



School Security Policy

January 2014

INTRODUCTION

This document identifies the key elements of Security Management and the ways in which we seek to improve security for pupils, staff, governors and other adults and children who may be affected by school activities.

OBJECTIVES

- Enabling strategic leadership to promote a collaborative and coordinated response to risk management
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Informing parents and pupils of the security policy and encouraging them to help to ensure that it is effective.

RESPONSIBILITIES:

The North Eastern Education and Library Board (NEELB):

The NEELB will provide strategic direction and leadership through providing advice, inspection visits and monitoring the School Security in conjunction with the Board of Governors and Principal.

The Board of Governors (BOG):

The BOG will ensure a security policy is in place and is monitored and reviewed bi-annually.

The BOG will ensure that staff are aware of, and adhere to school security and participate in training where appropriate.

All members of the BOG will use the sign in book when entering the premises.

Principal:

Will have delegated responsibility for the day to day security of the School and for ensuring such things as:

All staff appreciating the importance of security and understand the School's policy and procedures and their own responsibilities.

Staff training needs are kept under review and training arranged as and when necessary.

New staff are informed of the School's security policy and procedure.

Liaising with the Board in relation to security means.

Advice will be sought from the police where necessary.

All crimes will be reported to the police.

Providing regular reports to the Board of Governors on security.

Building Supervisor:

Maintain the security systems and equipment.

Carry out regular daily routine security checks.

Maintain a record of all safety & security checks.

Record security lapses; bring these promptly to the attention of the Principal.

Raise awareness of security issues.

All Staff:

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the School. Staff should be aware of and conform to operational procedures that affect security eg.

Key control procedures – all visitors including parents should report to reception on arrival.

Visitor monitoring- all visitors visit will be recorded in the reception log and visitor passes issued.

External door monitoring all staff will monitor that all external doors to all buildings are closed and secured at the start of each teaching session.

New employees will be informed of this during their induction training.

Pupils:

Must report any persons on site that are not familiar (to them and are not wearing a visitor ID badge. Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff).

Signs and assemblies/meetings should regularly remind them of their role.

TRESPASS

Any person who is not authorised by the NEELB, Board of Governors, Principal or school management and enters without permission is a trespasser and may be asked to leave.

VISITOR ACCESS CONTROL

Our school operates a simple workable access control system and therefore:

We respectfully ask everyone who is not a member of staff or student that they report to the main entrance of the school at any time of day so that they can go through our normal visitor reception procedure. This procedure identifies legitimate visitors and monitors their arrival and reason for their visit by asking them to report to reception and not move freely throughout the school and to return passes to the school office when leaving.

OFFENCES NOT INVOLVING ASSAULT

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

AN INCIDENT THAT INVOLVES PHYSICAL FORCE.

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

The School may restrain the assailant with reasonable force to protect the victim, if staff to do so.

In all cases the School will refer to the police any assaults which appear to involve bodily harm. The School will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or pupils.

Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.

The School will be ready and willing to provide a substantive account of what led up to the incident.

'Violent incident forms' should be completed and returned to the appropriate department within the NEELB.

OFFENSIVE WEAPONS

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 Principal, followed if necessary by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

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 this is unavoidable on some occasion then special arrangements should be made in advance with the Principal regarding temporary safe keeping.

Staff are responsible for their personal property.

THEFT, PETTY VANDALISM, MINOR CRIMINAL DAMAGE AND BURGLARY

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.

REPORTING AND RECORDING INCIDENTS

Schools should maintain record of all incidents. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. Examples of incidents that should be recorded:

- Trespass
- Aggressive behaviour by persons other than students around the School building
- Matters reported by pupils
- Any other incidents giving cause for concern

The School will retain a record of all incidents

The Principal will check the Incident reports to assess any patterns are developing and to consider the need for consequent action

SITE SECURITY

All staff are responsible for the security of buildings and property.

At the end of the School day each member of staff should ensure that all windows and external doors are securely fastened prior to a final check by the building supervisor.

All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.

Adequate security lighting is installed and maintained/monitored by site staff.

Risk assessments are in place and are reviewed by the person responsible for health and safety and the Board of Governors annually.

CONTRACTORS

Contractors on School site are required to observe the School's security policy and procedure, and this is overseen by the relevant site staff.

This policy was adopted in January 2014 and will next be reviewed in January 2017 or before if thought necessary.