

Hasbury Church of England Primary School

Security Policy*

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Description of School

Hasbury Primary is situated in the south of Dudley Metropolitan Borough in the district of Hayley Green. It borders Birmingham and Hereford and Worcester and is on the edge of a large Green Belt. It is a spilt site with a right of way dividing the two buildings

It is a residential area comprising both private and council housing. The private housing varies from small semi-detached properties to large detached ones. The council housing varies from blocks of flats to well maintained semi-detached houses.

The school was built in 1897 and has benefited from recent extension and structural improvements. It has extensive grounds which are well maintained and not abused by pupils or the local community.

Hasbury is a one form entry primary school with 208 children on role. The children are of mainly white ethnic origin, with 33 pupils from ethnic minority backgrounds. Forty children receive free school meals as of October 09.

What is Security?

The most common crimes directed against schools are criminal damage, theft, burglary and arson. Security in schools may, therefore, be described as the adoption of measures to:

- a) Safeguard the School and its assets from these crimes.
- b) Ensure the optimal use of available resources.
- c) Bring peace of mind to those who legitimately use the School and its facilities.

There is no single correct way of achieving these ends. Good security generally involves a combination of physical and procedural measures with intangible factors such as commitment, management style and 'ethos'.

Security can be imposed by the use of physical measures, such as fences, locks and patrolling security guards, or by electronic measures such as intruder alarms and CCTV. Alternatively, it can be established by agreement, through the creation of an environment in which the people who use the School and the members of the community to which it belongs develop a personal commitment to its well-being. In most cases, the best security will involve a combination of these two approaches.

Security Equipment and Services

In its most basic form, security physically guards the school by placing some form of barrier at its perimeter and at strategic internal communications. At a different level, security may be designed to deter attacks upon the School, not by making the task physically harder but by making it less likely to be accomplished undetected. In this context, electronic security systems include intruder alarms, CCTV and security lighting. The proper use of such measures, in combination, can be an extremely effective way of reducing the criminal threat to the School. They should always be used in combination because physical barriers are necessary to prevent those who are not deterred, and electronic systems are needed to detect those who are not prevented.

A successful security programme has much to do with the pride which students have in the School and a leadership style that encourages and develops such pride. This process has to involve the entire staff in mutual action and support. Security really is everyone's concern. It can, and should, be initiated from the top, but it cannot be maintained solely by downward pressure. Nor can it exist only in the form of general policy or agreement. It must be supported by detailed procedures.

Physical Security

Introduction

The physical security of any site has three distinct aspects:

- The perimeter
- The external protection of buildings within the perimeter
- The protection of specific vulnerable or sensitive areas within buildings

In theory, it might be assumed that totally effective perimeter security would obviate the need for the other two stages but, in fact, they are interdependent. Whilst it might be theoretically possible to render the School's perimeter virtually impenetrable, it is not possible to do so in ways that are socially acceptable and affordable.

Perimeter Security

Perimeter security is intended to define a boundary, prevent casual intrusion and make deliberate intrusion difficult and conspicuous. The practice of locking the school gates when the site is not in use can demonstrate to the outside world that entry is both undesirable and unlawful. Although gates will not prevent access by determined and reasonably agile pedestrians, they can serve a useful purpose in inhibiting the unauthorised large-scale removal of property.

At Hasbury Church of England Primary School gates are locked during the school day except for when access is required for a specific reason. The Site Manager will lock the gates after the start of school in the morning, and re-open them prior to close of school in the afternoon. All visitors to the school must report to Reception and follow the signing-in procedures (see Procedures below).

Electronic Security

Electronic Gates

All staff have been issued with security cards to open gates; It is up to the person who has opened the gates to ensure that they are closed behind them.

CCTV

A well-planned CCTV system can, in conjunction with other methods, help to provide 24-hour protection. CCTV is installed in the Reception area, with the images being conveyed to a monitor in the Site Manager's Bungalow.

Alarms

The School has an intruder alarm system which is maintained and regularly inspected.

Security Procedures

Visitors

The School has many visitors. They include:

- Contractors
- Parents of students
- People making deliveries
- Professional colleagues

It is unlikely that all of these callers, will be known by sight by all members of staff and it is therefore important for the security of the School and the safety of its occupants that their actions are subject to some form of routine scrutiny. All visitors to the School are to report to Reception. Here they will be required to sign in the 'Visitors Book' giving the following details:

- Name
- Time in and out
- Which organisation they are from
- Who they are seeing

They will then be issued with a 'Visitors Badge' which they are instructed to wear at all times whilst on school premises. Members of staff should challenge anyone they encounter whom they do not recognise as a legitimate visitor. Such people are required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily they are accompanied to Reception for the purpose of confirming their authority to remain. Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Pupils who encounter anyone that they do not recognise as a legitimate visitor are told that they should under no circumstances challenge the person; they should report their concerns to a member of staff. Casual access to other parts of the premises are, as far as possible within the limits of safety (particularly Fire Safety), be prevented by physical means such as locking of external doors. As a general rule, visitors are escorted to and from their destination within the School, although this may not always be necessary or practical.

All staff must be signed in on board, all placement students, voluntary helps and visitors must be signed in the visitor's book.

Safeguarding

School Staff, Placement Students or Voluntary Helpers

Anyone who has contact with children must hold an up to date CRB form, which is checked by either the School Business Manager or Office Admin staff. This information must then be recorded on Hasbury Safeguarding single register held on the computer. This is also backed up with either a passport or photo card driving licence – so we can check identity.

Foundation Stage Security

The nature of learning in the Foundation stage means that children have access to different areas of learning, including the outdoor areas. All outdoor areas have perimeter fences which are secured so as to prevent entry by an intruder and exit by the children, but do not hamper escape in the event of a fire. Risk assessments have been set up and are routinely updated by Foundation staff, so as to ensure children are not able to exit the school grounds by themselves. The main entrance to the Foundation stage block, which is within the school building, is due to have an electronic alarm fitted shortly; this will alert staff straight away in the event of a child leaving the unit into the school hall, and will deny access to any non – legitimate visitors.

The children are individually handed over to parent/carers at the end of the school day. A password system is in place, which ensures that only adults authorised by parent/carer collect the child at the end of the session.

Cash Handling

Cash is obviously a very attractive target for criminals and its presence, even in moderate quantities, can pose a threat to the School and its occupants. Cash, regardless of quantity and which is not required immediately, is always be routinely locked in the safe and the keys kept by the School Business Manager, Head Teacher and Deputy Head. Cash is never be handled in areas visible to visitors or members of the School at large. The procedures, regarding limits of cash held and banking, are set out in the School Financial Regulations and are adhered to by all staff.

Cash to be banked is collected by Securicor on a weekly basis. The Securicor employee always has identification and this is verified by the admin staff member prior to handing the cash bags over. Once cash has been collected the receipt must be attached to the relevant bank book.

Protecting Valuable Equipment

The School contains much valuable, portable equipment of a kind attractive to thieves. It may be consumable property with a low individual value but a high cumulative worth, or property with a useful life of several years with a high individual value. When not in use, equipment are stored in conditions that reflect accurately the level of risk attached to it. The greater the risk, the more secure the storage. Named members of staff are given personal responsibility for the security of valuable equipment used in the course of their duties. A record is kept, indicating precisely who is currently responsible for particular items (eg, Laptop Guardian forms). The procedures relating to

asset and equipment management are adhered to by all staff. Equipment inspections take place on an annual basis and the inventory updated. Valuable property has been security marked in such a way as to identify its source readily should it be stolen and subsequently recovered.

- ICT suite has extra security – window grills fitted
- Asus machines are kept in a locked cupboard, (ICT co-ordinator has one key the other is kept in School Office.)

Safeguarding Personal Property

Staff and students are encouraged to take an active interest in the security of their personal property whilst on the School premises or engaged in School activities elsewhere.

Students are discouraged from bringing valuables to School, unless they are necessary for a particular lesson or activity. Consideration is given in such instances to providing secure storage before and after the relevant period, as appropriate. However, once staff take responsibility for students valuables, it is the School that becomes liable.

Key Control

Classification of Keys; keys may be classified as:

- Master keys that afford access to all external doors throughout the school. They are issued only to key people. (Site Manager, Head)
- Access keys that afford access to a building from the outside. These are issued only to members of staff with a work-related requirement to enter the building at times when it is closed, or with a duty to open or close the school.(As above)
- General keys that give access to all areas within the school but not the external doors (copy of key kept in school office)
- These are issued to members of staff whose duties demand comprehensive access throughout the school internally.
- Individual keys that give access to a particular room only, whether it be a classroom or a high-security store. These are issued to the prime user of the room.

Issue of Keys

Master keys and external access keys are issued to the Site Manager, Head Teacher, Deputy Head and School Business Manager, as required. Staff are instructed not to make copies of keys without the authority of the Site Manager. Master keys must not be copied on any account unless authorised. All duplicate keys, or keys not issued, are locked in the school safe. It are clearly stated and understood at the time of issuing keys to staff that:

- 1) The recipient is responsible for the safekeeping of the key.
- 2) The key is not to be passed to a third party without permission.
- 3) Upon departure from the School, all keys are to be handed back to the Site Manager.

Lost Keys

All members of staff are required to report the loss of any key immediately to the Site Manager. An assessment must then be made of:

1. The circumstances of the loss and the likelihood of the key being used improperly.

2. The need for the lock, or locking mechanism, to be changed based on the circumstances of the loss and the key's level of security.

In most cases, it will be usual for locks to be changed whenever an external door or secure store key is lost, or if there is reasonable cause to suspect that the key was stolen.

Trespass

Section 40 of the Local Government (Miscellaneous Provisions) Act 1982, makes it an offence to trespass on school property as detailed below:

Nuisance and Disturbance on Educational Premises; Any person who, without lawful authority, is present on premises to which this section applies and causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) shall be guilty of an offence and shall be liable on summary conviction to a fine. This section applies to premises, including playgrounds, playing fields and other premises for outdoor recreation.

Access Control

The Site Manager will set/clear the alarms and lock/unlock the site buildings. Staff wishing to access the school outside agreed times should contact the Site Manager/ Head.

Closing Doors and Windows

1. It is a duty of all staff to secure windows and doors when rooms are not in use and upon their departure at the end of the day.
2. Upon securing the site, the Caretaker will also check that doors and windows are secured in all areas.

Locking the Site and Setting the Alarms: The Site Manager is responsible for locking the site and setting the security alarms. The following procedures are adhered to:

- Following departure of all staff, visitors, hirers, etc. from the site, all external doors and windows are locked and/or secured.
- Once all doors/windows have been secured, the alarms are set from the control panel in administration.

Action in Event of Incidents

All security incidents are reported to the Head Teacher, Site Manger or School Business Manager either at the time of occurrence or, if during silent hours, on the following working day. The Site Manager will maintain records for insurance and other reporting purposes. If the alarms are activated during silent hours, ADT (Security Company) will contact the Site Manager who will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to:

- If there is a reason for the alarm activation other than a breach of security, the source are identified (where possible), isolated and the alarms reset.
- If there is a breach of security and the intruders are still on site: the Police are contacted immediately. Under no circumstances is an employee to confront intruders.
- If the intruders have departed: the Police are informed immediately.

All false alarms and breaches of security are to be reported on the next working day and a Security Incident Report Form (Appendix 1) completed and given to the School Business Manager.

Runners

For children who run away from school, the set procedure is

- the parents and police are informed immediately,
- on no account is the child be chased.

Once parents and police are informed then the responsibility of the child is passed to the parent/police.

Appendix 1

Security Incident Report

Name of Person Reporting the Incident:

Summary of Incident:

Date: _____

Time: _____

Details of Incident:

Action Taken:

Date/Time Incident was reported to the Police:

Date: _____ Signature: _____

Further Details:

Police Crime Reference Number:

Investigating Officer:
