School Security Policy

Reviewed- 2022

Head teacher: D.Hughes
Chair of Governors: A.Clarke

School Security

We believe this policy relates 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 1998
- Management of Health and Safety at Work Regulations 1999
- Countryside and Rights of Way Act 2000
- Education Act 2002
- Children Act 2004

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

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 work with other schools 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 Caretaker to put into practice school security measures;
- delegated powers and responsibilities to the Headteacher to oversee all school security measures;
- appointed a Premise Committee 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 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;
- 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 Chair of Governors and the Caretaker;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- ensure that security measures are in place and are effective;
- ensure that all school personnel are aware of procedures;
- appoint new staff that are checked by the Disclosure and Barring Services;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

Role of the Caretaker

The Caretaker will:

- lead the development of this policy throughout the school;
- undertake an annual security audit;
- work closely with the Headteacher and the Chair of Governors;
- provide guidance and support to all staff;
- 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;

Role of the Nominated Governor (Chair)

The Nominated Governor will:

- work closely with the Headteacher and the Site Manager;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

Role of the Premise Committee

The Premise Committee will:

- monitor security procedures;
- undertake/coordinate security risk assessments;
- 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;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- 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

Role of the School Council

The School Council will be involved in:

- organise surveys to gauge the thoughts of all pupils;

Risk Assessments

The security risk assessment covers the following and is 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

Security Procedures

All security procedures are reviewed annually by the Premise 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
- dealing with suspicious parcels or objects

Security Measures

The following security measures are in place:

- Access control system
- Audio entry
- Security lighting
- Burglar alarm
- Fire alarm
- Perimeter fencing
- Window security
- Internal telephone system
- IT security

Training

Training should take place periodically and on induction for school personnel on all of the above.

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

Reporting

School security is an item at every Governing Body meeting with reports being received and considered from the Premise Committee.

All breaches of school security will 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 Prospectus
- 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
- information displays
- School APP

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 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.

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. (See Policy Evaluation)

Linked Policies

▪ Safeguarding & Child Protection	▪ Health & Safety	▪ Intruders
▪ Visitors & Contractors	▪ Fire Safety	▪ Violence in Schools
▪ Risk Assessment		

Headteacher:	D.Hughes	**Date:**	2022
Chair of Governing Body:	A.Clarke	**Date:**	2022