



## **POLICY**

## **SECURITY PROCEDURES**

### **Responsibility:**

**Governor Committee:**

**Local Advisory Board**

**Date Adopted by Governors: June 2016**

**Date to be Reviewed: Annually**

### **POLICY FOR SECURITY PROCEDURES**

At St Columb Minor ACE Academy, the pupils should work and learn in a safe and secure environment. Parents need to be confident that the school provides such an environment. Staff should feel that the Governing Body has done everything it can to make the school a safe place in which to work.

At St Columb Minor ACE Academy, we are acutely aware that the children and staff might be vulnerable to assault while on the premises. The personal safety of the whole school community is paramount; the Governors and staff take the threat of assault, arson and vandalism very seriously. St Columb Minor ACE Academy takes stringent measures to reduce the risks and support fully members of staff or pupils who are the subject of assault. The Police are notified and legal action taken, if necessary.

### **Roles and Responsibilities**

Overall school security is the responsibility of the employer. At St Columb Minor ACE Academy, this is the Academy Governing Body. The Principal is responsible for implementing the security policy.

### **Governing Body**

The Governing Body has drawn up and agreed the Security Policy with the school community. Paul Blamey is the Governor responsible for Health & Safety, including school security. The Academy's

Local Area Board meets once a term to review safety, including security, and reports to the full Governing Body. The Local Area Board reviews the Security Policy annually.

### **Principal**

The Principal is responsible for implementing the Security Policy. She should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities. The Principal should ensure parents and older pupils are fully informed of the security policy and encouraged to help.

There are regular risk assessments of security every year and regular routine security checks. Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Principal reports regularly to the Governing Body and, where appropriate, the LA.

The Principal is responsible for the security of the premises during the school day; in her absence the Associate Headteacher assumes this responsibility.

### **Staff**

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services
- implement the emergency procedures and critical incident plan.

New staff are informed of the school's security policy and of their responsibilities before taking up their post.

### **Pupils**

As the children progress through the school, they are made increasingly aware of the security procedures. They should be encouraged to assist with these procedures when possible. Within the PSHE and Citizenship curriculum, the pupils will be taught about personal safety and social responsibilities.

### **Parents**

The parents of pupils at St Columb Minor ACE Academy are kept fully informed of security procedures, and of their responsibilities when visiting the school, in the:

- School Prospectus / Website
- new Foundation Stage Parent's Evening discussion
- school newsletter (Blue Briefing)
- individual letters

### **Police/Local Community**

Our academy values co-operation from the local police and community in assisting security arrangements for the school site and the surrounding area. The academy communicates with the local community/liaison Officer and the community Neighbourhood Watch on security matters. Local residents are encouraged to report incidents directly to the police.

**The Police are called immediately if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.**

Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

### **Security Strategies Control of Access**

St Columb Minor ACE Academy has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

### **School Grounds**

Security fencing bounds the school grounds. Access to the staff school car park is restricted to staff, contractors and deliveries. Our caretaker supervises all cars entering the visitor's car park at the beginning and end of the day. All children enter the school grounds via the pedestrian school gates. During the school day, the back two pedestrian gates are locked and the front two are closed. Visitors and late arrivals should enter through the main car park and front gates.

Only foundation stage parents are allowed to enter the school building in the mornings, all other parents are asked to wait outside the designated entrances / classroom doors when delivering their children unless appointments or special arrangements have been made. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

### **Access to the School Building(s)**

To prevent unauthorised or unknown visitors entering school, security locks are fitted to all external doors (excluding the fire doors, which open only from the inside), apart from the entrance to the main Reception Area, which has an external push pad release system.

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, the Administrator will meet visitors; they will be asked to sign in and give the reason for their visit.

The Administrator escorts visitors to the member of staff requested – or asks visitors to take a seat whilst a member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; this includes parents. All children and staff are alert to unrecognised adults in school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague.

The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Parents have permission to enter the school premises however, they should act as any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance in writing on form requesting leave of absence.

### **Trespass**

St Columb Minor Academy is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Principal might revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises'.
- If the parent still refuses to leave willingly, the Police are called.
- A formal letter from the Headteacher/LA or Governing Body, confirming the
- parent's permission to visit the school has been revoked and that there is a five day period in which to make representation. Formal notification is important, as their human rights are being affected.

Extra information can be obtained from the LA Personnel Handbook.

**The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.**

### **Entering and Leaving School**

All children enter and leave the school by the designated entrances or classroom doors. The front door is to be used only if a child arrives after 9.00am, when they should report (that they are late) to the office. Some children may have special arrangements in place to use the front door. All parents are asked to wait outside the school building.

### **Supervision of School Grounds**

Children are not supervised before the start of the school day or after it, on the school site. During these times they are under the supervision of their parents.

Children are supervised at all other times when in the playground(s). Supervision is by teachers and support staff at morning break and by the Midday Supervisors at lunchtime.

### **Leaving School at the End of the Day**

At the end of the school day, the children leave by the designated exit or classroom door. All of them know that if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher. After ten minutes, if no one has arrived, the teacher takes the child to the office and telephones to see what the delay might be. The child stays in the front entrance until an authorised adult arrives. No child is allowed to leave unless we are sure they are safe.

Some children go home by taxi. All taxi drivers report to the office on arrival, show their identification and state the name of the child they are collecting. Children who travel home by taxi wait in the entrance area.

### **Leaving School During the Day**

No child is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

### **Security of Personal Property**

Children should not to bring anything of value to school. Individual staff are responsible for their own property.

### **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked. The school utilises the Parent Pay system which has minimised the need for any cash to be sent into school by parents. Any petty cash on the premises is kept in a secure cabinet but money is banked regularly.

### **Security of Building**

An effective intruder alarm is in operation. This is always set when the school is empty.

CCTV has been installed and large warning signs have been placed on the outside of the school building. Security lighting has been installed.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

The Principal, the ACE Business Director, Associate Headteacher, ACE Estates Manager and Caretaker are designated key holders (see list) and are responsible for the security of the building.

### **Estates Manager/Caretaker/Assistant Caretaker**

It is the responsibility of the Estates Manager/Caretaker to check daily that all locks and catches are in working order, that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the CCTV is recording, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

### **Contractors in School**

When contractors are working in School, the following precautions should be taken:

The Principal agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and of any Health and Safety issues. The Estates Manager should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the school site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, when appropriate.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

### **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Our academy is aware that some staff are working on the premises before and after school and their security has to be safeguarded.

No person should be in the academy on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone.

Curtains and blinds should always be closed in the evening, but especially if staff are working late. When the Hall is used for evening lettings, students should have access to this area only; the remainder of the building should be locked.

### **Fire Detection Systems**

At St Columb Minor ACE Academy, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions.

Fire detection and alarm systems are in place throughout the school and tested regularly.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, or locked from the inside.

The school grounds are kept clear of litter and movable objects that could be used to start a fire. The school refuse bins are placed to prevent intruders or pupils using them to start fires or as a means of access to the roof. A metal container surrounds the school letterbox.

### **Offensive Weapons**

It is a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as ‘any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.’

If it is judged that the circumstances are innocent, the matter is dealt with on a disciplinary basis. If there is any doubt, the police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, only the police can carry out the search. At St Columb Minor Ace Academy, we will make every effort to ensure a parent or guardian is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police are informed and they carry out the search and an appropriate investigation.

### **Confiscation of Weapons**

Staff take possession of a knife or any weapon brought to school by a pupil. The staff authorised to do this are the Principal and Associate Headteacher.

The item is locked away; staff should either:

- arrange for the parent or guardian to take the weapon away, if circumstances indicate this to be a reasonable course of action.
- However, in no circumstances should some weapons – eg flick knives and knuckle-dusters – be returned.

When weapons are returned to parents, a record should be kept

**or**

arrange to surrender the weapon to the police without delay and inform parents of any police involvement.

### **Bomb Threats**

Any warning St Columb Minor ACE Academy receives about such a threat is treated seriously, with the safety of the pupils and staff paramount.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

#### *Incendiary Device*

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device, as it could kill or maim anyone nearby. The immediate vicinity should be evacuated and the police summoned.

#### *Postal Bomb*

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it. Staff should evacuate the immediate area and raise the alarm before calling the emergency services.

If St Columb Minor ACE Academy receives a bomb warning, the Principal and Associate Head have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure.

- Alert everyone in the school by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble on the school field, well away from the school car park and buildings.
- Call the Police.
- Neither staff nor pupils should attempt to search the school building.
- If the Police request assistance from staff, it is an individual and voluntary decision whether to do so.

An overriding priority is the supervision of the pupils and they should not be allowed to return to the building, until the police declare that it is safe.

### **Critical Incident**

If the security of the school is breached, leading to a critical incident (or example, a pupil or member of staff being attacked), the **Critical Incident Policy** is implemented with staff and Governors responding to the procedures.

### **Reporting Incidents**

All incidents of crime and losses are recorded in the Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents over the year is distributed to the Governors.

### **Review of Policy and Procedures**

The Local Advisory Board of the Governing Body reviews this policy annually and the procedures on an annual basis. A risk assessment is completed, based on LA/other advisory sources Guidelines on School Security.

Dated: June 2015

Updated: June 2016

### **Further Information**

#### **Useful documentation and Resources**

DfES School Security – Report of working group 06/97

DfES/Home Office School Security; Dealing with Troublemakers 1997

DfES Governors' Annual Reports in Primary Schools 7/99

DfES The Human Rights Act and Your School 0194/2000

HDA Violence at Work 2/97

HSE Violence to Staff in the Education Sector 1990

HSE Contractors in Schools

NAHT Managing Security in Schools – series of five books 2000

NAS/UWT School Security

SHA Managing Security in Schools and Colleges

The Stationery Office Managing School Facilities – A guide to Improving School Security C/300 9/96

[www.dfes.gov.uk/security](http://www.dfes.gov.uk/security) Offensive weapons/trespassers