

**BRYMORE SCHOOL**

**SECURITY POLICY**

Submitted to Premises Committee on 17 January 2012

Adopted by Governing Body on 8 February 2012

To be reviewed: 2013

Signature of Chair of Governors ......................................

**BRYMORE SCHOOL SECURITY POLICY**

**INTRODUCTION**

The Governors of Brymore School recognise their corporate responsibility to provide as far as reasonably practicable a safe and secure environment for the pupils and staff on and off site. They also acknowledge their responsibility to all other school users including parents, visitors and contractors while on site.

Whilst responding to potential threats is very important, it is also important to strike the correct balance between providing a welcoming environment and turning the school into a fortress. Notwithstanding these difficulties, there is a need to ensure that security is improved and that it is an on-going concern. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

**POLICY**

The Governors of Brymore School will take all reasonable, practicable steps to fulfil their responsibility to provide a safe and secure environment for all users of the premises, including employees. The School aims to ensure the existence of conditions which permit pupils and staff to go about their daily business in a secure and safe environment for both themselves and their belongings. People come first and therefore the aim of the school's security policy is the protection of staff, students and visitors first, followed by the protection of the school building and equipment.

This Policy is supported by the Critical Incident Policy & Plan and the Health and Safety Policy.

**ROLE OF THE GOVERNING BODY**

The Governing Body will:

Formulate and develop a security plan for the school.

Take account of security when considering the School Improvement Plan.

Ensure any advice and guidance from the LA/DFE/HSE is disseminated to those who need to know it and acted upon.

Be responsible for the overall implementation of the Security Policy.

Review this policy at least once a year or upon significant change of circumstances.

Appoint a Security Officer

Include security issues on agenda at Premises Committee Meetings

Consider and act upon the recommendations of the Security Officer. A single central register of security incidents will be introduced and maintained by the school. This will contain details of any situation, incident or potential problem which will then require consideration by the Premises Committee.

Prioritise actions where resources are required and ensure appropriate actions are taken.

An analysis of any potential security risks will be carried out by the Premises Committee. This will include the completion of a Risk Analysis Questionnaire which will examine the school under the following headings:-

Management Information and Practice

Fire Precautions

Security of Premises

Special Risks

A report will be prepared, following the risk analysis, for consideration by the full Governing Body who will consider what resources are, or will be made, available to deal with the recommendations.

Monitor and review security arrangements for their effectiveness

**ROLE** **OF SECURITY OFFICER**

Day to day management and implementation of all security matters in the school.

Liaise with the LA and other relevant departments on security issues.

Inform the Governors of any significant event with respect to security.

Identification of training needs within the school.

Ensure risk assessments are undertaken and reviewed as necessary.

Regularly monitor / review the Security Incident Log (see Appendix 1)

Investigate any significant breaches or violent incidents and arrange for appropriate action to be taken.

Ensure all staff receive induction training with respect to the schools security and emergency arrangements.

Work in close liaison and co-operation with other on site staff to ensure security remains high profile within the establishment.

**ROLE OF HEALTH & SAFETY ADVISOR**

Ensure that all the relevant risk assessments are undertaken and any causes for concern are reported to the Business Manager

Advise on any potential security or safety risks

Ensure the Security Incident Log is completed as necessary

**CARETAKERS**

The Duty Caretakers will be responsible for ensuring:

All doors and windows are shut and secure at the end of the working day.

The buildings intruder alarm system are set at the end of the working day

No items of equipment are left outside overnight. Particular attention must be given to equipment enabling access to buildings, e.g. ladders.

Fixed external waste bins are emptied daily.

Defects in external lighting are dealt with as quickly as possible.

Premises staff must always carry mobile phones but especially important when working late or alone.

During holiday periods the main gate is closed at 4.00 pm

Ensure only buildings where staff are working will be unlocked and unalarmed during the holidays

**ALL STAFF**

All staff are required to wear/carry ID badges at all times whilst on site

Employees will follow guidance contained in the Security Policy.

All members of staff will read the basic guidance contained within the Security Policy and make themselves aware of any specific arrangements affecting them

If staff are expecting visitors on site they must inform Reception prior to their arrival

Staff must sign out if they are leaving the school site during their working day and sign in when they return

Staff will conduct themselves and any undertaking they are involved in a manner conducive to the overall safety of persons and security of the school.

Staff should report any concerns with regards to security to an appropriate member of staff ie Security Officer, H & S Advisor, Caretaker

Staff should challenge all unauthorised visitors to the school site or those not wearing an official visitors badge in a polite manner. Staff however should be aware of the potential risk of making such a challenge and where appropriate two members of staff should be involved.

If Staff have serious doubts concerning a visitor/intruder or believe a violent act may be committed they should not challenge this person but inform a senior member of staff immediately.

**SECURITY FOR STUDENTS AND STAFF DURING SCHOOL DAY**

**This section applies to from 8.30 am to 5.00 pm Monday to Friday and 8.30 am to 1.00 pm on Saturday during term time**

The majority of visitors arrive at School from the front drive and signage directs then to the visitors car park and to report to Reception. All visitors must report to the main reception at School House. Signage at the back drive informs visitors to report to Reception.

The designated main visitor entrance and Reception is clearly marked.

All visitors must report to the School Reception to sign in and record their car registration number and state who they are visiting. (Reception is open from 8.30 to 5.00 Monday to Friday and 8.30 to 1.00 pm on Saturdays)

**All visitors will be issued with a visitors badge and must be accompanied whilst on site.**

Any member of the school community may approach a visitor who is not wearing a badge and offer to escort them to reception providing they feel comfortable doing so. If students feel uncomfortable approaching the stranger, they should report the stranger to the nearest member of staff, who in turn is either to approach the visitor and establish their purpose of their visit or notify Reception to alert a member of the Premises Team or SLT.

Particular behaviour of intruders may include: loitering; nervous or hesitant behaviour; asking unusual questions about procedures or unusual clothing such as coats on hot days. If at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned is to ask for assistance from the nearest member of staff or reception. The unauthorised person will be asked to leave and will be escorted from the premises as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt is to be made by staff to remove the intruder from the premises, but the police should be called immediately.

Main reception staff will maintain lines of communication with senior staff and Premises Staff (all have mobile phones for communication)

All buildings will be locked and alarmed by the duty Caretaker by 10.00pm each day

**Supervision of contractors**

Contractors and maintenance personnel will not always have been CRB checked and therefore they should not have unsupervised access to students. They will therefore be controlled as follows -

* All will be given visitor badges and be expected to wear them; LA staff to wear their own badges, visible at all times.
* Will only carry out work agreed at the start of the contract and at the times agreed.
* Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised students

**SECURITY OF STUDENTS AND STAFF - EVENINGS AND WEEKENDS**

**This Section applies from 5.00 pm to 8.30am Monday to Friday, Saturday from 1.00pm to Monday 8.30am during term time**

Main Reception in School House will be closed during these times. A notice is displayed on the front door informing who the Duty Senior Leader is. All visitors are to contact the duty member of SLT on arrival and will sign in and out at Finance Reception. The duty SLT will check all visitors have left the site.

In the event of intruders being discovered on the site during these times the duty senior leader should be informed and the Police called.

If any damage to the property is discovered eg broken windows or forced entry and theft, it is important to that the following procedure is followed:

* The extent of damage and any loss of equipment is to be quickly ascertained (**Any evidence is not to be disturbed**).
* The SLT duty member and duty caretaker are informed
* The person discovering the damage should remain in the vicinity until help arrives

All buildings will be locked and alarmed by the duty Caretaker by 10.00pm

**SECURITY DURING HOLIDAY PERIODS**

**Weekends and Bank holidays in the school holidays the school buildings will be locked and alarmed.**

Duty staff working arrangements for holiday periods will be posted on the SLP.

In general there will be duty Premises Team on site from 8.00 am to 4.00 pm and the school ffice will be staffed from 8.30 am to 4.00pm on weekdays only.

All visitors will report to Reception as above.

**Staff who do not work during the holiday period will be expected to report to Reception and sign in and out when on site**.

Only buildings where staff are working will be unlocked and unalarmed during the holidays.

The front gate will be closed at 4.00 pm each day.

All the buildings will be locked and alarmed from 4.00 pm.

**SECURITY OF SCHOOL EQUIPMENT**

All portable equipment is to be marked as belonging to the School, this is the responsibility of the designated member of staff at the School (H & S Advisor).

An up to date inventory is kept of all items over the value of £100 (Finance Officer).

Members of staff are to be responsible for returning equipment to their designated secure location.

Members of staff are not allowed to take School equipment home without the prior written permission of the Business Manager. If such permission has been granted for a specific duration/project, they are to ensure that they sign-out the equipment in the register held by the Business Manager.

Staff should ensure that cupboards storing equipment are kept locked and classrooms locked when not in use.

**SECURITY OF PERSONAL PROPERTY**

Students are discouraged from bringing unnecessary valuable equipment into the School.

Boarders have lockable cupboards and a safe incorporated in their beds in the dorms and are encouraged to keep all personal belongings locked away when not in use.

Lost property will be kept in the School until claimed. Items not claimed will be disposed of after a period of six months.

All claimed property must be signed for.

Students who cycle to school must provide and use a suitable locking device. Cycles are to be secured within the designated areas and must be removed at the end of the school day. Cycles left on site may be removed by the Premises team for safekeeping. The school will not be responsible for replacing any locking device.

Personal property will remain the responsibility of its owner. This includes both staff and student personal property.

The School will not be held responsible for the loss, theft or damage to property belonging to students, staff or visitors.

Staff and Visitors must park only in designated car parking areas and do so at their own risk.

**ACCESS TO AND SECURITY OF BOARDING ACCOMMODATION**

Boarding accommodation is reserved for the use of those boarders designated to use it, and protected from access by the public. Only authorised staff to have key fob access.

Boarders’ dormitories are for the exclusive use of those boarders.

Public use of the school facilities do not allow unsupervised access to boarders or their accommodation during term time. Parents do not have right of access to the dormitories and can only do us with the permission of and accompanied by a Houseparent or Matron.

The entrance doors to the boarding houses are locked between 9.00 am and 3.45 and only authorised staff have access.

The entrance doors are alarmed between 10.00 pm and 6.00 am.

**PERSONAL SAFETY**

Staff are discouraged from lone working on the site, particularly at night. However, if lone working is necessary, the member of staff is to ensure that the Duty Manager/Caretaker is aware of their presence on site and that access doors are kept locked. Additionally, it is desirable that a third party should also be informed of their whereabouts and expected departure time. Similarly, on leaving the premises, the Duty Manager/Caretaker should be informed.

**No lone working is** permitted in high risk areas, such as Science Labs, DT workshops due to particularly high Health and Safety risks.

**BUILDING SECURITY**

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to students and ensure the personal safety of staff.

An effective intruder alarm is in operation and is always activated overnight and when the school is not in use. The security of the buildings is a joint responsibility between all staff. It is the therefore the responsibility of all staff at the end of the day to ensure that the room they are vacating is secure, windows closed and that equipment is switched off before leaving the premises.

The duty caretaker will check at the end of each day that the site is secured including that all windows and doors are locked and secured and all security alarms are set.

**Key Holders**

A record of all keys held by staff is to be maintained by the Premises Manager/Caretaker.

The following staff have full site access:

Headteacher

Premises Manager

Business Manager

Caretakers/Premises Staff

**BOMB THREATS**

The school policy follows advice received from the LA concerning bomb threats received by telephone. As soon as any such message is received, the Headteacher, Business Manager or Deputy Head (dependent upon availability) should be told immediately.

As soon as it is clear that a bomb threat is being made, the caller should be allowed to finish his/her message without interruption. Only respond if absolutely necessary and take down exact details of what is being said, listening for clues to the following:

* The caller’s sex and approximate age.
* Noticeable condition affecting speech, ie drunkenness, laughter, anger, excitement or incoherency.
* Background noises, ie music, traffic, talking or machinery.

When the caller has given his/her message, try to keep him/her in conversation and ask, if possible, the following key questions:

1. Where is the bomb located?
2. What time will it explode?
3. What does it look like?
4. When was it placed there?
5. Why was it placed?
6. Who are you?
7. Where are you?

Staff are requested to note whether the caller repeated his/her message or any part of it. Note the exact time of the call. Write the message down and then contact a member of the School Leadership Team immediately - a member of the SLT will then notify the Police immediately. Repeat the message exactly as you received it and then fill in the other details you were able to get.

**CASH HOLDING & HANDLING**

Please refer to Brymore School Finance Policy.

**COMPUTER & IT SECURITY**

Please refer to Brymore School E Safety Policy.

**CRISIS MANAGEMENT**

*A more detailed summary of the actions to be taken in the event of a Critical Incident occurring can be found in the School Critical Incidents Policy and Plan*

A central point of contact helps to deal with a crisis (major fire, assault, death, etc). Normally, this will be the Headteacher or, in her absence, a member of the School Leadership Team. At his/her discretion the central contact will, after seeking advice from the LA:

1. Initiate emergency procedures.
2. Prepare a press release with the Authority’s PR Officer.
3. Inform all staff of the extent of the situation.
4. Inform students not involved with the crisis and reassure them.
5. Inform parents of the student(s) involved.
6. Ensure, where possible, that the school continues to operate.
7. Ensure that the school telephone lines are staffed and that notes are taken of all conversations.
8. Inform the Governors.
9. Involve, if necessary, specialist services, ie counselling.
10. Inform parents that children may be upset, even if not directly involved.
11. Visit the injured in hospital/attend funerals/organise a memorial/special assembly.
12. Devise strategies for easing pupils back into school after lengthy absences.
13. Establish a detailed log of all related matters.

**Appendix 1**

**SCHOOL SECURITY INCIDENT LOG**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date/Time of Incident** | **Description of Incident** | **Action Taken** | **Insurance Claim**  **Details** | **Emergency Services**  **Informed** | **Further Action Required** |
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