

# SITE SECURITY POLICY

## Introduction

Staff and pupils need to be able to work and learn in a safe and secure environment free from vandalism and graffiti, threatening individuals, criminal action and even terrorist or chemical/biological hazards. At Pippins School we have reached an overview of risks associated with the school's security by carrying out a security survey and risk assessment including the environmental and building factors which contribute to the security. This is to ensure that, as far as is reasonably practical, staff members, students and other non-employees are protected from risks to their health and safety. All staff are trained in site security awareness and pupils are also expected to pay high regard to the security of the school site and report any breaches or potential problems with security to the headteacher. This policy augments our health and safety strategy and a suite of other policies relating to specific security threats.

The governing board controls the use of premises both during and outside of school hours. The governing board has to follow any general rules (directions) set by the local authority.

The school is sympathetic to the needs of the local community when deciding out of hours use since a well-used school is less likely to suffer from vandalism and criminal activity. This policy should therefore be read in conjunction with the lettings policy and extended services policy. External users of the school site are expected to be aware of, and abide by, this policy.

## Objectives and targets

The purpose of this policy is to outline the procedures taken to ensure security on the school premises in order to retain a safe environment for all who learn, work or otherwise attend the school.

## Action plan

The overall responsibility for the buildings at Pippins School lies with the governing board – working in co-operation with the local authority.

Under the Management of Health and Safety at Work Regulations 1999, schools are required to appoint one or more 'competent persons' to oversee workplace health and safety and to support compliance with the regulations. At Pippins School, that role is fulfilled by the business manager to whom day-to-day management of the school building is delegated.

The business manager works in consultation with the police and fire services, equipment providers (eg CCTV and access control) and maintenance contractors as well as consultants (eg for health and safety and risk assessments) on matters dealing with site security. Guidance from the DfE on site security is followed.

The headteacher has determined that the principal key holder is the caretaker, Mr Alex Rice. The leadership team ensures up-to-date risk assessments are carried out in relation to building security as part of the overall health and safety arrangements for the school. The headteacher and health and safety governor ensure school security is reported to the governing board as part of their overall health and safety updates.

### **Perimeter fencing and landscaping**

The caretaker is in day-to-day charge of inspecting perimeter fencing and landscaping and will report to the SBM and headteacher any breaches of fencing or other matters relating to landscaping which could cause a problem with security so that these can be dealt with as soon as possible. Anyone noting a possible problem with the perimeter fencing or landscaping should report it to the SBM in the first instance. See appendix 1.

### **Security lighting**

The caretaker is in day-to-day charge of inspecting security lighting and will report to the SBM and headteacher any problems relating to security lighting which could cause a problem with security so that these can be dealt with as soon as possible. Anyone noting a possible problem with the security lighting should report these to the caretaker in the first instance. See appendix 1.

### **Intruder alarm systems**

Any problems with the alarm systems in the school must be reported to the business manager immediately so that the alarm company can be alerted and deal with the problem in a timely fashion. See appendix 1.

### **Security surveillance systems – CCTV**

CCTV cameras are located in areas where the school has identified a need for security and where other solutions are ineffective. The school's CCTV system is used for:

- Monitoring expensive or potentially targeted areas and items (eg IT suite, cycle stores, lockers, science equipment, grounds maintenance equipment) for the prevention, investigation and detection of crime.
- The apprehension and prosecution of trespassers and other offenders (including use of images as evidence in criminal proceedings).
- Safeguarding public, pupil and staff safety (eg monitoring for bullying in communal areas during break times).
- Monitoring the security of the site.

CCTV is not used to monitor staff conduct. CCTV cameras are only used in exceptional circumstances in areas where there is a heightened expectation of privacy eg changing rooms or toilets. Extra signage is used in these areas to ensure that those under surveillance are fully aware of its use. The school is fully compliant with the Data Protection Act and The Surveillance Camera Code of Practice from the Home Office. See appendix 1.

### **Waste bin storage**

At the earliest opportunity, waste is stored securely in the outdoor bins provided. In order to prevent bins being set alight and wheeled to where they might cause maximum damage to the building, our bins are kept in a locked compound away from the school buildings. It is the responsibility of the caretaker and the business manager to inspect the outdoor waste storage facilities twice daily to ensure that they are well-maintained and secure. Any deficiency will be rectified as a matter of highest priority. See appendix 1.

### **Access control – parents, visitors, contractors**

In order to discharge his duties in respect of building security, the headteacher draws upon the expertise of designated members of staff. Good access control and effective security measures make it harder for an intruder to infiltrate school buildings and premises.

The school is private property and people do not have an automatic right of entry. Parents/carers have an 'implied' licence to come on to school premises at certain times, eg

- For appointments.
- To attend a school event.
- To drop off or pick up pupils.

The school also has other legitimate visitors, deliveries and contractors who come on site from time-to-time. All visitors, including school governors, should initially report to the school office/reception, where the purpose of their visit can be established before them signing in and being issued with a visitor's badge, valid only on the day of issue.

Anyone who enters the premises uninvited or without good reason is trespassing. This is a civil offence. The school can and will ask someone to leave and may take civil action in the courts if someone trespasses repeatedly. See appendix 1 for the duties which have been allocated for the current school year

#### **Access control – out of hours access for staff**

Only in exceptional circumstances should staff members seek access to the school out of normal opening hours. Such access must be negotiated with the site manager.

#### **Access control – lone working**

Lone working on site is strongly discouraged. However, it is recognised that under exceptional circumstances it may be that the completion of a task necessitates a staff member remaining behind after others have left. Such lone working is only permissible if the business manager is able to provide staff to secure the premises on completion. Lone working should never continue beyond one hour and the lone worker must be able to access telephone communication at all times. The lone worker policy must be adhered to.

#### **Access control – entrances and exits**

The site manager is responsible for all emergency doors being useable at all times and all other doors being operational to allow the safe entrance and egress of personnel before, during and after the school day. All doors and windows must be secured when the school is not in use.

#### **Supervision of students**

Detailed arrangements for the supervision of students are set out in appendix 2 to this policy under the following headings:

- Students entering school at the start of the day.
- Students at break times.
- Students at lunchtime.
- Students leaving school at the end of the day.

#### **Security of data held on computers and other electronic devices**

Filtering and monitoring is an important part of online safety and appropriate filters and monitoring systems are in place on the school's ICT resources. The headteacher, supported by the SBM, is responsible for ensuring the e-safety of members of the school community and manages the education of pupils and training of staff in e-safety. The headteacher, together with the data protection officer, is also responsible on a day-to-day basis

for ensuring compliance with the Data Protection Act and GDPR for the processing of personal data. See appendix 1.

### **Personal safety – lockdown**

In the event of a pupil known to be on school premises but ‘missing’, the lockdown policy and procedure will be invoked until the pupil is found.

The lockdown procedure will also be used in, for example, an incident or civil disturbance in the locality with a potential to pose a threat to staff or pupils. Similarly, if there is a warning of a risk of air pollution etc a lockdown of everyone inside the school buildings may be necessary to protect students and staff in the safest places.

### **Personal safety – violent behaviour**

Safety and security includes the protection against violent behaviour. Pippins School has a right to bar troublesome adults from the school premises. It is an offence under section 547 of the Education Act 1996 to cause a disturbance on educational premises, for which the police and or local authority can prosecute. This legislation was extended through the Education Act 2002 schedule 20. Alternatively, the school may apply through the civil court procedure for a criminal behaviour order (CBO).

### **Weapons and banned substances**

Pupils suspected of carrying an offensive weapon or banned substance on school premises will be searched without consent (under legislation in the Education Act 2011).

### **Electrical equipment**

Personal electrical equipment must not be used in school unless it has been officially tested (portable appliance test – PAT) and tagged.

### **Valuable equipment**

Items of school equipment are recorded on the school/department inventory, are security marked and must be stowed away in a secure area when not in use.

### **Personal property**

While everything possible is done to ensure the school is secure, the governing board does not accept responsibility for the personal property of staff and students. However, recognising that some normal items brought into school will be of value, the school encourages all staff members to make use of lockers for any items not in use. Students are recommended to hand items in to the administration office.

### **Security of money on site**

When cash is received in school, it must be accounted for, kept in the school safe and banked as soon as practicable by a member of the finance department. See appendix 1.

### **Breaches of security**

If a breach of security of any kind occurs then the policy relevant to the incident should be implemented without delay.

## **Monitoring and evaluation**

Matters of security are given appropriate priority and appropriate systems of communication are used to inform all staff of relevant matters.

Parents and students are involved in matters of safety through the school council, parents' association, and the governing board.

## Reviewing

The delegation of responsibilities for ensuring the security of the school building is reviewed on an annual basis, and earlier should there be changes to personnel or incidents demanding that the procedures need to be altered in any way.

## APPENDIX 1

Area of responsibility	Specific duties	Staff responsible
Control of visitors	<p>All visitors to our site are required to sign the visitors' book and to wear an identity badge while on the premises.</p> <p>Members of staff should report the presence on site of any visitor not wearing an identity badge.</p>	<p>Reception staff</p> <p>All staff</p>
Control of CCTV	<p>Ensuring the school complies with its responsibilities in relation to guidance on the location of the cameras.</p> <p>Ensuring the date and time references are accurate.</p> <p>Ensuring that suitable maintenance and servicing is undertaken to ensure that clear images are recorded.</p> <p>Ensuring that cameras are protected from vandalism in order to ensure that they remain in working order.</p> <p>Ensuring that any software or other updates to the system are put in place.</p> <p>Ensuring the school's and the contractor's obligations under GDPR are fulfilled.</p>	<p>Headteacher and SBM with guidance from contractors who maintain the system under contract and periodically inspect the system.</p>
Control of security lighting	<p>Regular inspection that security lights are operational.</p>	<p>SBM and caretaker</p>
Control of contractors	<p>All contractors are required to sign in, be identifiable and be aware of relevant health and safety policies eg asbestos.</p> <p>The work of contractors will be supervised to ensure that the</p>	<p>SBM</p> <p>Site staff</p>

Area of responsibility	Specific duties	Staff responsible
	job is completed safely and to contract.	
Opening and securing school entrances and exits	<p>All emergency doors must be totally useable at all times.</p> <p>All other doors must be fully operational to allow the safe entrance and egress of personnel before, during and after the school day.</p> <p>All doors and windows must be secured when the school is not in use.</p> <p>The times of opening and securing school will be communicated to relevant staff on a weekly basis.</p>	<p>Caretaker</p> <p>Site staff</p> <p>Site staff</p> <p>SBM</p>
Site access, perimeter fencing and landscaping, bin storage	<p>All vehicle and pedestrian entrances and exits must be fully operational to allow safe access to the school site.</p> <p>All entrances and exits must be secured after the building has been vacated.</p> <p>All perimeters must be checked to ensure security and safety.</p> <p>Bin stores must be checked twice daily.</p>	SBM and caretaker
Emergency evacuation procedures	<p>Management of the evacuation of the school, in line with the 'fire safety policy' and the 'bomb threat and suspicious package policy'.</p> <p>Weekly testing and logging of evacuation alarms.</p>	<p>Headteacher/SBM</p> <p>SBM and caretaker</p>
First aid/accident procedures	Access to the site for emergency vehicles must be maintained at all times.	Office staff and SBM

Area of responsibility	Specific duties	Staff responsible
	<p>Maintaining fully stocked first aid provisions.</p> <p>Maintaining an up-to-date list of trained first aiders.</p> <p>Ensuring first aid training is up-to-date and sufficient for school needs.</p> <p>Maintaining high visibility of signage to identify first aid and accident points of contact.</p>	<p>First aid assistant</p> <p>First aid officer</p> <p>Training manager</p> <p>First aid officer</p>
Intruder alarms	<p>Intruder alarms must be set when each zone of the school is not in use.</p> <p>Unless otherwise directed, intruder alarms should be turned off for all zones when the building is first opened at the beginning of the day.</p> <p>Responding to an intruder alarm activated out of hours.</p>	<p>SBM</p> <p>Rota established by site manager</p>
Security of money	<p>Progressively, the school seeks to reduce cash transactions.</p> <p>When cash is received in school, it must be accounted for, kept in the school safe and banked as soon as practicable.</p>	<p>SBM</p> <p>SBM</p>
Security of data held on computers and other electronic devices	<p>Ensure security of work on the network and elsewhere on site by maintaining a regular programme of backing-up, including taped back-ups and mirrored hard drives, setting and monitoring access levels of all users, and ensuring that anti-virus software, systems and procedures are in place.</p>	<p>SBM</p>



## APPENDIX 2: SUPERVISION OF PUPILS

Enter details of the supervision provided for students at the start of the day:

Enter details of the supervision provided for students at break times:

Enter details of the supervision provided for students at lunch-times:

Enter details of the supervision provided for students at the end of the school day: