

PORTFIELD SCHOOL & SATELLITE CENTRES



POLICY DOCUMENT FOR SCHOOL SECURITY



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Portfield School adopts the LEA guidance on

School Security Policy

This policy will be reviewed annually.

Signed (Chair of Governors)

Signed (Headteacher)

Date

- 1) **Statement of Intent**
- 2) **Roles and Responsibilities**
- 3) **Guidelines for School Security**
- 4) **Security of Equipment**
- 5) **Security of Staff, pupils and visitors during school events - out of hours users**
- 6) **Trespassing**
- 7) **CCTV**
- 8) **Security Lighting**
- 9) **Theft, Petty Vandalism, Minor Criminal Damage and Burglary**
- 10) **Personal Property**
- 11) **Offensive Weapons**
- 12) **Monitoring of strategies**

Mission Statement

Working together Learning together Achieving together

At Portfield School we strive to

- Create a happy, safe, supportive and stimulating learning environment
- Value everyone
- Develop everyone's personal, social, emotional health and wellbeing
- Promote relevant academic and vocational skills
- Meet individual needs through an imaginative and flexible approach
- Enable all learners to achieve their full potential

UNCRC United Nations Convention on the Rights of the Child

- Portfield School places the values and principles of the UNCRC at the heart all policies and practices
- Portfield School is a Rights Respecting School

1) Statement of Intent

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security policy ensures that we have in place effective procedures to enable us to carry out this aim. In preparing this policy the Health and Safety Guide-lines of Pembrokeshire County Council have been taken in to account

This Policy will be reviewed annually.

2) Roles and Responsibilities

Management responsibility - School security is shared between the Governing Body and the Headteacher.

a:) Role of the Governing Body

The Premises, Health and Safety Committee will be responsible for monitoring the implementation of this policy. Any issues that arise will be reported back to the Full Governing Body who will liaise with the Head teacher in order to resolve them.

b:) Role of the Headteacher

The Headteacher will be responsible for the implementation of this policy once it has been agreed by the Governing Body.

The Headteacher will ensure:

- All staff understand the importance of security the school's policy and their responsibilities.
- Staff training needs are kept under review and training carried out as

necessary.

- Parents are informed of the security policy and encouraged to support the policy
- Risk assessments are reviewed regularly and updated where necessary by Headteacher, Site manager or appropriate member of staff.
- In addition, routine security checks are carried out on an on-going basis by Site manager or caretaking staff.

C:) Health & Safety Committee

- The Premises Health and Safety Committee carry out regular Health and Safety checks, reporting back to the Headteacher and chair of governors - any security issues are highlighted as a matter of priority.
- All crimes are reported to the Police.

d:) Role of the Site Manager / Caretaker

- To ensure there is an appropriate person to lock and unlock doors and windows as required to ensure that the school buildings and grounds remain secure at all times.
- Maintain the intruder alarm systems.
- Carry out fire system tests, including sprinkler testing.
- Carry out regular Health and Safety checks and report any areas of concern to Headteacher.
- Respond to any calls from automated call centre or the Police regarding intrusions.

3) Guidelines for School Security

a:) Staff

- Staff based in school are the only staff to know the combination of padlocks, combinations will be changed if/when necessary.
- All staff must wear their school photo identification badge and fob at all times.
- All staff must challenge visitors who are not wearing a visitors badge.
- Office staff to ensure visitors new to the school are aware of fire evacuation procedures.
- All staff must challenge visitors on the school grounds and within the car park unless they have a genuine reason to be there.
- Staff answering the main door must satisfy themselves that visitors are "bona fide" and they must satisfactorily establish the visitor's identity before the door is opened. If in doubt, assistance should be obtained from the Head Teacher.
- Staff must ensure that doors are securely closed behind them

b:) Visitors

- All visitors, including contractors, parents and work experience, to come to the main reception entrance, sign in the visitor's book and wear a visitors badge at all times.
- All visitors including parents and carers must remain in reception areas and be accompanied by school staff
- All regular outside agencies need to sign in the visitors book and have their own identity badges which need to be on show at all times whilst in the school. They will be provided with a school's visitors badge if they do not have their own.
- In the event of any person attempting to force entry, the staff member should DIAL 999 and call the Police.
- **IF A VISITOR EITHER REFUSES TO SIGN THE VISITORS' REGISTER OR FAILS TO REPORT TO RECEPTION - Ask them to leave and if possible obtain the assistance of another staff member. If the unauthorised person refuses to comply DIAL 999 AND CALL THE POLICE.**

C:) Pupils

- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger but report all strangers immediately to the nearest member of staff.

4) Security of Equipment

a:) Inside the school buildings

- All portable equipment to be marked as property of the school - "WARNING -This item has been security marked sticker" placed in dominate position and UV pen used to mark postcode on equipment.
- Warning signs to be clearly displayed to warn would be thieves that all equipment is security marked
- All assets to be logged as part of the Asset/equipment register
- The intruder alarm to be in operation when the school is closed (The Headteacher, Deputy Head, Assistant Head, Site Manager and caretaker are the only staff to know the combination of the intruder alarm.)
- Fully adequate and well maintained intruder alarms are installed in school buildings and are linked to external monitoring stations to provide adequate out of hours protection.

b:) Outside the school buildings

- Security fencing to the external boundaries of the school to prevent intrusion. All boundary fencing/hedging will be checked weekly to ensure its adequacy and maintained to avoid breaks in hedging, broken fencing etc.

- The majority of all school fencing is security fencing. This type of fencing is designed to exclude unauthorized persons; e.g. 2.6 metre high palisade type fencing. However, where new general perimeter fencing and/or gates are erected this should be to a minimum standard of 2 metres high and should be climb resistant, weld mesh or similar.

5) Security of Staff, pupils and visitors during school events – out of hours users

- Ensure any areas that are to be out of bounds to visitors during the event to be marked off.
- All fire exits etc to remain unlocked throughout the event.
- Access restricted to areas containing valuable equipment, equipment to be locked away.

6) Trespassing

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 and section 206 of the Education Act 2002.

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- a:) Members of staff - unless suspended for health or disciplinary reasons
- b:) Registered pupils - unless excluded for disciplinary reasons
- c:) Parents or guardians responsible for a student at the School - unless prevented for legal reasons.
- d:) Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

7) CCTV

- CCTV is installed to ensure the safety of staff, pupils and visitors and will be used to assist the police where and when needed.
- CCTV is to conform to certain operational Codes of Practice ("1998 Act" means the Data Protection Act 1998, "2000 Act" means the Regulation of Investigatory Powers Act 2000, "2012 Act" means the Protection of Freedoms Act 2012 - all operational codes of practise can be found under the home office's website) as well as Pembrokeshire County Council's CCTV Strategy document.
- CCTV signage to be displayed at strategic positions around the school boundaries.
- Maintenance to be carried out periodically to ensure that external camera housing screens are cleaned regularly (6 monthly) in order to prevent optical distortion and reductions in effective light levels.
- Ensure that effective use is made of your CCTV system by trained staff and encourage them to actively monitor the system

8) Security Lighting

- Security lighting to be used around the school site which can be an active deterrent.
- Outside lighting to be checked regularly to ensure its effectiveness as a deterrent.
- All external security lighting, must always be utilised.

9) Theft, Petty Vandalism, Minor Criminal Damage and Burglary

- Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance.
- To reduce the risk of Arson, all refuse containers to be located away from the building in a secure area where possible.
- Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off.
- When an intruder is thought to be present on the premises police help must be sought immediately.

10) Personal Property

- Pupils are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability.
- If personal items are brought in pupils must hand their mobile phones etc into reception for safe keeping. These can be collected at end of school day. School accepts no liability for temporary safe keeping.
- Staff are responsible for their personal property.

11) Offensive Weapons

- It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the School premises.
- When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.
- When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Headteacher, followed if necessary by referral to the police.

12) Monitoring of strategies

- Informally through verbal reports from staff and/or visitors.
- Formally through meetings of the Premises, Health and Safety Committee and Full Governing Body meetings.

All staff to take shared responsibilities to ensure the security strategies are implemented.