

Reviewed: April 2017

Access and Security to support Safeguarding

Security is of paramount importance in safeguarding both learners and adults. Most of the work in this area is monitored progressed by the Health and Safety Focus Group though the day-to-day responsibility for security lies with all Northumberland PRU adults.

This information provides a brief overview. More detailed information will be available in various policy documents.

Security

Safeguarding – Keys

Keys for class and resource cupboards need to be accessible to staff throughout the day.

Learners who have to wait for keys to be found and then doors to be opened will often become disruptive. This can have a detrimental impact on the whole day.

It is inevitable that at some point staff may be absent from work and it is unacceptable to have to look for spare keys to access resources within Northumberland PRU.

Where possible, a second set of keys will be kept in Northumberland PRU for emergencies. These keys are stored in a cupboard in the office and staffroom. This allows for access to all parts of Northumberland PRU. If staff, at the end of the school day, mistakenly take their keys away from Northumberland PRU and leave them at home, the Site Manager will need to be called at the appropriate times during the day to lock and unlock specific doors.

Electronic access

There is electronic access to all exterior doors and most interior doors at Northumberland PRU; these are operated by key fobs. Each fob is programmed to allow access to all rooms. Each fob is numbered and allocated to individual members of staff. These not only safeguard pupils and staff from unwelcome visitors but also act as a deterrent to absconding.

The unit is not a secure unit and will not attempt to lock pupils in unless there are extraordinary circumstances; the doors do however keep pupils in the unit whilst staff assess their emotional state and the risk they may present to themselves and others should they leave the site. If staff consider pupils are at high risk, pupils will be maintained within the building and parents will be informed and/or police will be called and asked to attend. Should pupils to be assessed as low risk parents will be called and informed their child wishes to leave the site; further information will be sought that may inform risk assessment and management. If parents agree that the child is not at risk they will be asked to make the decision as to whether the pupil be allowed to leave the site.

Whilst the locking of doors may be contentious it is only used as a first line defence and is not in anyway intended to restrict liberty.

Loss of keys or fobs

Only those keys necessary for the working day need to be carried during school times. It is unacceptable to put temptation in the way of learners by leaving keys lying around in classrooms. Nor should keys be given to learners as this can lead to difficult situations developing.

Loss of keys or fobs should be reported immediately as this could compromise the security of the building, lead to loss of personal possessions, and create a health and safety risk for staff and learners. If a fob is misplaced or lost, it is vital that the Support Services Manager is informed immediately so that the specific fob can be cancelled on the programmer, thus rendering it unusable.

Northumberland PRU property

Northumberland PRU property should be maintained to the highest standards. Any property which goes missing should be reported to the HT immediately and appropriate action will be initiated. In some cases it may involve gaining the support of the police. The Office Manager's office has a secure cashbox for petty cash etc. There is a limit on how much petty cash we can keep on the premises. The secure cashbox should be locked and placed in the locked cupboard within the Support Services Manager's office at all times and access restricted to only to the Support Services Manager.

We also use the locked cupboard within the main office for storing cash collected for charities, donations, etc. For such donations and other collected monies, the amount should be checked and agreed with the Support Services Manager before it is securely stored. The agreed amount should be put in a sealed envelope and the amount written on the envelope. The envelope should be signed by the Support Services Manager and the person handing over the money. The money should remain in the cash box or locked cupboard within the main office until it needs to be handed over to the recipient of the donation.

Northumberland PRU resources should not be left lying around for learners to take; this is an unfair temptation for them. Additionally, the resources should be stored appropriately so ensure they last longer.

Exam papers

Northumberland PRU occasionally administers SAT's. On these occasions exam papers are delivered to the PRU by the pupil's mainstream school. The Placement Administrator will co-ordinate delivery and collection of test papers for mainstream schools and store them securely whilst in the PRU. Those pupils not on roll at a mainstream school and eligible to take the tests will have papers ordered by the PRU via the STA and kept securely as per STA guidelines.

Safeguarding – Medication

Medication used by learners is stored in a locked cupboard in the servery (see Medication Policy).

Personal property

All Northumberland PRU users are encouraged to only bring essential personal property; learners are told this in the pre-admission meeting. Staff are responsible for their own personal property and, as such, should ensure that this is stored or locked away in a safe place, eg lockers in the staffroom. It is an unfair temptation to learners for staff to leave any items of value in the classroom. Northumberland PRU can not be held responsible for the loss or damage of personal property.

Cars are left in the car park at their owner's risk. Ideally, items of value should not be brought at all. Any damage to personal property should be reported to the HT immediately.

Safeguarding – Access

The priority is to ensure safety, while still maintaining the freedom of movement for users. Learners are supported during times of movement between classrooms and other areas of the premises (also see Lunchtimes, etc Policy).

Access within the building

The paragraphs above relating to fobs and keys will ensure that most of the building is secure yet accessible to enable an uninterrupted service for all users. Any system, however, is only as good as the people who work within it. Consequently, all staff should be vigilant to ensure that rooms and other spaces are secure. Visitors will only be allowed into the building with permission. All staff must challenge, in a polite way, any visitors on Northumberland PRU property. All visitors should be asked to sign-in at Reception and get a visitors badge.

Staff will be informed when a person is not allowed in the building (eg. legally restricted access to a child).

Access in the grounds

The PRU consolidated safeguarding arrangements following the opening of the KS2 annex; a secure perimeter fence and electronically accessed access gate onto the site have been installed. Learners are told clearly not to climb on the fences or roof. There are procedures in place for beginning and end of day transport. Visitors should sign-in upon arrival and sign-out at departure; staff should ensure this happens when they are welcoming visitors. Unknown visitors should always be challenged in a polite way to ascertain their business within Northumberland PRU.

Fire safety

This summarised in other documentation – see Northumberland PRU's **Emergency Plan**.

Out-of-hours arrangements

The premises are opened/locked up by either Andrew Parker, Tom Dexter, Susan Ingledew, Rachel Gomersall or Karen Ayre. The building is locked during school holidays unless it is opened for cleaning and/or repairs and maintenance. The building is alarmed and linked to the Counties security system and procedures. The annex is alarmed separately but armed in the main unit. Please inform the Support Services Manager if you would require access during out of school hours.

Closed-circuit TV

CCTV is installed in most areas of the premises to support the process of safety. The following rooms do not have CCTV in operation, toilets, servery, main office.

Car parking

Staff/visitors park their cars in the public car park at their own risk. This includes the area inside the green gates.

Badges

Will be issued to visitors as part of the signing-in process at the Main office.

Servery

The kitchen area should be left clean; books, papers etc should not be left in this area as food is prepared here. There is a microwave in the cookery room for staff to use – please do not leave unwashed dishes in here.

Safeguarding - Alarm systems

There are alarm systems in Northumberland PRU as follows:

- an intruder alarm system in the main building and annexe – this is operated from the main entrance in the main building. This is set by the Support Services Manager or caretaker
- a fire alarm system in the main building and annex – see the Emergency Plan for the details relating to this

Safeguarding - Lone-working

Staff are not encouraged to work alone in the building (eg. weekends, school holidays) they must ensure that the external doors are secure and that they carry a fob to allow access through the building. Staff should ensure that someone else knows (HT/SSM) they are in the building. Please inform the Support Services Manager if you would like access during out of school hours.

Safeguarding – Registers

Pupil registers should be marked promptly at the beginning of each session by the group's key worker; any unplanned absences should be passed on to Georgia Hall. Absences will be followed up to ensure parents know how important we regard attendance at Northumberland PRU. All staff and visitors must sign in at the main office for fire safety purposes.

Safeguarding - computers in Classrooms

PCs should be switched off at the end of the school day. Faults should be reported inline with reporting procedures otherwise, delays can be expected and this will impact on learners. Each classroom should have e-safety posters displayed and copies of the internet agreement next to the computer areas.

Safeguarding – Cleaning

Classrooms are maintained to a high standard by the Caretaker. They need easy access to all parts of the rooms in order that they can work appropriately. It is not the role of the cleaners to tidy away resources. Cleaners will not interfere with papers/pc on a teacher's desk – the desk will remain uncleaned if it is covered in papers.

Safeguarding - Classroom repairs

Any repairs or replacement fittings needed for the classrooms should be reported to the Support Services Manager.

Repairs are carried out with due regard for the Asset Management Report, ACM procedures and identified risk assessments.

_____ **Chair**

_____ **Date**