement to and from the Wingfield Site is controlled by a puffin crossing. There is also a crossing patrol member of staff employed by the Education Authority in the morning and at the end of school, who will inform senior staff of anything unusual.

In the morning some 350 pupils are transported from Yorkgate Halt by our own bus drivers. At the end of the day, pupils are transported to a variety of venues and in these transport arrangements there is an extra measure of security.

Our janitors also provide a measure of security during the school day and are alert to strangers around the School. Staff and janitors are instructed to monitor carefully any strangers seen around the School and to challenge anyone unfamiliar who is on site without a visitor's badge or who is not accompanied by a staff member. The Estates Manager and General Office staff should be informed as soon as possible if there is an issue of concern. The General Office staff will alert senior staff and the police may be informed where considered appropriate.

On Games afternoons and for other after-school activities, members of staff are instructed to be sure that pupils are not allowed to wander around on their own; at the end of the activity, staff will check premises and the surrounding area to ensure that pupils are not left behind and that there are no strangers in the vicinity. Particular care is also taken on trips, outings or visits.

Access to Pupils - The General Office

- (a) Phone calls for pupils:
- (i) A message is not accepted unless it is from a parent or guardian (at this point the General Office staff check parental responsibility).
 - (ii) If a parent or guardian phones the school, wishing to speak with a son or daughter, the parent is encouraged to leave a message; the child is sent for and the message is given.
 - (iii) If a parent or guardian phones the school wishes to meet the child for example, for attendance at an appointment, the parent must meet the child at the General Office.
 - (iv) Pupils are encouraged to report to the General Office, if they are expecting a call from their parents or from a guardian.
 - (v) If a message is taken from a parent or guardian, it is always passed directly to the child (not through an intermediary).
- (b) If a parent or guardian calls at the General Office, wishing to speak with a son or daughter the following applies:
- (i) Often the parents / guardians wish to leave a forgotten lunch or money; the General Office takes charge of this and sends for the child.
 - (ii) If a parent / guardian calls in and wishes to take the child out of school or wishes to speak with the child, the General Office staff will check our records to ascertain if there are any legal issues relating to access. (This information is collected on a parental responsibility form which is completed each year.)
 - (iii) If a parent / guardian calls and access is not allowed, the General Office staff will inform a senior member of staff, who will speak with the visitor.
- (c) If someone other than a parent or guardian calls to speak with a pupil, the General Office staff will immediately inform a senior member of staff.
- (d) Mail arriving at School and addressed to a pupil is normally opened by a senior member of staff in the pupil's presence.

Measures for the security of pupils, staff and visitors

The Board of Governors is committed to ensuring a safe and secure environment for pupils and staff during the school day. Security measures are reviewed periodically and include the following:

- Physical security measures, including the installation of fencing/ railings around the perimeter of the main school site have been implemented by the Board of Governors.
- A modern fire detection and alarm system is in operation throughout all the school sites and is tested on a frequent basis. A fire drill is carried out each term.
- A monitored intruder alarm system is in operation at the main school and Preparatory Department sites.
- CCTV cameras have been installed at various locations on the school site.
- Buildings are secured by school janitorial staff each evening.
- Safe systems of work are in operation with respect to contractors working on the school site.
- School management consults with the Department of Education and the PSNI Crime Prevention Officer on a regular basis with respect to safety and security measures to be undertaken on the school site.