

Our Lady and St Joseph Catholic Primary School

School Security Policy

Date	Review Date	Coordinator	Nominated Governor
11/09/2018	11/09/2020	Daniel Duncalf	Paul Mokwenye

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Prevention of Crime Act 1953
- Occupiers Liability Act 1954
- Health and Safety at Work Act 1974
- Criminal Law Act 1977
- Control of Noise (Code of Practice on Noise from Audible Intruder Alarms) Order 1981
- Local Government (Miscellaneous Provisions) Act 1982
- Police and Criminal Evidence Act 1984
- Education Act 1996
- Offensive Weapons Act 1996
- Knives Act 1997
- Data Protection Act 2018
- Management of Health and Safety at Work Regulations 1999
- Countryside and Rights of Way Act 2000
- Education Act 2002
- Children Act 2004

The following documentation is also related to this policy:

- Equality Act 2010: Advice for Schools (DfE)
- Race Disparity Audit - Summary Findings from the Ethnicity Facts and Figures Website (Cabinet Office)

We are aware that the General Data Protection Regulations (GDPR) has entirely replaced the previous Data Protection Act (DPA) making changes to many existing data protection rules and regulations that schools, academies and other educational establishments adhered to under the DPA. The principal aim of the GDPR is to strengthen and unify the safety and security of all data held within an organisation.

We have a duty under the Education Act 2002 and the Children Act 2004 to safeguard and promote the welfare of children and to safeguard and promote the welfare of school personnel and people who use the school under the Health and Safety at Work Act 1974.

Therefore, we believe it is essential to have in place exceptional school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure learning environment for their children. Our principal aim is to ensure the personal safety of the whole school community and will have in place effective school security procedures. Periodically we will gauge the

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views of children, school personnel, parents, visitors and governors by asking them to complete a school security questionnaire.

However, it is not our intention to turn the school into a fortress but to create a balance between a warm and welcoming learning environment combined with sound security systems and procedures. We want pupils to feel safe in a school that provides a safe and secure environment.

We wish to comply with all relevant legislation such as the Occupiers Liability Act 1954 where we have a duty to ensure contractors, and even trespassers to the school site, do not suffer injury while on the school premises by having in place effective safety procedures.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We all have a responsibility to ensure equality permeates in to all aspects of school life and that everyone is treated equally irrespective of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. We want everyone connected with this school to feel safe, secure, valued and of equal worth.

We acknowledge the findings of the Race Disparity Audit that clearly shows how people of different ethnicities are treated across the public services of health, education, employment and the criminal justice system.

The educational section of the audit that covers: differences by region; attainment and economic disadvantage; exclusions and abuse; and destinations, has a significant importance for the strategic planning of this school.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To protect pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for pupils, school personnel and visitors to the school.
- To create a feeling of security awareness throughout the school community.
- To ensure parents feel confident that everything is being done to create a safe and secure learning environment for their children.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Governing Body

The Governing Body has:

- appointed a Site Manager to put into practice school security measures;
- delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- appointed a Security Committee composed of one governor, the Headteacher, Site Manager and a member of staff to look at all aspects of school security;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- a duty to comply with all relevant legislation;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- the responsibility of involving the School Council in:
 - determining this policy with the Governing Body;
 - discussing improvements to this policy during the school year;
 - organising surveys to gauge the thoughts of all pupils;
 - reviewing the effectiveness of this policy with the Governing Body
- nominated a link governor to:
 - visit the school regularly;
 - work closely with the Headteacher and the coordinator;
 - ensure this policy and other linked policies are up to date;
 - ensure that everyone connected with the school is aware of this policy;
 - attend training related to this policy;
 - report to the Governing Body every term;
 - annually report to the Governing Body on the success and development of this policy.
- responsibility for the effective implementation, monitoring and evaluation of this policy.

Role of the Headteacher

The Headteacher will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- work closely with the Security Committee to:

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- monitor security procedures;
 - undertake/coordinate security risk assessments that cover:
 - school security
 - school events
 - emergency plans
 - school grounds
 - school premises
 - undertake an annual security audit;
 - consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement;
 - inform parents of new and improved security measures.
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- ensure that security measures are in place and are effective;
 - ensure that all school personnel are aware of security procedures;
 - remind school personnel of security procedures especially before any school event such as the following when invited parents and the general public may compromise school security:
 - Christmas and summer concerts, presentations, social events and school fayres
 - school disco
 - sponsored walk
 - sports day
 - summer fete
 - swimming lessons at a local leisure centre
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- appoint all new staff that are checked by the Criminal Records Bureau;
 - carry out routine security checks termly and as required;
 - raise awareness of school security issues with school personnel, pupils and governors;
 - work closely with the link governor and the Premises Manager;
 - provide leadership and vision in respect of equality;
 - provide guidance, support and training to all staff;
 - monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and governors and by analysing the number of school security incidents in the last academic year;
 - annually report to the Governing Body on the success and development of this policy.

Role of the Premises Manager

The Premises Manager will:

- lead the development of this policy throughout the school;
- undertake an annual security audit;
- maintain the security systems and equipment;
- carry out routine security checks;
- maintain a log of all security checks;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;

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- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy.
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Role of the Resources Committee

The Resources Committee will:

- monitor security procedures;
- undertake/coordinate security risk assessments that cover:
 - school security
 - school events
 - emergency plans
 - school grounds
 - school premises
- undertake an annual security audit;
- consider all suggested ideas from school personnel, governors, parents, pupils and visitors for improvement;
- inform parents of new and improved security measures.

Role of School Personnel

All school personnel will:

- be aware of and abide by this policy;
- undertake appropriate training in security procedures;
- inform and remind pupils of security procedures such as the reporting of unidentified visitors who are on the school site;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- abide by all security measures that are in place;
- report to a member of the school personnel any person seen within the school wearing a visitors badge;
- under no circumstance any stranger seen on the school site;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;

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- treat others, their work and equipment with respect;
- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

School Security Audit

An audit of the school's security arrangements must be undertaken annually by the Premises Manager and the Headteacher with the completed document being presented to the Security Committee for discussion and consideration.

Risk Assessments

The security risk assessment should cover the following and should be reviewed annually:

- pupil and school personnel inside and outside the school building
- playground safety
- entrances and exits
- evacuation procedures
- alarm systems
- fire safety
- flooding
- dealing with intruders
- violence
- abduction of a pupil
- traffic management
- suspected bomb threat
- theft
- IT and Internet security
- visitors, visiting speakers and contractors on site
- school events such as concerts, presentations and social events

Security Procedures

All security procedures must be reviewed annually by the Resources Committee.

Each day school personnel must be aware of the following:

- entrances and exits are secure
- windows are secure
- challenging unauthorized people on the school site
- combustible material must be collected
- alarms are switched on
- outside lighting is switched on
- security of valuables and personal possessions
- visitors and contractors
- wearing identification badges
- IT security and confidential information

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- dealing with suspicious parcels or objects
- school events

Security Procedures and daily protocols

Each day school personnel must be aware of the following and follow the advice of the WDES 8th June 2017.

- entrances and exits are secure and all checked by 5.45pm at the latest
- new internal gates automatically open at 8.45am. Both front (Culford Road Gate) and back Buckingham Road Gate to be closed and wedges removed by 3.45pm and not put back in place before morning.
- Saturday karate club the main gates to be closed between 10.15am and 12.30pm at all times
- car park gates to be closed at all times and only used by school or authorized personnel
- windows are secure and checked by 5.45pm
- all playgrounds checked for hazards and animal mess by 8.00am daily.
- challenging unauthorized people on the school site. Anyone without a lanyard must be directed to the main office
- combustible material must be collected immediately
- alarms are switched on by 6.30pm at the latest
- outside lighting is switched on automatically light sensitive
- security of valuables and personal possessions. All marked and coded
- visitors and contractors all wear RED or YELLOW coloured DBS checked lanyards
- wearing identification badges and lanyards
- IT security and confidential information GDPR compliant
- dealing with suspicious parcels or objects protocols to be followed
- all playground and site security staff to wear Hi-Vis jackets with school logo.

Security Measures

The following security measures are in place:

- Access control system Yes. Photo ID for visitors.
- Audio entry Yes
- Security lighting Yes
- Burglar alarm Yes
- Fire alarm Yes brand new 2018
- CCTV Yes brand new 2017
- Perimeter fencing Yes checked September 2018
- Controlled entrance gates Yes new ones installed Summer 2017
- Window security Yes locks on all windows
- Roof security Yes skylights all bolted
- Internal public address system No. But radios provided for site staff.
- IT security Yes a;; machines marked and many bolted to desks etc. memory stick GDPR compliant.
- New red, yellow and green lanyard system introduced Autumn 2017 for all visitors and personnel.
- New door entry systems fobbed 2018 to be completed half-term October 2018.

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- Go with the Flow system at beginning and end of days to ensure ease of access.
- 24/7 CCTV now in place in Nursery Spring 2018
- Parental survey completed Spring 2018.

Managing Anonymous Telephone Threats

School personnel especially school switchboard operators will be trained in managing anonymous telephone threats such as bomb threats. The procedures are:

- Take all anonymous threats seriously
- Stay calm and listen carefully
- Record the conversation via the voicemail recorder if possible or
- Write down the main points of the conversation by asking:
 - Who they are?
 - Who do they represent?
 - Where are they calling from?
 - What is the location of the bomb/device?
 - What time will it detonate?
 - What does it look like?
 - What will cause it to detonate?
 - Who placed the bomb/device?
 - Why did you place the bomb/device?
- Once the call has concluded:
 - Inform the Headteacher immediately
 - Inform the police
 - Dial 1471 to obtain the caller's number
 - Record the date and time of call
 - Length of the call
 - The sex of the caller
 - Approximate age
 - Nationality
 - Language
 - Caller's voice
 - Background sounds
 - Stay by the phone
- Provide the above information to the police

The Headteacher / Crisis Manager will undertake the following action plan when dealing with an anonymous bomb threat:

- Inform the police
- Inform Senior Leadership Team
- Senior Leadership Team to organise search plans of the school building and grounds
- Discuss with the police whether to set in place:

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- evacuation plans and procedures or
- invacuation plans and procedures

- Inform Senior Leadership Team of decision
- Evacuation / invacuation plans and procedures put into action
- Inform CMT of the situation
- Inform parents of the situation and to collect their children
- Inform the local authority
- Inform the police and the emergency services if a suspicious package / device is found
- Ensure the school building is evacuated and cordoned off

Dealing with Suspicious Items

School personnel or visitors to the school must deal with any suspicious item that they may find directly outside the school entrance or within the school grounds in the following way:

Confirm whether the suspicious item:

- displays any suspicious characteristics such as wires, batteries, tape etc.;
- has been deliberately concealed from view;
- has been lost by a pupil, a parent, a member of the school personnel or a member of the local community;
- poses an immediate threat to life and if so then undertake the following.

Clear the immediate area and:

- do not touch the suspicious item;
- move people away to at least a 100m;
- ensure that everyone is shielded behind something and is out of view of the item;
- cordon off the area and then undertake the following.

Communicate with:

- the police;
- the school informing them about the situation but continue to **control** access to the cordoned area

(Recognising the terrorist threat (Gov.Uk))

Dealing with a Suspicious School Mail

School office personnel may be concerned about a letter or package delivered by the postal service, a delivery / courier service or by hand if it displays any of the following:

- greasy or oily stains emanating from the package
- odours emanating from the package
- small hole (s) in the envelope or wrapping
- powders, liquids emanating from the package

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- unexpected items or materials found in the package on opening such as powdered, crystalline or granular solids: liquids; sticky substances or residues
- unexpected odours observed on opening
- sudden onset of illness or irritation of skin, eyes and nose

(Recognising the terrorist threat (Gov.Uk))

If a suspicious package is found then the following will be implemented by the Headteacher / Crisis Manager:

- Inform the police
- Inform Senior Leadership Team
- Discuss with the police whether to set in place:
 - evacuation plans and procedures or
 - invacuation plans and procedures
- Inform Senior Leadership Team of decision
- Evacuation / invacuation plans and procedures put into action
- Inform CMT of the situation
- Inform parents of the situation and to collect their children
- Inform the local authority
- Ensure the school building is evacuated and cordoned off

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - All aspects of this policy
 - Health and Safety
 - Risk Assessment
 - Safeguarding and Child Protection
 - Violence in Schools
 - Intruders
 - Fire Safety
 - Visitors and Contractors
 - Equal opportunities
 - Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Reporting

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School security must be a standing item at every Governing Body meeting with reports being received and considered from the Security Committee.

All breaches of school security must be reported, recorded, investigated with an improvement being made to the school security procedure that was breached.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school.

Raising Awareness of this Policy

We will raise awareness of this policy via:

- the school website
- the Staff Handbook
- meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops
- school events
- meetings with school personnel
- communications with home such as weekly newsletters and of end of half term newsletters
- reports such annual report to parents and Headteacher reports to the Governing Body
- information displays in the main school entrance

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Monitoring the Implementation and Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headteacher and the nominated governor.

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A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement.

Linked Policies

- Educational Visits and Terrorist Incidents
- Fire Safety
- Health and Safety
- Intruders
- Risk Assessment
- Safeguarding and Child Protection
- Visitors, Visiting Speakers and Contractors

Headteacher:	Sean Flood	Date:	October 2018
Chair of Governing Body:	Derek Vitali	Date:	October 2018