



Sacred Heart School

Service Before Self

Mission Statement:

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

Aims:

- To foster spiritual growth in Christian faith and values
- To value, appreciate and enjoy learning
- To work for excellence
- To further curiosity and creativity
- To aspire to high ideals

Safeguarding

Security Policy

The safety of people and the security of premises are of the highest concern to the Sacred Heart School
 The School will do all that it reasonably can to protect both people and premises
 The School aims to ensure effective management of risks and to prevent crime

Security already in place:

There are four ways into the School site:

1. Front Drive shared with the Sisters of the Convent with a security gate operated from office or house and with a key pad, number changed regularly
2. Rear pedestrian entrance, which is padlocked at weekends and holidays, to deter local people from walking through. Number Padlock on internal school gate - kept locked during school hours.
3. Staff Car Park which has a key-pad
4. Mangate St entrance to Sisters' garden, which is kept bolted
 - Rear of the site is fenced in
 - CCTV covers 4 outside points: front drive, Sisters' garden, pupil rear entrance, staff car park
 - The Front entrance is visible from the Office
 - There is a clear sign 'Reception' over the Middle School
 - Visitors sign in and wear a badge whilst on site
 - Regular Fire Drills are held
 - There is security lighting on part of the site
 - Windows – some are locked shut
 - Buzzers on Boarding House Fire Doors

Responsibility for the premises: Sr Thomas More, Sr Francis Ridler, All Staff

Security	Responsibility	Tasks
Security of School entrances and exits	P Zawadski Office / Headteacher	Daily unlocking / locking up Monitoring CCTV and log of incident
Control of visitors: Term time 8.30am – 4.30pm Monday to Friday All other times	School Office Sr Thomas More / Emilia	Signing in / out Issuing of visitor's pass
Control of Contractor / deliveries Term time 8.30am – 4.30pm Monday to Friday All other times	Catering Manager School Office Srs Thomas More / Emilia	Check identity pass / job Issue visitor's badge Contact site maintenance staff
Security of money	School Office A Hastings, G. Boulton,	Office handles a limited amount of money. This is kept in a locked safe Petty cash is written down Office is kept locked
Children's Records	School Office A Hastings, G. Bolton	Locked when unattended
Child Protection Records	Miss Gooderson's office	Permanently locked filing cabinet

Examination Papers	Incoming papers locked in MS examination cupboard	Cupboard is reinforced and materials are in locked safe with keypad
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Monitoring and review:

The Governors will discuss Security annually.
The Senior Management Team discuss Security regularly
Health & Safety Committee discuss security
Pupils are reminded to be careful of the Health & Safety of everyone

Information:

Staff Handbook and A-Z
Health & Safety Policy

Data Protection Policy
Registration Policy

Fire Policy

Supervision of Pupils:

- Staff in the Lower School supervise pupils during lessons and breaks
- Up to Year 2 pupils going to individual Music lessons are collected by the relevant Music teachers
- Senior pupils are registered at 8.40am and 1.20pm, Lower School by 1.30
- Pupils remain on site all day, except occasionally for PE lessons or outings
- Break and lunchtime – Staff are on duty
- Staff are required to sign in and out of School at the Office
- Pupils staying late sign out in the Boarding House
- Visitors are given access to the school and checked at the Office
- EYFS classroom doors have security locks.

Boarding House:

Sr Francis, Boarding House Mistress, Sisters, and Staff supervise

Intruders:

In the event of an intruder:

- telephone the School Office or Sr Thomas More to raise the Maintenance Staff
- Intruder Alarm / Fire Bell may be rung; Buildings evacuated in the normal way

Risk Assessments should be reviewed carefully every year for buildings, outings, etc

Plans for the future:

- Intercom system to the office and Boarding House to be organised for the front gate

Security Procedures

Front security gates

- For reasons of security the code to the gate will be restricted to members of staff, Governors and Associates of FDC's.
- The code needs to be changed regularly by the maintenance staff
- The gate needs to be shut at all times and this needs to be monitored by the office during school hours.
- The person on duty in the Boarding House needs to be responsible for the opening and shutting of the gate with the remote control. This applies to the mornings as well as the evenings.
- During school hours all arrivals, except members of staff, should report to the office. Visitors should be accompanied when on the school site.

General security

- All gates need to be kept locked during the week, including the gate to the Sisters' garden.
During the weekends when Boarders are not on site these restrictions may be lifted.

Boarding House security

- All doors to the building must be kept locked out of school hours, before 8.30am and after 4.15pm
- Parents / visitors must not be left with children unaccompanied. Parents need to ring if they wish to visit the Boarding House outside times of usual arrival and departure.
- Clear guidelines need to be given to all staff and boarders regarding safety.

Monitoring and Review:

Prepared 2008: Last reviewed May 2012: Updated November 2012, May 2014 SG, Feb 2015 SrF, Review Feb 2016