



THE DEANES SCHOOL

POLICY: Security in School.

Effective From:

Authorised by:

Headteacher

.....

Chair of the Premises Committee:

.....

Date:

THE DEANES SCHOOL

Security In School School Security Policy and Procedures

1. Policy Statement

- The Governors of The Deanes School recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to The Deanes School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

2. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school:

2.1 **Governors:**

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved:
 - By the Link Governor for Premises monitoring performance on his/her special interest visits;
 - Via the Headteacher's Reports to Governors;
 - By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher and Site Manager.

2.2. Headteacher:

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by Governors.
- Ensure that all staff within the school receives information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

This responsibility will be delegated to the Site Manager

2.3 Staff:

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security:

Security Issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body, delegated to Premises Committee	<ul style="list-style-type: none"> • Agree policy • Review policy periodically
Day to day implementation and management of the policy	Headteacher/ Site Manager	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Site Manager and Site Staff (In the case of the Sports Centre, this will be the responsibility of the Sports Centre Manager) (In the case of the Nursery, this will be the responsibility of the Manager of The Enchanted Wood Day Nursery Limited)	<ul style="list-style-type: none"> • Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads and fences)	Site Manager	<ul style="list-style-type: none"> • Part of normal duties to check physical integrity of security devices.
Control of visitors	Reception Staff	<ul style="list-style-type: none"> • Check identification • Ensure Visitors Book is completed

		<ul style="list-style-type: none"> • Issue Passes • Issue Guide for Visitors and Contractors • Issue Safeguarding Children Guidance.
Control of Contractors	Site Manager	
Security of Money etc.	Finance Staff	
Security Risk Assessment	Headteacher	<ul style="list-style-type: none"> • Review annually and inform governors of findings to use as part of policy review.
Access Control Measures	All staff	<ul style="list-style-type: none"> • Wear identification badges at all times. • Ensure that external doors are securely closed behind them. • Refrain from using the disabled doors in the Music area as a means of access or egress, unless the member of staff has a disability or when accompanying a student or visitor who has a disability. In any case, to ensure that this door is closed behind them • Challenge unauthorised visitors (while taking care of their personal health and safety). Call for assistance where necessary.

2.4 Students

- Students will be encouraged to exercise personal responsibility for their own security and that of others.
- Students will cooperate with the arrangements made for the security of the school. Breaches of school security arrangements are a breach of the school's Behaviour Management Policy.

3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, students and other persons using the school premises.

3.1 Information and Communication:

All staff must be aware of the school's security procedures, especially staff who have been given a specific role to play.

The staff induction process will include the requirement for all new staff to read and confirm awareness of the school's security policy.

The security arrangements will be communicated to all third parties who use the premises and grounds by means of leaflets entitled 'A Guide for Visitors and Contractors' and 'Safeguarding Children – Guidance for adults visiting or working with The Deanes School.' All visitors to the school will be expected to comply with the school's security arrangements as a condition of sharing use of the building.

Parents will be informed about the school's security arrangements and any part they are expected to play (e.g. when visiting the school or at handover times).

The policy will be made available on the school's website.

3.2 Controlled access and egress during the school day.

The school has installed electronic locks to all external doors in order to control unauthorised access to the building, which would present an unacceptable risk to students and staff. All visitors to the site will be required to report to the school reception.

The extent of physical controls will be monitored through robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce the risk. The Deanes School will, through risk assessment, balance the need to remain a welcoming environment to the community whilst ensuring the safety of all our students and staff.

3.3 Buildings and Grounds

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

The access control procedures are:-

- During the school day, there is only one way into the main school building via the reception entrance. (Disabled visitors will use the disabled entrance in the Music area, where they will be admitted to the school by means of an intercom system and escorted to Reception to sign in).

- As a multi-block school visitors will be required to report to the main reception. The school will ensure that adequate signage is provided to direct visitors. All other blocks have access controlled entrances, with the exception of the dining hall, as it is considered impractical in this area. When students are using the dining hall, the school has ensured that adequate supervision is available.
- Designated entrances, restricted for staff use, are equipped with security access control systems.
- External lighting is provided to cover entrance and exit doors, and routes to car parks etc.
- The school has close links with local police and the Community Police Officer.
- The school employs security guards at certain times of the year to patrol the site.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy. This is supported by a robust first day response system.
- The school operates a signing in/signing out system for all parents and visitors to the school.
- Staff are required to sign in/out if they leave the school site during the school day, or if they arrive late/leave early.
- Students who arrive late or leave early are required to sign in/out at Student Services.
- Students who leave their lesson are required to take their planner with them, duly authorised by their class teacher.
- Students who wish to leave the school site during the day must have written permission from their parents/carers, which has been seen by appropriate staff.
- Contractors are required to comply fully with school procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around the site.

The following areas are accessible by the public, but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are:-

- School field – access to the school field for PE (always under the control of staff) and at break and lunch times. Staff are required to professionally challenge any person not wearing a photo ID or school visitor badge.
- As the school has a large open site, it is recognised that access cannot be restricted all the time. This is addressed by provision of a number of CCTV cameras around the grounds.

3.4 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

It is the school's policy that:-

- All visitors report to main school reception on arrival.
- All visitors not already known to the school will be required to provide photo identification which will be verified by reception staff.
- All visitors are issued with a badge, to be worn at all times. This includes parents, helpers, contractors, ex-students and any other person who does not belong to the school staff. Local Authority staff will wear an Essex County Council pass that will be visible at all times.
- Visitors to the site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to 'sign out' of school. Visitors are those people who are issued with a pass from Reception.
- Any person found not to be wearing a badge will be asked to accompany a member of staff to Reception, or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of property without the express permission of school staff.
- For their own safety, any authorised visitors will be given appropriate information on the school's health and safety procedures by means of the leaflet entitled "A Guide for Visitors and Contractors."
- Authorised visitors will be made aware of the school's Safeguarding procedures by means of the leaflet entitled "Safeguarding Children – Guidance for adults visiting or working with The Deanes School."

3.5 Supervision of Students

The School's overall safeguarding strategy requires that at times the security of students is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures:

- Playground and field – Students are always supervised in these areas and unauthorised visitors are professionally challenged. As communication is not easily possible whilst on the fields, supervisors are encouraged to use a walkie-talkie, available from the office
- Dining hall – Students are always supervised in this area and unauthorised visitors are professionally challenged.

Times of the day when supervision is part of our safeguarding procedures:

- Start of the school day – as the grounds have open access, duty teams are deployed in designated areas.

- Lesson changes – due to the multi-block nature of the site, access control is not possible for every building at lesson changes. However, classroom staff are expected to monitor these times.
- Lunchtime – all parts of the school site without access control are supervised by duty teams.
- Duty teams are also deployed at the end of the school day.

3.6 Cooperation with third parties, extended services and community groups:

Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed:-

- Sports Centre: The Sports Centre is open to community groups and the general public evenings, weekends and during the school holidays. The Sports Centre Manager is responsible for ensuring that Risk Assessments are carried out, and no hirer will be allowed to use the school facilities unless they comply fully with the school's security policy. Only personnel with DBS clearance will be allowed to lead extended schools activities. Visitors found to be in unauthorised locations will be professionally challenged by staff.
- The Enchanted Wood Day Nursery – The Nursery has its own arrangements for safeguarding in its own activities. The building that accommodates the Nursery is self-contained, with a dedicated security system that links to that of the main school. It is the responsibility of the Nursery Directors (delegated to the Nursery Manager) to ensure that security procedures are in place.

3.7 Supervision of Contractors:

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

- All contractors will be given visitors badges and be expected to wear them.
- They will only park where authorised to do so.
- They will only carry out work as agreed at the start of the contract and at the times agreed.
- They will be supervised at all times by school staff; this does not mean that they need to be continuously watched, but they should be supervised in a way proportionate to their location and proximity to unsupervised students.

Wherever possible, contractors will be asked to undertake work outside of school hours in order to minimise the risk of unauthorised contact with students.

3.8 Physical Security Measures

The Governing Body have considered the need to use physical measures such as fencing, electronic access controls and CCTV to ensure the safety of staff and students. The Governors will review the provision of physical security measures on a regular basis. This review will take into account:-

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified, the Governing Body will ensure that other controls are implemented by the school to ensure the safety of staff and students.

Where electronic controls are installed (eg alarm systems), they will be maintained as recommended by the manufacturer.

3.9 Locking Arrangements

At different times of the school day, the security arrangements require the locking of various external doors. This is controlled on a computer programme located in the SIMS office.

The Site Manager and Site Staff are responsible for ensuring that the buildings are secure at the end of the school day. The Sports Centre Manager is responsible for ensuring that the Sports Centre is secure, and the Nursery Manager is responsible for ensuring that the Nursery building is secure.

3.10 Key Holding Arrangements

The School's cleaning contractor is employed to act as the primary key holder, with the Site Manager and an Assistant Caretaker as additional key holders. The school's alarm system is linked to an alarm receiving centre, and the key holder is asked to attend, when a reported intrusion has been confirmed. It is advised that key holders do not attend a suspected intrusion alone, and police should always be notified.

3.11 CCTV

The School's CCTV control system is located in the SIMS office and may only be viewed by the Headteacher and authorised members of staff. Operators are aware they are only able to use the equipment in order to achieve the purposes for which it has been installed. The Governing Body

will consider the installation of further systems where justified by consideration of the risk. Signage informs people of where CCTV is in operation.

3.12 Cash Handling:

Staff are advised to avoid keeping cash on the premises. Monies for trips, visits etc. must be handed to the Finance Office by students, and must not be collected in class. Money is counted under dual control, and stored in the school's safes. The school's banking arrangements involve a twice-weekly cash collection service from a security firm.

3.13 Valuable Equipment

All items above the value of £300 will be recorded on the Asset Register for the appropriate faculty. All such items will also be visibly and invisibly marked. Items of valuable portable equipment (eg staff laptops) with a value above £300 will not be left unattended in rooms, unless the room will be locked when it is vacated. Wherever possible valuable items will also not be left where they are visible from the outside.

3.14 Personal Property

Personal property will remain the responsibility of its owner. This includes personal property belonging to both staff, students and visitors to the school. All are discouraged from bringing to school any valuable personal property.

3.15 Medicines

There are occasions when students may be prescribed treatment where medicines are needed during school hours. Parents will provide such medicines in suitable, labelled containers. These containers will be locked in the school's medicine cabinets, which are located in the First Aid Room. Arrangements for administering medicines to students are detailed in the school's First Aid and Administration of Medication policies.

4. Staff and Student Involvement

Everyone should be reminded that it is their responsibility to prevent crime, including:-

- Guarding against assault and theft of personal belongings;
- Safeguarding school property.

Staff and students should be told:

- The school's policy on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in school.

Everyone is encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Cooperation comes from personal involvement and it is recognised that this is a powerful means of encouraging individuals to share in the task. Student Voice has a vital role in this regard.

5. Crime Prevention – Police/School Liaison

Essex Police operate a Police/School liaison service where officers regularly visit schools.

6. Monitoring and Review

The Headteacher and Site Manager will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.