



SCHOOL SECURITY POLICY

Date of Last Review: September 2017

Date of Next Review: September 2018

Responsibility: Mr Paul Murphy

Advisory Body Signature:



Introduction

This document identifies the key elements of the E21C Trust Primaries security management system and the ways in which we seek to improve security of our pupils, staff, governors and other adults and children who may be affected by school activities.

It is essential that risks to the security of staff and pupils are properly controlled through an effective security management system and commitment at all levels.

Objectives

- Enabling strategic leadership to promote a collaborative and co-ordinated response to risk management
- Identifying improvements in security culture and accountability
- Implementing on-going improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing
- Informing parents and pupils of the security policy and encouraging them to help to ensure that it is effective.

Security Procedure

Responsibilities

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the school.

The E21C Trust:

- will provide strategic direction and leadership through providing training, advice, inspection visits and monitoring the school.

The Local Governing Body:

- will ensure a security policy is in place and is monitored and reviewed every three years.
- will ensure that staff are aware of, and adhere to school security and participate in training where appropriate.
- will be issued with ID badges and will display them whilst on the premises.

The Headteacher:

The Headteacher will have delegated responsibility for the day to day security of the school. Responsibilities will include, but not exclusively, the following:

- Ensuring all staff appreciate the importance of security and understand the school's policy/procedures and their own responsibilities.
- Ensuring staff training needs are kept under review and training arranged as and when necessary.
- Informing new staff are informed of the school's security policy/procedure in their induction.
- Informing parents/carers and pupils of the security policy/procedure and encourage them to help ensure that the E21C Trust Primaries have a safe school culture.
- Seek advice from the police where necessary.
- Report all crimes to the police.

School Business Manager/Site Manager will:

- Maintain the security systems and equipment.
- Carry out regular routine security checks.
- Maintain a record of all security checks.
- Record security lapses, bring these promptly to the attention of the Head of School and review security procedures as and when required.
- Raise awareness of security issues.

Staff:

Staff should be aware of and conform to operational procedures that affect security eg.

- Key control procedures.
- Visitor monitoring by challenging people on site who aren't wearing ID badges and take them straight to the school office.
- External door monitoring.
- New employees will be informed of this during their induction training.
- All staff will be issued with ID badges and will display these whilst on the premises.

Pupils:

- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.
- Signs and assemblies/meetings will regularly remind them of their role.

Trespass

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- a) Members of staff - unless suspended for health or disciplinary reasons
- b) Registered pupils - unless excluded for disciplinary reasons
- c) Parents or carers responsible for a pupil at the school - unless prevented for legal reasons.
- d) Others - governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

Visitor Access Control

The school operates a simple workable access control system and therefore:

- Considers everyone who is not a member of staff or pupil as an intruder until they have gone through the visitor reception procedure.
- Provides visitors with a waiting area until they can be dealt with.
- Identifies legitimate visitors and monitors:
 - a) their arrival and reason for their visit by requiring them to sign in and read the safeguarding documentation.
 - b) their movement around the school and their departure time
 - c) All visitors will be given an ID badge, which they will wear as long as they are on site.

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The school may decide that incidents in or around school, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The school is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

An incident that involves physical force.

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

- The school may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases the school will refer to the police any assaults which appear to involve bodily harm. The school will also report to the police incidents which take place in a public place off school premises, but in circumstances where the school has responsibility for any of those involved whether they be members of staff or pupils.
- Where possible, those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The school will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the School premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a member of staff to search the pupil if the pupil agrees to co-operate. In such an event there should be a witness present.

When a pupil declines to co-operate, the parents/carers must be summoned after the matter has been referred to the Head of School, followed if necessary by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Pupils are discouraged from bringing valuable items to school and in the event that they do so the school accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the Head of School regarding temporary safe keeping.

Staff are responsible for their personal property.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Vandalism or arson are most likely to be found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

Site Security

All staff are responsible for the security of buildings and property.

- At the end of the school day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by site staff.
- Risk assessments are in place and are reviewed annually.
- Property of the school is marked clearly and permanently and this is publicised.

Contractors

- Contractors on school site are required to observe the School's security policy/procedure, and this is overseen by the relevant site staff.
- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as school staff. If a DBS check is not available, then the contractors and workers must be accompanied by a member of school staff at all time.
- Building materials and equipment must not be left lying around.
- When not in use, scaffolding should not be given access to previously secure roof areas.
- Alarm systems must not be disrupted.