



SECURITY POLICY & PROCEDURES

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Part 1: Introduction and Aims

Risk Awareness

The school and its contents are constantly at potential risk from criminal damage, burglary, theft and arson. In some circumstances, the lives and the safety of staff and students could be in jeopardy. A successful criminal attack in the school will have at least one of several predictable results:

- loss of equipment
- loss of records
- loss of community facilities
- drain on resources
- demoralisation of staff and pupils
- disruption of school life
- displacement of staff and students
- total loss of school

Whatever the precise outcome, any criminal attack upon the school will inevitably impact the running of the school. It follows that every realistic step should be taken to prevent it. In order to identify the most appropriate, cost-effective security procedures and measures, consideration has to be given to the nature of the likely risks, previous incidents, the local environment and changing conditions, the potential cost of crime (including repair and replacement costs) and the scope of consequential losses, through, for example, timetable disruption and inconvenience. To this end, a security risk assessment will be conducted annually and used as the basis of this policy.

Aims and Objective

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Tidemill Primary School. The school's security procedures will operate within the framework described in this policy.

- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

Part 2: Roles and Responsibilities

The Governing Body:

The Governors will ensure that the school has a security policy and that this has been implemented.

- Governors will monitor the performance of the school security measures. This will be achieved:-
 - By the health & safety governor monitoring performance on their special interest visits
 - Via the Headteacher's Reports to Governors.
 - By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher and School Business Manger (Health & Safety Representative).

The Headteacher:

The Headteacher (Mark Elms) has overall responsibility for policy, organization and arrangements throughout the school and is responsible for the effective implementation of the security policy and for encouraging staff, through regular monitoring, to implement security arrangements. In particular the Headteacher will:

- a. Set up arrangements in school that comply with the security policy agreed by Governors.
- b. Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- c. Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- d. Ensure that all visitors, contractors and agency staff adhere to the security policy.
- e. Monitor the implementation of the policy and security arrangements.
- f. ensure parents are informed of the security policy and encouraged to help
- g. budget for security matters;
- h. nominate specific staff with designated security roles, e.g. Health and Safety Co-Ordinator and Premises Officer
- i. instigate appropriate disciplinary action where it is shown that staff have ignored or shown a disregard for security matters outlined within the Security Policy;
- j. ensure that security is taken into account when considering any proposed or impending changes e.g. building works, room allocate or usage, etc;

The Health & Safety Representative

The Health & Safety Representative (Rachel Delacy-Taylor) is adviser to the headteacher on security within Tidemill School and is responsible for the co-ordination of security management throughout the school. The H&S Representative will:-

- a. review the Security Policy annually and when significant changes occur within the organisation of the school;
- b. have general oversight on security and monitor this on behalf of the headteacher;
- c. undertake an annual security risk assessment and prepare recommendations for discussion with the Headteacher and Governing Body
- d. make recommendations to the Headteacher and Governing Body for matters requiring immediate attention;
- e. publicise security matters;
- f. ensure routine security checks are carried out by the Premises Officer;
- g. meet with the Health & Safety Governor and prepare termly reports for the Governing Body;
- h. include security in the annual premises action plan to present to the Governing Body so progress and budget requirements can be planned for;
- i. ensure all full and part-time staff receive appropriate security training at induction
- j. ensure all incidents are reported to the police

Premises Officer

The Premises Officer (Paul Russell) will ensure:-

- a. The site is checked every 2 days during holidays
- b. Undertake all required security checks, including perimeter fences and checking of locks/gates
- c. All external doors and perimeter gates are secured by 4pm each day
- d. Maintain a key log and issue/disable key fobs and car park keys
- e. Maintain the school inventory and ensure all valuable equipment is asset tagged, labeled and included on the inventory
- f. Undertake an annual check of the inventory

- g. Ensure laptops are locked in laptop trolleys, projectors are secured and the terms of the school insurance policy are implemented
- h. Monitor site security and liaise with police / insurance companies as required in the event of an incident
- i. Ensure external lighting is maintained in good condition
- j. Ensure cleaners and other contractors working in the school understand and respect school security procedures
- k. Ensure lettings do not compromise school security and brief hirers on school security procedures
- l. Check all doors and windows are secure at the end of the day, set alarms and check there are no trespassers on the school site

All Staff

All employees have a responsibility to ensure that they act with all reasonable care with regard to the security of the premises, staff and school equipment. In particular, all staff have a responsibility to:

- secure windows and doors when rooms are not in use and upon their departure at the end of the day.
- Ensure the perimeter gates and external doors are closed when they leave
- Challenge anyone walking around the school who is not wearing a badge and ask them to report to reception to sign-in
- Ensure the security of valuable equipment such as cameras and laptops by ensuring they are locked away when not in use
- Ensure laptops are kept secure when taken off school premises and not left on display in cars or left in car boots overnight
- Ensure data and information is secure through careful protection of passwords, memory sticks, awareness of security of confidential information
- Sign in each day using the card reader and sign out when leaving in the evening/going out for lunch
- Report any security concerns to the Health & Safety Representative

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body	<ul style="list-style-type: none"> • Agree policy • Review every 12 months
Day to day implementation and management of policy.	Headteacher / Health & Safety Representative	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Premises Officer	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Premises Officer	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue passes
Control of contractors	School Manager/Premises Manager	
Security of money etc	Admin staff	
Security of playground equipment	Playground Co-Ordinator	
Security Risk Assessment	Headteacher / Health & Safety Representative	Review annually and inform govs of findings to use as part of policy review
Shutting doors/windows & turning off plugs	All teachers	Make sure everything is turned off, valuables locked away and windows/doors shut when leaving

Part 3: Physical Security

The physical security of any site has three distinct aspects. These are the:

- perimeter
- external protection of buildings within the perimeter
- protection of specific vulnerable or sensitive areas within buildings

Perimeter security on its own is not sufficient - it is not possible to make the perimeter of the school completely impenetrable. Instead these three aspects need to work together.

Perimeter

The front of the school is protected by high metal fences with gates for the main reception, car park, football cage and nature garden. The fences and locks are checked daily by the Premises Officer.

Reception Gate

The main reception gate has intercom and key fob access. The reception gate is left open in the morning between 7.45am and 9am and again in the afternoon between 3.15pm and 4pm. At all other times the gate should be locked to ensure the safety of the children (both Tidemill and the ASC children), the security of staff cars and also the security of the overall building and safety of staff. The breakfast club, after school club and SLC resource base have also been given intercom connection to the main gate. Parents and visitors must be encouraged at all times to use the correct intercom and access must not be given without interrogating visitors. Permission must be requested from the School Business Manager, or Headteacher, for the gate to be left open at other times

All staff and staff from external agencies who work at the site every day will be issued with a key fob. In the event of loss, the Premises Officer must be notified immediately so the fob can be disabled.

Car Park

Because of the layout of the school, the car park is a main entry point for parents which dropping off and picking up their children. As such, the gate is left open in the morning between 7.45am and 9am and again in the afternoon between 3.15pm and 4pm. At all other times the gate should be locked to ensure the safety of the children (both Tidemill and the ASC children), the security of staff cars and also the security of the overall building and safety of staff. Staff who regularly use the car park will be issued with a key.

Football Cage

The football cage is surrounded by a high wire mesh fence with a gate which is secured by a fire brigade padlock. This will be used as an evacuation route in the event of a major fire or other emergency which renders the front of the school inaccessible and, as such, all members of the Senior Leadership Team and Phase Leaders will be issued with a key.

Exterior Lighting

The car park and walkways of the school have timed lighting. The Premises Officer is responsible for checking this lighting is working efficiently to ensure the security of staff cars and also the security of the overall building and safety of staff.

Cameras

There are external cameras covering the front reception path, car park and entrance to the annexe building to tie in with the intercom access. Signage informs people that CCTV is in operation.

Buildings

Alarms

Both buildings are protected by an intruder alarm which are set overnight, at the weekends and during the holidays. These alarms are activated by any movement detected by the movement sensors detected around the school. The school has a direct line connection to the central ADT alarm receiving centre. In the event of activation, ADT will make contact with the key holders so the cause of the activation can be investigated. Where necessary, the police will be called. The buildings are also protected by fire alarms which are connected to the ADT alarm receiving centre. In the event of activation, the fire brigade will be called immediately and automatically.

Reception Entrance (Main Building)

The reception door has intercom and key fob access. This door must not be left open when the perimeter gates are open unless permission has been given by the Senior Leadership Team and there is adequate staff on site to supervise access.

Front Doors (Main Building)

There are two doors at the front of the school leading to the KS2 classes which are utilized by the children at break times and lunchtime as well as in the morning. As these are fire doors they must be unlocked whenever staff and children are on site. However, one door must be locked into position so the doors cannot be opened from outside when the perimeter gates are open at the beginning and end of the day. The Premises Officer is responsible for securing these doors at the end of the school day to ensure the safety of equipment and staff working late in the building.

KS1 Classrooms (Main Building)

All of the KS1 classes have fire doors leading out to the back of the school which are easily accessible from the playground. Fire push bars have been fitted which cannot be opened from the outside but can be opened easily from the inside in the event of a fire. These classrooms need to be secured until 9am and secured again after the children have been collected at 3.30pm to ensure the safety of school equipment and staff working late in the building.

Annexe Building

The door has intercom and key fob access. This door must not be left open when the perimeter gates are open unless permission has been given by the Senior Leadership Team and there is adequate staff on site to supervise access.

Dining Hall

The dining hall doors are fire doors and must be unlocked whenever staff and children are on site. Push bars have been fitted which cannot be opened from the outside but can be opened easily from inside in the event of a fire

Vulnerable Equipment Security

Laptops, Projectors and Valuable Portable Equipment

The security risk assessment will take into account the location and security arrangements for high value equipment. All items above a value of £100 will be asset labeled, security marked and listed on the school asset register. Laptops should be locked in the laptop trolleys when not in use and the trolleys locked away at night. Staff laptops should be locked away or secured when not in use. Projectors to be secured with tamper

proof alarms. Cameras and other portable equipment needs to be locked away when not in use and locked in the safe room during holidays.

Playground Equipment

Playground equipment must be locked away when not in use.

PE Equipment

PE equipment must be locked away after each lesson.

Cash

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved. The procedures regarding limits of cash held and banking are set out in the internal financial procedures manual and should be adhered to by all staff.

Office

The office should be secured whenever it is unattended and the filing cabinets locked.

Pupil Records

Pupil records must be kept secure in a locked filing cabinet and the keys kept secure in locked key box.

Bicycles

The theft of, and damage to, bicycles is one of the most persistent problems affecting the personal property of students. All possible efforts have been made to control this threat, including the provision of bicycle sheds in the playground. For additional security, owners should be encouraged to secure their bicycles to the fabric of a fixed structure by the use of locks and chains.

Safeguarding personal property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Staff and students should be encouraged to take an active interest in the security of their personal property whilst on the school premises or engaged on school activities elsewhere. The loss, theft or vandalism of personal property can create distrust and suspicion and can lower morale. Staff lockers are provided outside the staff toilet and also outside the staff room. Teachers are also provided with lockable cabinets in their rooms which should be utilized for storing personal valuables.

Students should be discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity. Upper KS2 pupils who need to bring mobile phones to school as they walk home alone should lock them in the lockers provided. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Vigilance

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Pupils who encounter anyone whom they do not recognise as a legitimate visitor should report their concerns to staff. Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means. As a general rule, visitors should be escorted to and from their destination within the school, although this may not always be necessary or practical.

Signing Out Equipment

Staff must "sign out" any equipment which is taken home - please liaise with the School Business Manager

Part 4: Security of Staff, Visitors, Pupils & Equipment During Events

Parents' Evenings

- All valuable equipment to be locked away in classrooms and classrooms which are not being used to be locked
- Staff to meet with parents in the halls and avoid booking appointments where they are concerned about their personal safety at the end of the day. Staff should advise the Senior Leadership Team if they feel additional support is required when dealing with potentially violent or aggressive parents/carers
- Two members of staff to run each activity club to ensure adequate supervision
- Office to be locked and Premises Officer to patrol site

Events

- All rooms except those required to be locked
- All valuable equipment to be locked away
- Any equipment required for the event to be security marked
- Physical, personal, cash and equipment security to form part of the risk assessment for the event and control mechanisms discussed and agreed by the Senior Leadership Team
- Whole site to be secured during off-site events

Part 5: Controlled Access and Egress During the School Day

Controlled access is a combination of measures to ensure that un-authorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Tidemill Primary School has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Our policy is that:-

- No access must be given to the site without visitors being interrogated
- All visitors report to the reception desk on arrival
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. LA staff (such as LA inspectors and School Improvement Partners) should wear their identity pass that will be visible at all times. NHS staff (such as the school nurse and speech therapists) should wear their identity pass which, again, should be visible at all times.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception. This procedure does not apply for LA staff or Supply Staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.

- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.
- The School operates a signing in /signing out system for all pupils who are late / leaving early.

Staff Access

The Premises Officer cleaners clear the alarms and unlock the site buildings between 6.00am and 6.30am. The buildings will be locked again for the evening at between 7pm and 7.30pm. Between these times, staff can use their key-fobs to gain access. Any access required outside these times needs to be discussed with the School Business Manager and Premises Officer. This includes anyone who wishes to access the buildings at the weekend.

A staff signing in system has been installed which allows us to know who is in the school in the event of a fire or other emergency. Staff should wear their ID cards at all times and make sure they have introduced the card to the card reader when they arrive in the morning, if they are going out to lunch and when they leave in the evening.

Third Parties, Extended Services and Community Groups

Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed:-

- **Breakfast Club / After School Club** - Schoolfriendetc has its own arrangements for safeguarding in its own activities. All staff are CRB cleared and details are held by the School on the Single Central Record. The school Premises Officer is responsible for security and locking up for the After School Club.
- **Cleaners** - Chequers staff have been CRB cleared and details are held by the. The cleaning supervisor is a keyholder and is responsible for ensuring the security of the site whilst the morning cleaning is in progress. Daytime cleaners should report to reception on arrival and wear their Chequers uniform at all times. If children wish to use the FS toilets whilst cleaning is in progress (younger children cannot be asked to use a different toilet), Chequers staff must vacate the toilets until they have finished. All other toilets should be locked during cleaning.
- **Lewisham Music Service** - LMS staff have been CRB cleared and details are held by the School on the Single Central Record.
- **Pabulum** - Pabulum catering staff have been CRB cleared and details are held by the School on the Single Central Record.
- **Community use/extended school activities** - Although not extensive use, community groups may use facilities at the end of the school day. When inside the building access to the rest of that block is restricted. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff. Only personnel with CRB clearance will be allowed on site for extended school activities.

Contractors

Contractors and maintenance personnel from our preferred contractor - Foreshaws - have been CRB cleared. Contractors and maintenance personnel who have not been CRB checked should not have unsupervised access to children. They will therefore be controlled as follows -

- All will be given school badges and be expected to wear them; LA staff to wear their own badges, visible at all times.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

The school has a Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Trespass

Trespass remains one of the most intractable problems facing schools. Unlike many other places, however, schools do enjoy some protection from statute law in this area. Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 makes it an offence to trespass on school property as detailed below:-

Nuisance and disturbance on educational premises. Any person who, without lawful authority, is present on premises to which this section applies and causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) shall be guilty of an offence and shall be liable on summary conviction to a fine. This section applies to premises, including playgrounds, playing fields and other premises for outdoor recreation.

Part 6. Student & Community Involvement

Students

Children are encouraged to be vigilant and responsible at all times. Children should not open the gate to visitors under any circumstances and, if they see someone walking around the school without a visitors badge (or not accompanied by a member of staff), they should report this to their class teacher or the nearest member of staff.

Community

It is important to build strong links with the community and ask them to be vigilant on behalf of the school during evenings and weekends. Parents who live overlooking the school should be given emergency contact numbers and can also be given responsibility for looking after access to the football cage for local children who wish to play in there at the weekend. Wherever possible the school will support the local community by providing use of the school facilities and inviting the community to school events.

Part 7: Action in event of incidents

All security incidents should be reported to the School Business Manager either at the time of occurrence or, if during silent hours, on the following working day. The School Business Manager will report all security incidents to the headteacher and the Governing Body and maintain records for insurance and other reporting purposes. If the alarms are activated during silent hours, the key holder will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to:-

- If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset.
- If there is a breach of security and the intruders are still on site, the police should be contacted immediately. Under no circumstances is an employee to confront intruders.
- If the intruders have departed, the police should be informed immediately.
- All false alarms & breaches of security are to be reported to the School Business Manager the next working day and an incident report form (at annex B) completed and given to the School Business Manager.



PREMISES INCIDENT REPORT

Name of person reporting the incident:

Summary of incident:

Date:

Time:

Details of incident:

Action taken:

Date and time incident was reported to the police:

Date:

Signature:

Police crime reference number:

Investigating officer:

APPENDIX 2

Members of staff with responsibility for the security of resources and equipment

Equipment	Responsible
Projectors & Whiteboards	Premises Officer responsible for labelling
Pupil Laptops	ICT Co-Ordinator
Staff Laptops	Staff
Digital Cameras	Year Group Leaders, Headteacher, Deputy Head
Camcorder	Headteacher
Print Cartridges	Family Liaison Officer
Portable Projectors	Family Liaison Officer
Portable CD players	Class teachers who have been allocated the equipment
Coomber headphone sets	Class teachers who have been allocated the equipment
Money & banking	School Business Manager
Chequebooks	School Business Manager
DIY equipment & tools	Premises Officer
KS1 Sports Equipment	Class Teachers, Sports Coach & After School Clubs (all have responsibility to lock away after their session)
Playground Equipment	Playground Coordinator
KS2 Sports Equipment	
Bicycles	Individual staff and pupils
Pupil Records	Family Liaison Officer
Keys	All key holders
Key fobs	All key fob holders
Breakfast club materials	Breakfast club team on duty that week