

IQRA INDEPENDENT SCHOOL POLICY

School Security Policy

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1 Iqra School Security Policy

This policy relates to the current Iqra Independent School premises located at 3-5 Gresham Road. It supersedes all other security policies produced in the past and is to be reviewed annually by the Trustees.

1.1 Objectives

- To promote a safe working environment for Iqra School Staff and pupils.
- To ensure that the Iqra School premises are secure when unattended by members of staff.
- To ensure that staff can gain access to the school for work purposes when required.

1.2 Background

Iqra School has a dynamic environment that is used daily by staff in both routine and non-routine hours. In general, the school is open and attended between 07:00 and 16:30 during term time working days, but can also be attended outside these hours.

All members of staff are permitted to work at the school at any time of the day, provided they have a verifiable need, and they work securely and safely. Where it is necessary for a member of staff to have access outside usual hours, they should apply to do so through the school Administrator. This is to ensure that our assets are protected as much as possible during the times when the school is closed.

The external boundaries of the school building are protected by physical locks. Keys to the physical locks are held by a number of designated staff. A log of these designated staff will be kept and they will be required to sign a "key agreement". Being a key holder means they may be required to open the school at times other than their usual working hours to provide access to contractors etc.

1.3 Threats

- Casual or malicious activity which could threaten or harm the staff and pupils.
- An unlocked, unattended door or window which permits access to intruders.
- An unlocked, unattended building which allows access to school resources which may be vandalised or stolen.

If unauthorised people access the building, there are items of personal value kept by staff on or near desks which may be damaged or stolen.



1.4 Principles

Security is the responsibility of all school staff, parents and children

The premises should never be left unsecured.

Being a school environment it is of paramount importance that we do not allow any unauthorised intruders into the school. Additionally, any person being on the school premises must have a verifiable need, be they a child or an adult.

All staff and visitors are required to sign in and out of the building and are required to wear passes while on the school premises.

1.5 Scope

The school premises is not a public building and as such, access to it is restricted to those staff and visitors with a verifiable need.

1.6 Policy

1.6.1 Allocated Keys

Staff will be allocated keys to their desks and surrounding cupboards. A log of these keys is kept by the School Administrator. Keys are not to be loaned to other members of staff without express permission of the school administrator or trustees.

It is important to report lost keys to the school administrator immediately. Failure to do so is a security breach and is considered a serious disciplinary offence.

1.6.2 Offices

Iqra School currently occupies 3-5 Gresham Road which is adjacent to Brixton Mosque and Islamic cultural centre and the Karribu Centre.

1.6.3 Security Procedures

All staff are required to be aware of the security policy and procedures and are required to act in a manner that limits the risk to themselves, other staff and pupils.

All visitors must sign in and out and obtain and display a security pass.

Attendance outside normal school hours requires agreement from the school Administrator. Staff should also sign in and out in the visitor's book when attending out of working hours.



Non school staff may have access to the building outside school hours and as such all sensitive school records, pupil reports etc are to be locked away or at the very least not left in the open.

Do take care of school resources and any school equipment you are responsible for.

Do take all reasonable precautions against theft especially of IT equipment which may be of monetary value to thieves.

Do question anyone in the school who you do not recognise or who is not visibly wearing a valid pass. If you are threatened by an intruder then do not delay in calling the police.

Do not ignore strangers on the premises, your safety and the safety other staff/pupils is paramount.

Do be aware of fire precautions and the building's fire evacuation procedures.

Do not allow anyone into the building unless you are sure they have a legitimate reason.

Do ensure unauthorised people do not "tailgate you" when entering into the school.

1.6.4 Reporting Incidents

A security incident is any event that has or could have resulted in loss or damage to the school assets or a threat to the safety of staff or children. All such incidents should be reported using the *incident report form* which is available from the school office.

1.6.5 Locking up

Each member of staff is responsible for ensuring their classroom door is closed and the lights turned off. All sensitive papers should be locked away or at least hidden out of sight.

All teaching staff are expected to have left the building by 5.00pm. If they intend to stay later than this or be present at the weekends they should complete the visitor's book.

It is preferable that staff members do not remain in the building alone for safety and security reasons.

Once the school is empty, the last person/s out should undertake the following checks:

- Ensure that no one is still in the school. This entails checking the entire school building including the toilets.



- Make sure all the fire doors are closed.
- Ensure all the windows are closed.
- Ensure all lights are switched off.
- Ensure any electrical heaters are turned off.
- Lock the office door.
- Double lock both front doors.

The last person to leave the building must follow this procedure. Failure to do so could compromise security and lead to a security breach.

1.6.6 Opening up

The office will usually be opened by one of the designated key holders. Opening procedures are as follows:

- Open the bottom locks on both front doors.
- Check the fire door exits are closed and clear, if they are not this should be reported **immediately** to the School Administrator.

Remember Security is everybody's responsibility.