



BROUGHTON

HIGH SCHOOL

School Site Security Policy

Approved at Full Governors' Meeting on: 22 March 2017

Statement of Intent

The School Governors and Head of Broughton High School, recognise that it has certain legal duties under the Health and Safety at Work etc Act 1974 and subsequent relevant legislation. The Governors and Head of Broughton High School will endeavour to fulfil this obligation by ensuring the personal safety of every student, all members of staff – permanent or otherwise, and visitors to the school premises.

The School Governors and Head of Broughton High School recognise the importance of protecting the school buildings, contents and environment by reducing the potential for theft, vandalism and arson.

We are committed, so far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of this policy.

Violence in whatever form and for whatever reasons is unacceptable. Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work or study. The School Governors and Head of Broughton High School will be fully supportive to any members of staff or students who have been subject to violence within the workplace.

Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, Codes of Practice, physical measures and legal guidance.

The effectiveness of this policy will involve every member of Staff working together in a positive security and safety culture. We welcome suggestions for the improvement of policy or security arrangements from any member of staff, student or parent/guardian.

This policy will be reviewed annually or sooner upon a significant change of circumstances.

Roles and Responsibilities

1.1 Role of the School Governors

The School Governors are responsible for ensuring the overall effectiveness of the School Site Security policy by working closely with the Head and other members of staff whose role it is to implement the requirements of this policy.

The School Governors will:

- Approve a written Site Security Policy that reflects the particular security needs of the Broughton High School
- Review this policy every four years or upon significant change of circumstances and will support and monitor its implementation by the School
- Identify training needs for Governors in respect of security and personal safety and ensure that these are fulfilled
- Consult and annually inform all staff, pupils, parents/guardians and other building/site users about the security issues and arrangements
- Allocate resources for security training and improvement works
- Determine how the Governors' responsibilities will be exercised

1.2 Role of the Head

The Head is responsible for implementing this Site Security Policy agreed by the School Governors.

The Head will ensure:

- All staff appreciate the importance of security and understand the school's Site Security Policy and their responsibilities
- Staff training needs are kept under review and training as necessary
- All risk assessments are reviewed annually or sooner if there is a need
- In addition, routine site security checks are carried out on an on-going basis by the Business Manager and the site supervisory team
- Termly reports are made to the School Governors
- All crimes are reported to the Police
- Records of all security-related incidents are updated and maintained

1.3 Role of the School Business Manager

The School Business Manager will be responsible:

- For assisting the Head with the day to day management and implementation of the Security Policy
- For ensuring that security risk assessments have been undertaken and reviewed as required, and their findings implemented

1.4 Role of the School Staff

School staff are required to comply with the Site Security Policy and the security arrangements that have been put into place at all times and will:

- Familiarise themselves with the contents and their responsibilities under the Security Policy
- Visually display their ID badges whilst in the school environment

- Ensure that they, and the students in their charge, observe the security rules and procedures
- Report to the Head any defects in security procedures or systems
- Maintain confidentiality about security measures and information that are not for use by unauthorised personnel
- Report incidents/concerns to the Business Manager and ensure that the incidents are recorded as necessary
- Staff should ensure that the classroom and windows are secured when the classroom is not in use

1.5 Role of students

- Students are to be vigilant and report to staff anybody that is on the school premises and not wearing a visitor badge
- Students are regularly reminded to report any concerns/issues to staff.
- Tutor Representatives gather any concerns/issues of the School Council for the attention of the Business Manager

1.6 Role of other building users, contractors and staff not employed by the School

Other building users, contractors and staff not employed by Broughton High School are required to:

- Recognise that security of the school and safety of its occupants is a prime consideration at all times
- Ensure that staff and visitors under their control are aware of and observe the School's Security Policy
- Ensure that their activities and those of their staff/visitors do nothing to compromise the School's Security Policy, the security of the school or the safety of its occupants
- Ensure that they, their staff and visitors, maintain confidentiality about the school's security measures
- Ensure that any obvious defects in the school's security are reported directly to the Head
- Sign in and out of the Visitor register at main Reception and visually display the school's visitor badge, returning it at the end of the visit

2. Arrangements

Broughton High School will implement the following arrangements to ensure, as far as reasonably practicable, the safety and security of students, staff and other persons using the school premises.

2.1 Building Security

The school buildings will be checked periodically throughout the school day by Site Supervisors to ensure that there are no security breaches/issues.

Windows should be closed at the end of the school day.

CCTV cameras are located at key points internally and externally. The images can be replayed by request to the ICT Network Manager, when it is necessary to investigate an incident.

The CCTV system is compliant with the Data Protection Act.

Perimeter hedging, site shrubs and trees are regularly maintained to ensure good surveillance of the site.

2.2 Signage

Sufficient, clear and unambiguous signs are placed at appropriate locations to indicate that the school site is Lancashire County Council/Broughton High School property.

External signage at the main entrance indicates directions to the School Reception, car parking areas including designated disabled parking.

CCTV notices are displayed at all entrances to the School site.

Prominent warning notices will be placed at approaches to all roofs on or near where people work or gain access unless the material is wholly glass. This signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

2.3 Intruder Alarm System

In order to ensure the integrity of the system:

- The number of codes issued are kept to an absolute minimum and issued on the basis of need not convenience.
- If a code is misused or lost it must be reported immediately to the Business Manager

Main corridors and various offices/classrooms have electronic detection points which are connected to the school's central intruder alarm system. The activation of the alarm is linked to the security company's control room. Staff must not respond to intruder alarms activations without the approved security guarding company.

3. Access Control

3.1 Access to the School

The main access to the school site is via a separate entrance and exit system located off Woodplumpton Road.

3.2 Smartcards/Lanyards

Every member of staff will wear a Broughton High School "lanyard". The lanyards are blue, with the name of the school. Visitors will wear a red lanyard for easy recognition. Teacher trainees will wear a green lanyard.

3.3 Visitor/Contractor Access

All Visitors/Contractors are required to report to the School Reception on arrival. Once authorised – this may require providing identification upon request, they will be allowed into the secure area of the school. The procedure for the management of visitors/contractors is then enacted:

- All Visitors/Contractors will be provided with an identification badge with a red lanyard for easy recognition which is numbered for security purposes. The badge must be displayed by the visitor at all times whilst they remain on the school premises.
- Whilst the visitor is awaiting their host they will be made aware of the School's "Welcome Health and Safety notice".
- Visitors will be restricted to designated areas in accordance with their business at the school and will not be allowed unsupervised access to pupils.
- The host will accompany their visitor back to School Reception where they will return the visitor badge and sign out before leaving the building.
- All contractors are required to follow the signing in and out procedure for visitors and to comply with all other management controls in accordance with the School's policy and procedures for the management of contractors.

3.4 Student Access

No adult may have access to students, other than the legal parent or guardian, without written permission from the parent or guardian and the presentation of appropriate proof of identity at the time.

If custody of a child is a known issue, confirmation will be sought prior to releasing the student into the custody of a parent known to have restricted legal access. If access is a legal issue, and the school has not been informed, then the staff and School Governors cannot take responsibility if they release a child to a known parent.

Consideration must be given to the risk posed during individual interviews with parents/guardians. Any interviews where there is a significant potential for conflict (physical or verbal) must not be carried out in an office which is in an isolated location, and should be made by appointment only. In such cases two members of staff shall be present.

4. Staff

4.1 Recruitment

All staff will be recruited using the safer recruitment procedure. All employed to work within the School, including volunteers, will be subject to a Disclosure and Barring Service (DBS) check before commencement of their duties.

4.2 Induction

All members of staff, whether permanent or temporary, will attend a Health and Safety Induction Session which will include emergency procedures, risk assessments and security arrangements. The contents of this Security Policy will be brought to their attention.

4.3 Training

The Head will be responsible for identifying and arranging any training required as identified by risk assessment. Staff will receive training in the correct procedures for challenging unknown/unauthorised visitors.

Training may be through indirect (cascade) methods or by sending selected staff on courses.

4.4 Lone Working

No member of staff should be lone working and every effort must be made to avoid working alone. Line management approval should be sought if it is not possible to avoid lone work outside core hours.

Staff working late should inform the Business Manager of their location and their estimated time of departure, and confirm their departure; have available a telephone in the area that they are working; inform family/next of kin of intentions to work late and expected time of completion, and the procedures that are in place should they not return at the expected time.

5. Registration procedures and control

5.1 General

All students are required to be prompt for lessons. An electronic SIMS register is taken by the supervising teacher at the start of every lesson, including Tutorial Periods. The register is closed after ten minutes. Staff are contacted by a member of the Attendance Team if they fail to complete their register within this timeframe.

Parents/guardians are required to contact the School before the start of the school day, using the designated 'absence telephone line', to report any absence of their child(ren), and give a reason for the absence and some indication, if known, of the likely length of the absence. Members of staff receiving a message reporting a student absence must communicate this information to the Attendance Officer immediately.

The Attendance Officer is responsible for ensuring that all absence information is transferred to the appropriate registers and parents/guardians of any students not accounted for are contacted.

5.2 Late book

Students who are unable to attend registration for any reason are required to sign in the 'late book' held at School Reception.

5.3 Trips/visits/off site activities

Staff responsible for taking students on trips/visits/off site activities are required to complete the School Visit Form and other documentation including a risk assessment, in accordance with the School's policy and Lancashire County Council's guidelines for all visits and off site activities. This information is held by the Educational Visits Co-ordinator.

5.4 Ad hoc absence

Individual students leaving the School site during the day for any reason **must** be signed out by their parent/guardian and signed back in again at School reception upon their return.

6. Supervision

- 6.1 On arrival
On arrival, students should prepare themselves for the start of the school day and be ready to report to their designated areas for the initial registration of the day. Students are not allowed in any room/building unsupervised before 8.40am.
- 6.2 Breaks
Members of the Teaching staff/Teaching Assistants directly supervise all students within clearly defined areas. Students either remain in the school building or use the School field within clearly defined boundaries.
- 6.3 Lunchtime
Students take supervised lunch in the School dining room areas or outside. During lunch breaks students remain in the School building or use the yard areas.
- 6.4 Classroom/Learning Areas
Students are supervised at all times by Teaching staff/Teaching Assistants. Pupils must not be unsupervised in any classroom at break/lunch.
- 6.5 The Transportation of Students to and from School using School Transport
School buses operated by an approved source will be used and agreed procedures followed to ensure the correct and safe transportation of students.

7. Security of Staff, Visitors, Students and Equipment during School events

7.1 Parents' Evenings

Access to the school will be via the School Reception Entrance/Sports Hall and will be supervised by members of the Teaching Staff who will direct parents/carers to the meeting areas.

All buildings, apart from those required for the meetings, will be locked. Emergency escape routes/exits will remain open.

All portable equipment and personal possessions must to be kept in a secure place. Where rooms contain valuable equipment doors will be locked.

7.2 Other functions/events

Access will be restricted to designated areas where the function/event is taking place, with no relevant emergency exit route compromised.

All buildings, apart from those required, will be secure.

All portable equipment and personal possessions must be kept in a secure place.

For outside events - internal doors will be locked so that people have access to toilet facilities without having access to the wider school building.

Where rooms contain valuable equipment and the doors to these rooms have vision panels; blinds fitted to these doors will be closed.

8. Emergency Procedures

Staff should follow the School's approved procedures.

Students must not confront/challenge strangers on site at any time, but should report the situation to a member of staff immediately.

The level of staff response to an incident will depend upon the seriousness of the situation and the risks involved. Staff should never challenge any person unless it is safe to do so and must not attempt to detain or remove an intruder from the premises using force. Lancashire County Council guidance notes are to be followed.

The emergency services should be contacted on 999 if assistance is required.

9. Incident reporting and recording

All incidents relating to security of the school premises and violence to persons shall be reported to the Head, or Leadership Team member if the Head is unavailable, and recorded accordingly.

10. Arson

The School will take all steps to reduce the risk of arson including good housekeeping methods of work. Rubbish bins will be emptied daily and the inflammable waste stored in a secure location away from the buildings.

11. Key Holders

Records of key movements will be maintained throughout the year. This includes who has been issued with the keys and why it is necessary. Keys will be issued on the basis of need not convenience.

All keys must be stored in a lockable cabinet and located in a lockable room, which should be locked when the school is secured. A key audit will be undertaken once a year by the member of staff responsible for the issuing of the various keys i.e. School building, Departmental etc.

12. IT Network

Staff and students are bound by the School's IT Policy and agree not to put the School's IT network at risk or abuse their user rights. Personal passwords are not to be shared or written down. Computer screens must be locked when not in use and away from the immediate vicinity. Individual computers closed down at the end of the day.

Key administration and coursework computer data is backed up on a daily basis on both tape and drive. Staff should become familiar with the restore process for data in their user areas. In the event of a disaster recovery situation Virtue will be contacted in order to provide specialist consultancy assistance.

13. Risk Assessments

The School Business Manager will ensure that risk assessments are undertaken to identify any hazards and that the appropriate control measures are implemented. Health and safety tours will identify daily issues which need addressing e.g. trips, slips and falls.

Risk assessments will be reviewed annually or sooner should the need arise.

14. Examination Documentation

On arrival into the school, all examination correspondence/documentation is delivered to the Examination office by a member of the School Office team. In readiness for the examination sessions, all examination question papers are logged on arrival and immediately stored within a high security, fire resistant, three-way locking system cabinet which is situated in a secure room with full metal shutters, five bar Chubb lock, full wooden door and no windows. This room is kept secure at all times of the academic year.

15. Cash Handling

When cash is counted on school premises it should happen away from public view and preferably in a room with two people. Staff should be made aware that their safety must come before the security of cash under their control.

All monies collected for school trips, class photographs, examinations etc. are to be deposited in the school safe as soon as possible and remain there until banked. Cash must never be left in desk drawers or filing cabinets, even if locked. Cash kept in the School safe overnight must not exceed £3000 cash (x 10 valuables).

Staff and students are discouraged from keeping cash in school other than on their own person. Students are encouraged to load cash onto their catering account on arrival in school so that they are not carrying money around during the day.

16. Equipment

The Asset Register is held electronically on the ICT network. All assets and their location will be checked annually by authorised staff. Only authorised staff members have access to the register and must be approved by the Head of IT/ School Business Manager.

Equipment will be security marked and portable equipment kept in a secure location when not in use.

Staff should ensure that portable equipment being taken off site/loaned to them is recorded and all such electrical equipment (e.g. laptops), is made available for annual PAT testing and used in accordance with the appropriate risk assessment.

Any equipment/furniture disposed of must be recorded on the asset maintenance system and authorised by the School Business Manager.

17. Minibuses

When not in use the school minibuses will be locked and parked in the designated parking bays within the school grounds.

18. No Alcohol

Alcohol is not permitted to be brought onto the school site and consumed other than at an approved or licensed function.

19. Mobile Phones

Students are not permitted to use mobile phones from 8.30am until 3.05pm. The School's agreed procedures must be followed.

20. Information and Communication

20.1 Data Protection and Confidentiality

The School Governors, the Head and staff will keep information, whether computerised or otherwise, in accordance with Data Protection legislation. Confidentiality will be maintained at all times.

20.2 Policies and guidelines

These will be compiled and agreed in order to meet the School's legal requirements to ensure the personal safety of every student, all members of staff and visitors to the school premises and will be made available to all staff, and where appropriate students and parents/guardians. Safer School will be a set agenda item for Governor and staff meetings.

20.3 Information for Students and Parents/Guardians

Good security will involve the co-operation of all persons who use the school site. Students and parents/guardians will be part of this process. Students will be briefed regularly in Assembly or by the Class teacher on the arrangements as they affect them and in a manner relevant to the level of the security implications. Security aspects covered in the Safer School process is included in the school newsletter.

20.4 Responding to feedback and concerns

The School will welcome suggestions for the improvement of policy and security arrangements. There are regular opportunities for parents/carers to give feedback/comment e.g. at parents' evenings/PTFA meetings.

21. Legal

Broughton High School is required to exercise a duty of care whereby all reasonable steps will be taken to ensure the safety and wellbeing of students and staff.

The development and implementation of individual school policies will be an essential part of this duty of care.

INCIDENT REPORT FORM

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

1. Member of staff reporting incident:

Name:

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Work Address:

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Position.....

2. Personal details of person assaulted/verbally abused (if appropriate)

Name:

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Work Address:

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Position: (if member of staff)

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Class:

.....

Age: Gender:

3. Details of trespasser/assailant(s) (if known)

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4. Witness(es) (if any)

Name:

.....Gender.....Age.....

Address:

.....Postcode.....

Other Information:

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Witness(es)

Name:

.....Gender.....Age.....

Address:

.....Postcode.....

Other Information:

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Relationship between member of staff/pupil and trespasser/assailant

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5. Details of Incident

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of Incident (attach sketch if appropriate)

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c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

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6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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7. Any further information/sketches, etc. (as attachments)

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Name:

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Signed:

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Date: