




SECURITY POLICY AND PROCEDURES

Adopted by Netherhall School Governing Body On: 1 September 2023

Signed:  (Neil Watt, Chair of Governors)

Date by which the procedure was last reviewed: September 2023

Anticipated review date: September 2024

Equality Act 2010

Our school is committed to equality both as an employer and a service provider. We welcome our general duty under the Equality Act 2010 to eliminate discrimination, advance equality of opportunity and foster good relations. In addition, we recognise our specific duties to publish information every year about our school population; explain how we have due regard for equality; publish equality objectives which show how we plan to tackle particular inequalities and reduce or remove them.

We recognise our duty to ensure no-one experiences harassment, less favourable treatment or discrimination because of their age, any disability they may have, their ethnicity, colour or national origin, their gender identity or reassignment, their marital or civil partnership status, being pregnant or having recently had a baby, their religion or belief, their sexual identity and orientation.

We also welcome our duty under the Education and Inspections Act 2006 to promote community cohesion and British values.

SCHOOL SECURITY POLICY AND PROCEDURES

SCOPE OF PURPOSE.

This policy has been formulated to encompass all existing legislation and good practice contained within existing School policies and guidelines, i.e. Health and Safety at work Act 1974 (HASAWA), Education Act 2002, Children Act 2004, Data Protection Act 1998 and Occupiers Liability Act 1987, also the School Health and Safety policy, Safeguarding policy and Fire Safety Management policy.

The school recognises and respects its obligations contained within these Acts of Parliament and to this end will endeavour to continually review, enhance and monitor all aspects of Site access and security to ensure the safety of all staff, pupils and visitors to the school and its ancillary facilities.

1. ORGANISATION

The following groups and/or individuals have responsibilities for ensuring the security of the school.

1.1. Governors

- The Governors will ensure effective implementation of the policy; this will be achieved by:
 - by the Health and Safety Governor monitoring performance during regular visits
 - via Headteacher's/ Facilities Manager report to Governors
 - also, by Governors' observations during visits to the school
- Governors will delegate the day-to-day implementation of this policy to the Headteacher and Facilities Manager.

1.2. Headteacher

The Headteacher will:

- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures
- Investigate and record any breaches of this policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors and agency staff adhere to the policy
- Monitor the implementation of the policy and security arrangements, this responsibility will be delegated to the Site Manager

1.3. Staff

- All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and other users and visitors to the school site
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific duties
Agreeing and reviewing school security policy	Governing body delegated to relevant Committees	<ul style="list-style-type: none"> • Agree policy • Review annually
Day-to-day implementation and management of policy	Headteacher / Facilities Manager	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Securing school entrances/exits as detailed in this policy	Site Managers/Sports Centre Manager and staff, Community staff	Locking external doors and making site secure
Checking condition and operation of physical and electronic security devices	Facilities Manager, Sports Centre Manager	Part of normal duties to check physical integrity of security devices
Control of contractors	Facilities Manager /Sports Centre Manager / Business Manager	Vetting and suitability of contractors
Security of money	Business Manager/Finance officer/Sports Centre Manager/Kitchen Manager/Adult Education staff	Collection of cash/safe storage of cash on site/banking of cash
Control of visitors	Reception staff/Sports Centre reception staff	Issue of passes and directed or chaperoned by school staff to relevant department or member of staff
Security risk assessment	Business Manager / Facilities Manager / Headteacher	Review annually and inform Governors of findings to use as part of policy review

1.4. Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others
- Children will co-operate with the arrangements to ensure the safety and security of staff, pupils and other persons using the school's premises.

2. ARRANGEMENTS

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises:

2.1. Information and communication

- All staff must be aware of the school's security procedures, especially staff that have been designated specific responsibilities.
- All staff induction will include familiarity with this security policy and will be recorded on the employees training profiles.
- These arrangements will be communicated to all third parties that use the premises and grounds.

2.2. Buildings and Grounds

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

The access control procedures for the building are:

- Unlocking of the main school is completed by 7.00 am.
- The school is a multi-block site, the main building has a reception desk controlling access to the Main school site. Sports Centre users and visitors are directed to enter via the Sports Centre reception
- Staff will ensure supervision during the normal school day and will professionally challenge any unauthorised visitors or person not displaying a valid visitor's pass
- All visitors to the site are directed via signage to enter either via the main reception or Sports Centre reception.
- During times outside the normal school day, areas of the school may be locked in order to restrict entry. To ensure that safety is not compromised in the event of a fire or evacuation points of exit are always available
- The school operates an electronic attendance/registration system, this allows us to monitor absenteeism and truancy, and students who are late or leaving early are also required to sign in and out
- Members of the public entering the Sports Centre are required to sign in or electronically scan their membership pass
- The school operates a signing in/signing out system for all parents and visitors. All visitors must wear a pass with their name and valid date displayed, which is returned to reception staff upon leaving
- Site management staff monitor the movement of vehicles around the site and report any suspicious activity or infringement of traffic management rules
- Contractors working/visiting the school site are controlled by the Facilities Manager and must comply with all guidance and on-site regulations and must sign in/out at all times.
- An extensive CCTV system covers most external areas of the school.

Access arrangements for the grounds are:

- The main school gates are unlocked at approximately 06.45 and locked at 18.00.
- The sports centre gates are operated by a card swipe access system for any visitors/customers as additional security fencing/gates were installed for safeguarding.
- The school is completely enclosed with security fencing and card access. All gates are opened at 07.30 – 08.30 and 15.00 – 16.30. All gates are locked during out of hours.

- Playing fields – access to the playing fields for PE should always be under the supervision of a staff member, during lunchtime children are permitted to use certain areas of the playing fields under staff supervision. Access to the Sports Centre is via the main reception doors located at the carpark or via the ramped entrance adjacent to the fields.
- Sports Centre car park – users of the Sports Centre are directed via signage to the main Sports Centre reception.
- Sports Centre overspill car park – gates are not unlocked until 4.00 pm to prevent any conflict with children still on site.
- Parents are allowed to drop off children before the morning registration at the front of the school, collection of children after 3.00pm is allowed both at the front of school and on the Sports Centre car park.
- Bus Bay – should only be used by authorised buses and taxis for the drop off and collection of children. Any unauthorised use is challenged by staff members.
- On site vehicles (staff and 6th form) – a register is kept identifying all vehicle types and registration details of vehicles used to commute to the school site.

2.3. Supervision of contractors

Contractors and external maintenance personnel will not always have been DBS checked; therefore, they should not have unsupervised access to children. Control measures include:

- All contractors should have signed and agreed to the terms set out in the Contractor approval form and guidance supplied by the Facilities/Site Manager.
- All contractors are signed in and out and issued with badges and are expected to wear them at all times as well as being accompanied.
- Contractor vehicle movements and material deliveries are monitored by the Site Manager.
- Work will only be carried out at agreed times and locations.

3. CCTV

Currently we have 2 Digital Sprite DS2 units, both with capacity for 16 cameras on each unit each with a recording/playback capacity of 595 GB. Additional cameras may be added subject to requirement or risk assessment.

- The system is fully networkable and can be accessed by authorised users via PC
- A further 11 static cameras provide coverage in all year areas and main walkways and access points
- Only authorised trained staff have access to the system and are allowed to operate the system, all recording/copying of images is carried out by the Headteacher/ Facilities Manager/Business Manager
- In order to ensure compliance with the Data Protection Act 1998 no images or footage obtained from the CCTV system are to be distributed without prior approval from the Facilities Manager or Headteacher.
- Liaison with local police and handover of images for evidence purposes is via the Facilities Manager

- Signs are displayed around the site to inform the public of the use and operation of CCTV equipment.

4. CASH HANDLING

All cash collected on site such as community classes, Sports Centre, school fund, vending machines and canteen is securely locked in a safe prior to being taken to the bank by staff.

- All banking should be carried out at irregular times and days
- Cash handling should not be carried out in visible areas
- Staff should not leave cash in an unsecured location
- If banking large amounts of cash, staff should request that another member of staff accompany them to the bank.

5. PERSONAL PROPERTY

Personal property will remain the property of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 3 months before disposal.

5.1. Keys

- Any missing keys issued to staff are to be reported immediately to the Facilities Manager in order to fit new locks where required or arrange replacement keys
- Keys for external locks are only issued to senior staff, site and sports centre staff. A register is kept.

5.2. Property protection

All valuable or property attractive to criminals is security marked using Smartwater, thus deterring theft and enabling any stolen/recovered property to be returned to the school. The school has worked in conjunction with its insurer Zurich Municipal to ensure that all reasonable precautions are implemented to reduce property theft and wilful damage to property.

- All staff should ensure that any property requiring watermarking is communicated to the Facilities Manager / ICT Manager.
- Prominent notices are displayed indicating the use of Smart water.

6. PERSONAL SAFETY

Safety of all staff, pupils and visitors is of paramount importance, the school has effective measures in place to prevent accidental injury or assault to staff and pupils. All incidents are logged in accident books either in the Sports Centre or main School reception. Any serious or potentially serious incidents are reported using the V3 form. If any further investigation is required, this is carried out by a senior member of staff (Safeguarding Officer / Health and Safety coordinator).

- Additional specific measures relating to Safeguarding are contained within our separate 'Safeguarding Policy'.

6.1. Visitors causing concern/intruders to site.

The Headteacher must be informed immediately of any intruder or visitor acting in a manner so as to cause concern or distress to any staff member.

- Police will be alerted immediately
- Children should be moved away from any intruder or visitor quickly and quietly
- Police are to be informed of all such instances even if that person leaves the building/grounds upon request
- If such an incident occurs during lunch or break time, the staff on duty will ensure that all pupils return to the school building safely and inform a senior member of staff
- If it is known that any parent/visitor to site may be abusive or violent, no staff member shall be left alone with such person; additional staff are to be made available if required.

6.2. Alarm activations

Any security alarm activations to the school site are dealt with by Northern Security key holding service. The Sports Centre staff will deal with any activations on the sports centre site.

- Staff should where possible, wait until a second member of staff can attend, before entering the building, particularly during the hours of darkness
- Staff should carry a mobile phone whilst checking building
- If any forced entry or vandalism is found the Police should be informed immediately
- All activations should be reported to the Facilities Manager or Sports Centre Manager who will investigate the matter and arrange any necessary action
- If any staff member is unsure of entering the building, they **MUST** wait until backup has arrived.

7. RISK ASSESSEMENT

A security risk assessment will be completed and reviewed annually by the Business Manager, the findings of which will be used in the review of this policy. The risk assessment will use the format provided by Kym Allen.

8. MONITORING AND REVIEW

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.
Governors will monitor performance via the Headteachers report to Governors and when visiting school.

This policy will be reviewed annually by the Business Manager.