

13 - SECURITY

Let Us Play Scheme

(Play Scheme for children with profound
and multiple learning difficulties)
Registered Charity No 1072059

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|---------------------------------------|------------------------------------------------|
| Name of Unit/Premises/School | Let Us Play Scheme / St. Francis School |
| Date of Policy Issued/Review | 15 May 2019 |
| Name of Chairperson | Juliet Cheriton-Gerrard |
| Signature of Chairperson | |
| Management Committee Name | Matthew Lewis |
| Management Committee Signature | |

POLICY STATEMENT

Let Us Play Scheme (LUPS) aims to provide a safe and secure environment for the pupils and all members of the school community. Security will be risk assessed and reviewed annually or where there is a change or incident. Security will be monitored by the Management Committee and advice sought from partners in particular St Francis School. All staff have a statutory obligation to follow and co-operate with the requirements of this policy.

BUILDING SECURITY

See Safety Policy

The building will be unlocked each morning by the Site Manager or Senior Management Committee Officer nominated at 0900. The building will be locked by the Site Manager or Senior Committee Officer nominated at 1600 unless otherwise stated. They will be trained in unlocking and locking procedures.

The building, except for the mobile classrooms and out buildings are covered by an intruder alarm system. Staff trained in unlocking/locking procedures will know the security code. The system will be serviced and regularly tested by the alarming company.

The Site Manager is responsible for keys to the building. Allocated keys will be recorded. Other school keys will be stored in the key box or will be available in designated places.

Security patrols are provided at weekends and during holiday periods through a contractor – Eagle Holbourne. Reports of any incidents are sent to the school. The contractor is the first named contact if the alarm is triggered. The Site Manager or nominated Senior Management Committee Officer must wait for the contractor or police if called to the site before entering the building.

Buildings will be maintained to a high standard of repair. Objects will not be left around that may aid intruders climbing onto the flat roofs. The school is fitted with a Mosquito deterrent.

The school boundaries will be checked daily and maintained in a good condition. The Site Manager will look for signs of trespass and vandalism. He will be vigilant for evidence of drug abuse and sexual activity on site. All litter and other materials will be removed and disposed of safely. If any staff when conducting checks identify any of this then it is to be brought to the immediate attention of the Site Manager or Senior Management Committee. The Police will be informed where necessary.

Routes into and around the building and the car park will be lit by external lighting.

All visitors to the Site should report to the reception.

Visitors will sign in and read the Health and Safety advice.

Visitors should wear a Visitors badge at all times.

County Council, Health and Social Care Colleagues can use their identity badges.

Visitors should be supervised by staff at all times

Admin staff are alerted to visitors by a call system and can see into the lobby.

Staff should challenge unknown persons in the building or seek support if concerned.

Staff should sign in and out of the building. This provides information for: locking up, fire evacuation and emergency situations. See Fire Document and Critical Incident Document.

The site and buildings are not covered by CCTV.

Doors with codes: front, back, playground, therapy centre, nursery 2/3 shared area, Jo Collet House, Key Stage 4.

Codes should be changed on a regular basis.

All external doors should be kept locked to prevent intruders gaining access and children escaping.

While the children are using the grounds or during spells of hot weather doors will be open. At these times staff should be extra vigilant for unknown persons in the grounds.

Communication. If staff are concerned at any time they should seek support through use of internal phones, help buttons and walkie-talkies.

The Play Scheme will seek and maintain good relationships with other schools on site, neighbours and the local Police.

EQUIPMENT

Valuable equipment such as computers should be stored securely or out of view from windows. Valuable equipment will be security marked.

Staff laptops money and other valuables should be transported home out of view in the car boot but not left in the boot when the car is unattended.

PERSONAL SECURITY

See Equality & Diversity Policy

Staff should not be open to violence, abuse or bullying in the workplace.

Staff will be advised on how to manage such situations if they arise and further detail can be found in the Equality and Diversity Policy.

All such incidents should be reported.

Personal belongings should be stored in the staff room which will be locked whilst the play scheme is running. Staff are advised not to bring any unnecessary valuables onto the play scheme.

Personal belongings should not be kept on site overnight.

Any incidents of theft will be reported to the police.

Staff should consider carefully before posting personal information on social networking sites.

FINANCIAL SECURITY

LUPS will follow protocols for dealing with finances as laid out by the Charity Commission.

Robust procedures will support any transactions that involve cash.

Minimum amounts of cash will be kept on the premises.

A secure cash box is provided for safe storage of cash.

The counting of cash should, where possible, be carried out away from public view.

The banking of cash will not follow any set pattern. Staff involved in banking must vary day, time and route.

All transactions involving the finances of LUPS will be authorised by at least two members of the Senior Management Committee.

The finances of LUPS will be scrutinised by the Committee, Charity commission and audits.

INFORMATION

See Confidentiality Policy

Staff must respect confidentiality at all times.

Information about the play scheme, children, families and colleagues should not be shared with people who are not part of the play scheme community.

Staff should not post such information on social networking sites.

Increasing amounts of information are being stored on computers and access to this should be kept to only those who require access.

Paper records are archived and stored the Chairperson/Treasurer/Secretary.

Personnel information is stored securely and access is restricted.

SAFEGUARDING

See Child Protection Policy

Staff should follow procedures outlined in the Child Protection Policy and their training.

Staff and volunteers will be required to undergo an interview, provide at least 2 references and be ISA registered prior to being accepted on the play scheme. All Staff 18 and over must be CRB checked.

Staff should consider the safety of their children at all times.

The children have one to one support and there are two Senior Staff in every area so at no time should any member of staff be left alone with a child.

The building should be secure from without and within. Staff must be vigilant that children do not abscond from the school site.

Through risk assessments staff must make sure that all activities in and out of school are safe for the children.

No photographs are permitted of the children unless prior authorisation is given and under the supervision of a Senior Management Committee Officer utilising the camera authorised.

INTERVIEWING PARENTS/ STAFF/VISITORS

Consideration should be made over where parents/visitors are interviewed to maintain the safety of staff especially if they are to be alone.

Seating should be arranged with the staff member nearest the door to allow for a quick exit.

Other staff should know that the interview is taking place.

If not of a confidential nature the door can be left partially open.

FIRE SECURITY

See relevant documents.

MEDICINES

See Medicines Policy

MATERIALS

See COSHH Policy and guidance