

# ESTCOTS PRIMARY SCHOOL



## Security Policy

## Estcots Primary School Security Policy

### **STATEMENT OF INTENT**

The Governing Body of Estcots Primary School recognises the need to ensure the safety of every pupil, member of school staff (permanent and temporary) and visitors to our school. We also recognise the importance of protecting the school buildings and contents.

The Governing Body recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

This policy will not only apply to those working on the school premises but to those engaged in off site activities, sporting events and home visits. The Governing Body wish to make it clear that, whatever form and for whatever reasons - **VIOLENCE IS UNACCEPTABLE.**

We are committed to reducing the risk of violence and improving security on school sites by the implementation of this policy. We are also committed to taking all reasonable cost effective measures, to protect the building and its contents against the intruder and arsonist. 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.

Violence is defined as any incident in which a person or a member of their family are subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work. The Governing Body will be fully supportive to any members of staff or pupils who have been subject to violence at work. The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of the school working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcome and encouraged to pass on that information to the school. A copy of this policy will be permanently held in the staff room.

This policy will be reviewed at least once a year and upon significant change of circumstances.

Signed..... Chairperson of Governors Date.....

Signed..... Headteacher Date.....

### **KEY PERSONNEL**

Chair of Governors .....Mr Paul Meads  
Headteacher .....Mrs Rachel Brock  
Security Officer .....Mrs Helen Farren  
Main Office .....Mrs Jeanette Comber

## **1 DUTIES OF GOVERNING BODY**

The Governing Body will:

- Formulate and develop a security plan for the school.
- Take account of security when considering the school development 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.
- Consider and act upon the recommendations of the Headteacher.
- Monitor security arrangements
- Prioritise Actions where resources are required and ensure appropriate actions are taken.
- Include security issues on agenda at the Strategic Improvement Committee meetings.
- Review this policy at least once a year or upon significant change of circumstances.

## **2 DUTIES OF HEADTEACHER**

- Day to day management and implementation of all security matters in the school.
- To develop and promote a 'whole school' approach to managing security.
- 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.
- Preparation of information to be sent to parents describing security arrangements and the reasons for such.
- Ensure risk assessments are undertaken and reviewed as necessary
- The Deputy Headteacher will deputise in the absence of the headteacher.

## **3 DUTIES OF SECURITY OFFICER**

- Assist the Headteacher with the day to day implementation of the security policy.
- Undertake an objective and impartial review of existing security arrangements using a) WSCC Risk Management questionnaire and b) interim risk assessment guidance. Where necessary seeking advice from the LA.
- Investigate any significant breaches or violent incidents and arrange for appropriate action to be taken.

- Regularly monitor / review the security incident log and comments or suggestions in the security feedback book.
- Co-ordinate the risk assessment process within the school.
- Ensure all staff receives induction training with respect to the schools security and emergency arrangements.
- Work in close liaison and co-operation with either on site staff to ensure security remains high profile within the establishment.

#### 4 DUTIES OF PREMISES SUPERVISOR

The premises supervisor 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 is set at the end of the working day unless staff are working late.
- No items of equipment are left outside overnight. Particular attention must be given to equipment enabling access to buildings, e.g. ladders, tables or play equipment.
- Wheely bins shall be secured by a padlock and chained to a suitable fixed point away from the building. Fixed external waste bins are emptied daily.
- Defects in external lighting are reported to the headteacher and appropriate remedial action taken.
- A mobile phone is carried when working late or alone.

Further duties extracted from the WSCC Caretaking and Cleaning Service Code of Safe Working Practice are contained overleaf.

**Extract from WSCC EDUCATION DEPT CARETAKING AND CLEANING SERVICE  
CODE OF SAFE WORKING PRACTICE PAGE 30**

**CARETAKERS DUTIES**

July 1991

#### SECURITY

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**Note: The Security and safety of people MUST take priority and precedence over the security of premises and property.**

#### A. GENERAL

1. Observe and obey all rules and regulations regarding security.
2. When working alone inside a building, enquire that the building is secure but also ensure that you are able to make an exit in an emergency.
3. When working alone, ensure that another interested party is aware that you are on the premises.

4. When the building is not in normal use, do not allow unauthorised persons to enter the building.
5. Ask for proof of identity from anyone requiring access to the premises who you either do not know or who does not normally have access or use of the premises.
6. Do not issue keys to unauthorised persons.
7. Do not allow unaccompanied children into the building outside normal hours unless specific instructions have been given to the contrary by a responsible person.
8. Know where the telephones are located and/or how assistance can be obtained in an emergency.
9. Carry on your person some form of personal identity.
10. Report the loss of any key immediately.
11. Report any untoward happenings, circumstances or missing items immediately to a senior or responsible person.
12. Where there is marked "TO BE KEPT LOCKED", ensure that the instruction is obeyed.
13. After completion of work, close/lock windows, turn off lights, close internal doors (lock if required to do so), close and lock all external doors.

#### **B. THOSE RESPONSIBLE FOR SECURING THE PREMISES**

1. Ensure that all personnel, public and visitors have vacated the premises before securing it.
2. Ensure that all windows and doors are closed and lights switched off.
3. Set the alarm system as per instructions.
4. Do not re-enter the premises once the alarm system has been activated.
5. Describe the alarm system before entering the premises.
6. Once the premises have been secured, make an external visual inspection of the buildings before leaving.
7. If unable to secure the building notify your headteacher.
8. Do not inform unauthorised persons of the establishment's security arrangements.

#### **C. WHEN A BUILDING APPEARS TO HAVE BEEN UNLAWFULLY ENTERED**

1. Notify the police immediately.
2. Notify the head of the establishment or other appointed/nominated person
3. Do NOT enter the building until assistance has arrived.
4. Where possible make an external tour to observe the premises.
5. Do NOT subject yourself to any personal risk of danger.

#### **D ALL STAFF**

- 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 contained in the Appendices Section.
- Employees will conduct themselves and any undertaking they are involved in 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.
- 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.
- Staff who have serious doubts concerning a visitor/intruder or believe a violent act may be committed should not challenge this person but inform the headteacher or Admin Office immediately.

**REMEMBER DO NOT CHALLENGE ANY PERSON  
UNLESS SAFE TO DO SO**

## **ARRANGEMENTS**

- 1 Visitor / access control
- 2 Interview procedure
- 3 Lone working
- 4 Consultation with staff, pupils and parents
- 5 Incident reporting / recording
- 6 Signage
- 7 Risk assessment
- 8 External security on school site
- 9 Staff induction
- 10 Information for pupils / parents
- 11 Training
- 12 Cash handling
- 13 Emergency procedures
- 14 Security contacts

- 15 Pupils / parents procedures
- 16 Support to staff
17. Monitoring and review of this policy

1. **VISITOR / ACCESS CONTROL**

- Access into the school building via the main access points will be controlled and supervised by the main reception / admin staff.
- A register / record of all visitors to the school will be maintained. All visitors should wear an official visitors identification badge.
- The senior administrator will be responsible for implementing these arrangements.
- Further specific information is contained in appendix 1.

2. **INTERVIEW PROCEDURES**

- Consideration must be given to the risk posed during interviews with parents / next of kin.
- Any interviews where there is a significant potential for conflict (physical or verbal) must be carried out in the office next to main reception and be made by appointment only. In such cases two members of staff should be present.
- Full details of interview procedures are contained at appendix 2.

3. **LONE WORKING**

- All staff working alone late, or at weekends must take appropriate measures to ensure their safety and follow guidance contained in appendix 3.

4. **INCIDENT REPORTING / RECORDING**

- To gauge the effectiveness of security arrangements and to assist the monitoring and review processes all incidents relating to security of school premises and violence to persons will be noted in the Security Incident Log held in the main office. In addition to this, WSCC accident/incident reporting form HSW3 should be completed if necessary and sent to the Health and Safety Group, Personnel Services Unit at 65a Westgate, Westgate, Chichester, West Sussex, PO19 3RJ.
- Any significant breaches of security / violent incidents must be reported to the headteacher / Governing body and acted upon.
- The headteacher will monitor the contents of the security incident log when an incident occurs. The Governing Body will monitor the security incident log each term.
- A specimen copy of the security incident log is contained at appendix 4.

## 6. **SIGNAGE**

- Clear and unambiguous signs will be placed at appropriate locations to indicate, WSCC property, visitor car parking, direction to main reception, restricted access points and staff only areas.

## 7. **RISK ASSESSMENT**

- Risk assessments will be undertaken to identify any hazards and the appropriate control measures required.
- These assessments will be reviewed at least once a year or upon significant change of circumstances.
- The headteacher will be responsible for co-ordinating the overall risk assessment plan.
- Guidance notes on risk assessment procedures are contained in appendix 5.
- To further aid the identification of security risks a risk management security analysis will be undertaken on an annual basis. A copy of this document is contained in appendix 6.

## 8. **EXTERNAL SECURITY OF SCHOOL SITE**

- The general procedures for security of the school site are contained in appendix 7.
- All staff must comply with these regulations.
- The Security Manager will generally revise these procedures.

## 9. **STAFF INDUCTION**

- All members of staff whether permanent or temporary will be briefed on the school's security and emergency arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.
- The deputy head will be responsible for ensuring compliance with the above.

## 10. **INFORMATION FOR PUPILS / PARENTS**

- Good security will involve the commitment and co-operation of all persons who use the school site.
- Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they affect them by their class teacher.

## 11. **TRAINING**

- The headteacher will be responsible for identifying and arranging any training requirements as indicated by risk assessment.

## 12. **CASH HANDLING**

- Cash handling routines and procedures should be strictly controlled and guidance contained in appendix 8

followed.

- The School Business Manager is responsible for ensuring compliance with this guidance

### 13. **EMERGENCY PROCEDURES**

#### **DURING ANY BREACH OF SECURITY OR VIOLENT INCIDENT THE SAFETY OF PUPILS & STAFF IS OF PARAMOUNT IMPORTANCE**

- Pupils are not to confront/challenge strangers on site but to report the situation to a member of staff immediately.
- The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.
- Staff should not challenge any person unless safe to do so.
- Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the headteacher or Admin Officer immediately. They should observe from a safe distance/concealed position noting details of the intruder.
- If approached by a person about to offer violence staff should move away and retreat to a safe distance.
- Staff should not attempt to detain or remove an intruder from the premises using force.
- If it is considered an intruder is about to enter the premises and commit a violent act access points should be secured to prevent unauthorised entry. (Fire escape routes must still be maintained). The police should be called immediately. Any blinds or curtains should be drawn if considered necessary.
- The Admin Office will contact the emergency services on 999 if assistance is required and follow the Authorities and Schools Emergency Plan if appropriate.
- The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary.
- In the event of a bomb threat/hoax the form held at appendix 9 should be used to collate information with respect to the caller and bomb threat.

### 14. **SECURITY CONTACTS**

- An up to date list of contact numbers will be maintained and held by main office staff. This list will be distributed to:
  - a) Headteacher / deputy headteacher
  - b) Security Officer
  - c) Senior Leadership Team
- A copy of this list is contained in appendix 10.

### 15. **PUPILS / PARENTS PROCEDURES**

- Guidance on procedures for parents and pupils are contained in Appendix 11.

### 16. **SUPPORT TO STAFF**

- The Governing Body will be fully supportive to any members of staff or pupils who are subject to violence at work. WSCC advisory poster on “Violence at Work” (guidance for staff) will be brought to the attention of all staff and placed on the staff notice board. A copy of this document is contained at Appendix 12.

## 17. **MONITORING AND REVIEW OF POLICY**

- The Governing Body will review the arrangements in this policy at least once a year and whenever significant changes occur.
- The review will take account of the local security incident log and Reports to County (HSW2 / VAW1) and insurance claim forms.

### **LIST OF APPENDICES**

Appendix 1	-	Visitor / Access Control
Appendix 2	-	Interview Procedures
Appendix 3	-	Lone Working
Appendix 4	-	Security Incident Log
Appendix 5	-□	Guidance note on risk assessment procedure
Appendix 6	-□	Risk management - security analysis for schools
Appendix 7	-□	Security on school site
Appendix 8	-□	Cash Handling
Appendix 9	-□	Action to be taken on receipt of a bomb threat
Appendix 10	-□	Security contact numbers
Appendix 11	-□	Pupils and parents - information/routines
Appendix 12	-□	Violence at Work

Appendix marked with □ are held on disk and are readily available.

## **VISITOR / ACCESS CONTROL**

- All visitors must report the main reception on arrival
- The designated main visitor entrance will be clearly marked. All other entrances will be marked “no entry to visitors - report to main building”.
- The main reception point will be staffed during school hours.
- Main reception staff will maintain lines of communication with senior teachers/managers.
- A record of all visitors will be maintained and the visitors identification badge system operated.
- Access via other points into the school building will be controlled / restricted.
- Fire exits must not be locked during the working day.
- Visitors should be collected from the main reception office by a member of staff and escorted to their destination.
- Visitors are not allowed to wander around the school unescorted.
- Any visitor without an official identification badge should be challenged politely by a member of staff, informed of the correct procedures and escorted to the main reception desk.

## **INTERVIEW PROCEDURES**

### **Interviews with the potential for conflict or a violent situation should be:**

- assessed for risks prior to the interview
- planned in advance
- by appointment only
- carried out when backup staff are available
- carried out in the presence of two members of staff
- Members of staff should use an office with a panic alarm during interviews, or carry a portable panic alarm.
- Admin staff should be made aware of the interview situation and understand the back up procedures to be followed.

### **When planning the interview**

#### **Has the person:**

- a history of violence
- verbally threatened staff in the past
- attacked staff in the past
- a medical condition which may result in loss of control

#### **Is the person likely:**

- to be drunk
- to be on drugs
- to be dealing with high levels of stress

### **Interview Room**

- It is important to ensure that the room used for interview procedures is free from any item that could be used as a weapon and close to assistance.
- Arrange furniture so that the interviewee is not between yourself and the exit point.

### **During the interview**

- Stay calm, speak slowly so as not to be drawn into heated argument
- Listen to what the interviewee has to say.
- Avoid aggressive body language such as hands on hips, wagging fingers or looking down on an aggressor.

## LONE WORKING

- Staff should try not to work alone on the premises
- Staff must not work alone after 6pm without the approval of the headteacher.
- Staff must not come into school before 7am without approval of the headteacher

### **Staff working late will:**

- Make themselves aware of the essential contact numbers (headteacher/Premises Supervisor/ SLT).
- Inform family / next of kin of intentions to work late and expected time of completion.
- Obtain a panic alarm from main office. Staff should understand how and when to use the alarm.
- If available and considered necessary obtain a mobile/cordless phone from main office. If not available, know where the nearest phone is.
- Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained)..
- If possible, inform other members of staff working late when you leave.
- Confirm with the Caretaker the requirements for securing the building and setting the intruder alarm.

ESTCOTS SECURITY INCIDENT LOG

DATE / TIME OF INCIDENT	DESCRIPTION OF ACCIDENT	ACTION TAKEN	INSURANCE CLAIM FORM HSW3	EMERGENCY SERVICES	FURTHER ACTION REQUIRED