



WARNING – prepare

Issue Date: 28th March 2017

Information



Site security and safeguarding is a shared responsibility of all staff working within the school, and staff must be clear and understand how their role contributes to the overall site security and safeguarding within the school. In recent months, there have been reports of security breaches within education establishments that have resulted in pupils absconding from the school grounds, increasing the risk of injury and reputational risk to the authority. The City and County of Swansea have full parental responsibility of pupils when in school. This duty of care to guardianship is transferred to the parent/ responsible adult at the start and end of the school day or planned appointments.

Target Audience

Senior Managers
Governing Body
Head Teachers
Flying Start Managers
All School Staff

Action to be taken

- Access and egress points should be kept to a minimum within the grounds of the school.
- Prior to external play activities, an inspection is undertaken to ensure that all gates are secured.
- During play activities, all external gates to be supervised and managed by the school staff. Where possible, internal perimeter fence lines should be locked during these activities and unlocked once pupils return to class. Where a security entry/ intercom system is fitted onto the main pedestrian gate, this must be closed and secured at all times.
- During play/ breaktime activities, all gated systems to be in line of sight of staff/ supervisors, and staff positioned in these areas in line with risk assessments.
- It is advised that any staff members supporting break/lunchtime supervision are provided with a suitable high visibility vest to clearly identify staff from public members.
- Once pupils return to the school, a sweep of the yard and surrounding area is undertaken to ensure that no pupils remain outside and unsupervised.
- All internal doors are closed and where possible locked or supported with a “screamer” or alarm system to provide early warning.
- Consideration given to high-level gate latch – this restricting pupil access.
- CCTV to be monitored
- Review of the site security and play time activity risk assessments.
- All events (absconding) to be reported on the HS1 as a near miss and the CCoS safeguarding officer advised.

For further safety advice and guidance, please contact
Corporate Health, Safety and Wellbeing Service:

Tel: 636210

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