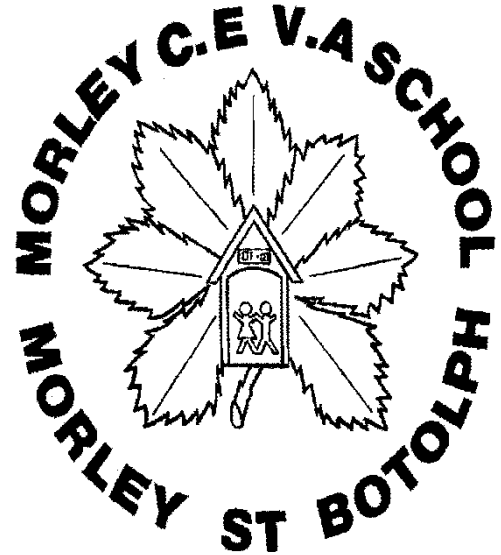
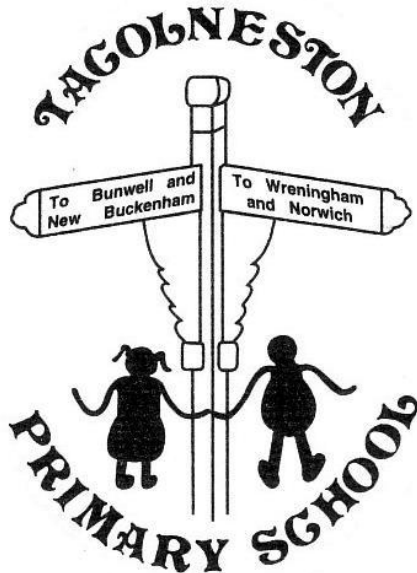


# Tacolneston & Morley CE VA Primary Schools Federation



*rn together, grow together...*

## Security Policy

All policies at Tacolneston & Morley CE VA Primary Schools Federation should be taken as part of the overall strategy of the school and implemented within the context of our Safeguarding Policy and our vision, aims and values as Church of England Schools.

**Agreed: Autumn 2019**

**Head Teacher:**

**Governor:**

**Review: Autumn 2020**

## Security Checklist G637f

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- .1 SECURITY POLICY
- .2 Statement of intent

**Tacolneston & Morley CE VA Primary Schools Federation recognises its duty, under the Health and Safety at Work etc Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures. Under this policy, a security risk includes risks to staff and pupils.**

**The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.**

### 1. Legal Framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - Section 547 of the Education Act 1996
  - Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
  - Health and Safety at Work etc Act 1974
  - Management of Health and Safety at Work Regulations 1999
- 1.2. This policy has due regard to the following statutory and good practice guidance:
  - DfE (2018) 'Controlling access to school premises'
  - DfE (2018) 'School security: draft guidance'
- 1.3. This policy operates in conjunction with the following school policies:
  - Health and Safety Policy
  - Complaints Policy
  - Safeguarding Policy
  - Data Protection Policy
  - E-safety Policy
  - Finance Policy

## Security Checklist G637f

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- Lettings Policy
- Business Continuity Plan

### 1. Roles and responsibilities

#### 1.4. The governing body is responsible for:

- Undertaking necessary security risk assessments in conjunction with the head teacher.
- Monitoring the performance of the school's security measures.
- Reviewing the effectiveness of the School Security Policy on an annual basis.
- Delegating the day-to-day implementation of this policy to the head teacher.
- Ensuring that the school's security is accounted for when considering requests to hire the premises, in line with the school's Lettings Policy.

#### 1.5. The head teacher is responsible for:

- Appointing one or more competent persons, e.g. the caretaker, to oversee school security.
- Establishing and maintaining relationships with local security networks and working with the police, LA and others in the wider community to gather and share security-related intelligence.
- Implementing behaviour management strategies to reduce the likelihood of negative behaviour escalating to a more serious incident.
- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, pupils, visitors and contractors of the school's security procedures, eg. Fire notices; Health and Safety leaflets
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking an annual security risk assessments in conjunction with the governing body (see Appendix for Security Checklist NCC G637f)
- Ensuring appropriate arrangements are in place for the storage of money at the school.
- Banking money on a weekly basis, ensuring that large amounts are not kept on the school premises.
- Reporting any crimes to the police.
- Reporting security incidents to the police or emergency services where appropriate.

#### 1.6. All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school office.

## Security Checklist G637f

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- Challenging any unidentified individuals and notifying the head teacher of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's key holder procedures.
- Acting in accordance with the school's Data Protection Policy and E-Safety Policy, ensuring that data and information is secure.
- Reporting any minor security concerns to the head teacher.
- Reporting major security concerns directly to the police/emergency services, where appropriate.
- Carrying their school ID with them at all times.
- Any of their own property that they bring to the school site.

### 1.7. The caretaker is responsible for:

- Ensuring the school estate is well maintained, including the physical and electrical security systems.
- Securing school entrances and exits.
- Liaising with the named key holder, ensuring that the school is effectively secured at the end of each day.
- Raising any security concerns with the head teacher immediately.
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.

### 1.8. Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity that they believe to be suspicious or concerning to a member of staff immediately – this can be done anonymously, if preferred.
- Taking responsibility for their own security.

## 2. Physical security arrangements

- 1.9. Intrusion detection systems, including fencing, security lighting and intruder alarms, will be installed throughout the school estate.
- 1.10. The caretaker will undertake regular visual checks of the school fencing, gates and locks, ensuring that they are maintained to a high standard.
- 1.11. Vehicle access will be restricted via the use directional signage, barriers and structural furniture.
- 1.12. Chemical and biological materials will be stored safely and securely, in line with industry standards.

## Security Checklist G637f

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- 1.13. Between the times of 9:15am and 3:00pm, the head teacher will ensure the school gates are closed.
- 1.14. School security alarms are tested on an annual basis by the Alarm Company.
- 1.15. The key holder or caretaker ensures that the school alarm is set on a nightly basis.
- 1.16. Confidential information will be stored in locked filing cabinets, which only authorised staff have access to.
- 1.17. The school office will be secured whenever it is unattended, as it is the main entrance point to the school.
- 1.18. All visitors will be escorted to and from their destination within the school by a member of staff.
- 1.19. The school's security lighting will be maintained by the caretaker.

### 3. E-safety

- 1.20. The head teacher is responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software.
- 1.21. The school uses a secure network that is password protected.
- 1.22. Staff members and pupils are aware of the school's E-Safety Policy and the measures that are in place to effectively manage risks caused by internet use.
- 1.23. All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.
- 1.24. Staff members and pupils will not use their personal devices for school related work.

### 4. Equipment and belongings

- 1.25. After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.
- 1.26. Staff members are responsible for any personal belongings, including teaching equipment, they bring on to the school premises.
- 1.27. Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.
- 1.28. Pupils are advised not to bring valuable items to school unless absolutely necessary.
- 1.29. Where a pupil requires a valuable item to be brought to school, they can arrange with the head teacher in advance for a secure place to store the item.

## Security Checklist G637f

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- 1.30. Any equipment that someone wishes to take off the school site will be approved by the head teacher in advance and a record of the loan kept, in line with the Finance Policy.
- 1.31. Play equipment, as well as sporting equipment, will be tidied away and secured at the end of use.
- 1.32. The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage that may occur.
- 1.33. Lost property will be stored in the school office, where it will be kept for one term before disposal.

## 2. School events

- 2.1. During school events, all rooms except those required will be locked.
- 2.2. Unless needed for the event, all equipment will be securely stored away.
- 2.3. The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.
- 2.4. The head teacher will carry out an extensive risk assessment for each event.
- 2.5. The key holder, head teacher or caretaker will lock the school after the event has finished.
- 2.6. During off-site events, the school premises will be secured.
- 2.7. Individual staff members will not be left alone on the school premises with a parent or visitor. Where lone working is necessary, e.g. a parent meeting with a teacher, a lone worker risk assessment will be carried out.

## 3. Access to the premises

- 3.1. The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.
- 3.2. All staff members will be issued with an ID badge during their induction process, which must be worn at all times.
- 3.3. Upon arrival at the school, visitors will be directed to the school office where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff.
- 3.4. All visitors are made aware of, and are expected to act in accordance with, the school's Safeguarding Policy and Health & Safety Policy.
- 3.5. All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge, which will be kept visible at all times.

## Security Checklist G637f

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- 3.6. The office staff are responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.
- 3.7. Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.
- 3.8. Individuals who are hiring the school site will act in accordance with the Lettings Policy and their hire agreement.

## 4. Removing people from the premises

- 4.1. In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- 4.2. Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.
- 4.3. Unidentified individuals who refuse to report to the school office, become aggressive or are deemed to be a threat to the safety of the school community, will be escorted from the school premises and, where necessary, the police will be called.
- 4.4. In terms of barring particular individuals, the head teacher will make a proposal in writing to the governing body and all parties involved will be given the opportunity to formally express their views.
- 4.5. Letters and documentation concerning barring an individual will be signed by the head teacher, unless otherwise specified by the LA.
- 4.6. Following formal representations being made by the parties involved, the bar will either be confirmed or removed.
- 4.7. All bars will be subject to review within a reasonable timeframe.
- 4.8. The school has the right to take civil action through the courts to stop persistent trespassers.
- 4.9. If a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

## 5. Reporting security concerns

- 5.1. Missing or stolen equipment will be reported immediately to the Senior Leadership Team.
- 5.2. Unidentified individuals will be challenged immediately and reported to the school office.
- 5.3. Concerns regarding the security of the school will be reported directly to the head teacher.

## **Security Checklist G637f**

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- 5.4. The head teacher will promptly risk assess and discuss security concerns with the governing body to identify effective resolutions.
- 5.5. Complaints about the school's security measures will be dealt with in line with the school's Complaints Policy.

## **6. Emergency procedures**

- 6.1. In the event of an emergency or a breach of security, the procedures outlined in the school's Evacuation Procedures will be followed – staff members are aware of when it is appropriate to implement these procedures.
- 6.2. All staff members, pupils and volunteers, are made aware of the school's emergency procedures as part of their induction, including that in relation to security alerts, trespassers and unidentified objects.
- 6.3. The head teacher will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures, e.g. the police or the LA.
- 6.4. If emergency procedures are carried out, the head teacher is responsible for ensuring that these are properly recorded.
- 6.5. This policy, and all associated plans and procedures, such as the Business Continuity Plan, will be reviewed and evaluated following any incident, to ensure that they remain effective.

## **7. Training**

- 7.1. Staff members receive e-safety related training on an annual basis.
- 7.2. Pupils receive e-safety related training at the beginning of each unit of work and at least on a termly basis.
- 7.3. All staff members and pupils receive training in the school's emergency procedures and are aware of what to do.
- 7.4. The competent person e.g. the head teacher will have relevant subject knowledge, e.g. security, be trained in matters related to handling health and safety risks and have the experience to apply subject knowledge correctly in the workplace.
- 7.5. Staff will be made aware of relevant security networks and be able to evaluate and assess the impact of any new initiatives on the school policy and its day-to-day operation, as well as how to protect themselves and pupils from harm, safeguard the school estate and be able to determine when it is appropriate to contact the police/emergency services.

## **8. Information security**



## **Security Checklist G637f**

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- 8.1. The DPO will be responsible for ensuring that there are policies and procedures in place to manage and monitor access to sensitive and personal information, including the Data Protection Policy.
- 8.2. The DPO will provide training to staff on school policies and procedures in relation to information security.
- 8.3. Policies relating to information security will be reviewed in light of any new information on security risks or statutory guidance, and updated where appropriate.

## **9. Monitoring and review**

- 9.1. A Security Risk Assessment will be conducted by the head teacher and governing body on an annual basis, and will be used as the basis of this policy.
- 9.2. This policy will be reviewed on an annual basis by the governing body and head teacher.
- 9.3. Staff members will be notified of any changes made to this policy or to the school's security system.

## Security Checklist G637f

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### APPENDIX

Good site management includes a regular review of the security risks of the site. Specialist advice is available, but often a self-review is all that is needed to identify measures to be taken. The basic crime prevention principle is to view the location as a series of layers, peeling back each level of security that surround the valuable target. Start at the outside and work your way in. If a risk cannot be dealt with at one layer, go down to the next to work out if protection there will solve the problem.

#### Perimeter

- Are the perimeter barriers secure?
- Gates – vehicle and pedestrian?
- Fencing? Hedging?
- Shared boundaries?
- Is the site overseen by neighbours?

#### Grounds

- Are outbuildings secure?
- Is refuse secured away from buildings?
- Are other combustibles accessible?
- Is rubbish and other debris cleared up regularly?
- Any climbing aids unsecured, such as ladders, benches, tables, goalposts?
- Are there areas of the site, or features on it, that encourage unwanted trespassers and intruders?

#### Shell of the building

- Are there places where someone could hide around the outside?
- Are doors and windows secure and locked against the outside?
- Do you know who has keys to the

premises?

Are flat roofs accessible?

Is there sufficient security lighting?

Does it deter an intruder or help them see what they are doing?

In the daytime, are visitor controls adequate?

Good direction signs?

**Security Checklist G637f**

<p>Welcoming but secure front entrance? Other entry points kept to a minimum? Badging and signing-in system? <input type="checkbox"/></p> <p>Visitors escorted when on site? <input type="checkbox"/></p>		<p>ment? <input type="checkbox"/></p> <p>Is confidential information kept safe? <input type="checkbox"/></p>
<hr/>		
<p><b>.3 Contents</b></p> <p>Are valuables protected against theft? <input type="checkbox"/></p> <p>Are they all security marked in an obvious and permanent way? <input type="checkbox"/></p> <p>Is there an alarm system covering the valuables? <input type="checkbox"/></p> <p>Does the alarm signal go offsite and does anyone respond? <input type="checkbox"/></p> <p>Are there secure storage areas? Is cash protected? <input type="checkbox"/></p> <p>Is there an inventory of property? <input type="checkbox"/></p> <p>Are valuables kept away from windows? <input type="checkbox"/></p> <p>Can valuables be physically removed easily from the premises? <input type="checkbox"/></p> <p>Can valuables be seen from outside? Do areas of high value need extra physical protection, such as window bars and strong doors for IT rooms? <input type="checkbox"/></p> <p>At night, are all internal doors closed? Are they locked if in alarmed areas? <input type="checkbox"/></p>		
<hr/>		
<p><b>.4 Other</b></p> <p>Are regular backups taken of important computer information? <input type="checkbox"/></p> <p>Are backups taken off site at night? <input type="checkbox"/></p> <p>Are there copies of any vital paper documents that you need to run the establish- <input type="checkbox"/></p>		

# Tacolneston & Morley CE VA Primary Schools Federation