



Tibshelf Community School

School Security Procedure (DCC Policy)

POLICY STATUS	DATE	CHAIR OF COMMITTEE	MINUTE No
Approved at PP&F	17 June 2015	Barrie Chittenden	09/06.15
Ratified at Full Governors	8 July 2015	Ruth Spencer	GB/10/07.15
Approved by PP+F	29/06/2016	Mick Allen	PP+F06/06.16
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Review Period: 1 year



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Introduction

Tibshelf Community School recognises its responsibility to provide a safe and secure environment for pupils, employees and visitors. The school's security procedures will operate within the framework described in this policy.

These procedures have been created paying due regard to expert advice, legislation and DfE guidance.

The management of Tibshelf Community School will provide the necessary resources, information and training to implement the procedures outlined in these procedures. They will also be informed, where necessary, of any breaches and failures of the policy to enable them to take corrective action.

Procedure objectives

These procedures will:

- Identify improvements in security across the school.
- Enable strategic leadership to promote a collaborative and coordinated response.
- Assist in the implementation of ongoing improvements in the effectiveness of security measures and controls.
- Inform parents and pupils of the security procedures and encourage them to assist in their implementation.

1. Roles and responsibilities

1.1 The **governing body** will:

- 1.1.1 Ensure security procedures are in place and they are reviewed annually.
- 1.1.2 Ensure all school staff are aware of and adhere to school security procedures.
- 1.1.3 Ensure that all members of the governing body are issued with ID badges and display them at all times whilst on the premises.

1.2 The **headteacher** has responsibility for the day-to-day security of the school and for ensuring the following:

- 1.2.1 All staff members understand their responsibilities under the procedures.
- 1.2.2 Staff training needs are effectively monitored and training is arranged when necessary.
- 1.2.3 Pupils and parents are informed of the procedures and encouraged to take an active role in the school's safe culture.
- 1.2.4 Reports on security are made regularly to the governing body.
- 1.2.5 Suitable advice is sought where appropriate.
- 1.2.6 All crimes are reported to the police.
- 1.2.7 The school security assessment is reviewed.

1.3 The **site manager** will:

- 1.3.1 Maintain the security systems and ensure equipment is in working order.
- 1.3.2 Undertake routine security checks.
- 1.3.3 Maintain a record of all security checks.
- 1.3.4 Record breaches of security and bring these to the attention of the headteacher in a timely manner.
- 1.3.5 Review security procedures as required.
- 1.3.6 Actively raise awareness of security issues within the school community.

- 1.4 The **caretakers** will:
- 1.4.1 Unlock all the school gates at 7:00am and lock them all (with the exception of the main car park gates) at 8:32am.
 - 1.4.2 Unlock all the school gates at 3:10pm and lock them all (with the exception of the main car park gates) at 3:45pm.
 - 1.4.3 Lock the canteen doors at 3:45pm to ensure that access/egress to and from The Street is via the main doors at the end of The Street.
 - 1.4.4 Lock the library doors at 4:30pm.
 - 1.4.5 Check the physical integrity of security devices.
 - 1.4.6 Handover control of the site to Facilities for All (Lettings Company) at 5:30pm.
- 1.5 The **midday supervisors** will:
- 1.5.1 Staff the West View entrance at the start of lunch each day (1:10pm) and ensure that only students with lunch passes are permitted to leave the premises. The gate is locked once students with passes have left (1:20pm) and then re-opened (2:00pm) and staffed again to allow the students back into school.
- 1.6 **School support staff** will:
- 1.6.1 Issue badges and check disclosure and barring service (DBS) information.
- 1.7 **All Staff** will:
- 1.7.1 be aware of and adhere to the operational procedures of the school regarding security, such as:
 - 1.7.1.1 The requirement of all staff to sign in and out.
 - 1.7.1.2 Monitoring and challenging visitors.
 - 1.7.1.3 The wearing of ID badges.
 - 1.7.1.4 Appointments with parents/visitors after school reception closure hours.
- 1.8 **Pupils** will:
- 1.8.1 Report any persons on site that are not familiar to them and not wearing a school ID badge or visitor ID badge. They must not approach the persons at any time.

2. Parental access to premises

- 2.1 Parental access to the school premises will be by appointment or invitation only.

3. Barring

- 3.1 Trespassing is a civil offence and the school may take action through the legal system to prevent persistent trespassing. Any person not included in the following categories, who enters the school without permission, is recognised as a trespasser and may be asked to leave:
 - 3.1.1 Members of staff.
 - 3.1.2 Registered pupils – unless excluded.
 - 3.1.3 Parents or guardians – unless barred.
 - 3.1.4 Governors, suppliers, contractors and authorised users for out-of-hours activities.
- 3.2 If a member of staff or pupil feels threatened by a trespasser, the school has the power in common law to bar the trespasser from the premises.

- 3.3 Barring must be reasonable and the school will write to the person concerned offering them a chance to express their views. The bar may or not be immediate, depending on the nature of the offence. The bar is then provisional until the person has an opportunity to make formal representations. The bar will then be confirmed or removed.
- 3.4 Barring letters must be signed by the headteacher.
- 3.5 Bars are subject to review 6 months after they are imposed.

4. Removal of intruders during the school day

- 4.1 Under Section 547 of the Education Act 1996, it is a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. Therefore, trespassing on the premises does not constitute an offence in itself. For an intruder to receive a section 547 offence, and therefore be removed from the school, they will have to exceed their 'implied licence'.
- 4.2 The removal may be carried out by a police officer or a person authorised by the school such as a security guard.

5. Access control

- 5.1 The school operates a workable access control system and considers everyone who is not a member of staff or a pupil to be an intruder until they have gone through the following visitor procedures at reception:
 - 5.1.1 Person signs in at reception and completes the relevant documentation.
 - 5.1.2 They note their arrival time, expected movement around the school and reason for visit.
 - 5.1.3 They are issued with a visitor ID badge that must be worn at all times.
 - 5.1.4 The person will then be escorted to the relevant part of the school.
 - 5.1.5 After the purpose of the visit reaches a conclusion, the person returns the visitor ID badge and signs out at reception, noting their departure time.
- 5.2 Any refusal to adhere to these procedures will be reported to the headteacher.
- 5.3 Any acts of aggression will be reported to the police.

6. Reporting incidents

- 6.1 The school will maintain an incident register. It will contain accurate details of all incidents which may be significant if they recurred and became persistent. All staff are expected to report the following incidents using the incident form provided in Annex A of these procedures:
 - 6.1.1 Trespassing.
 - 6.1.2 Aggressive behaviour by persons other than pupils.
 - 6.1.3 Security matters reported by pupils.
 - 6.1.4 Other security based incidents giving cause for concern.
- 6.2 The Headteacher and Business Director will monitor and securely store all completed forms in an incident register.

7. Prohibited items

- 7.1. The following items are prohibited:
 - 7.1.1. Knives
 - 7.1.2. Other weapons
 - 7.1.3. Drugs
 - 7.1.4. Alcohol

7.1.5. Stolen items.

7.2. If a member of staff has reason to believe a pupil is in possession of a prohibited item, they will adhere to the guidance outlined in the school's Behaviour Policy.

8. Building security

8.1 The school will take all reasonable measures to restrict access to the building and prevent unauthorised access. The access control procedures of the school are:

8.1.1 At the end of the school day, each member of staff should ensure that all windows and external doors in their classroom are securely fastened prior to a check by site staff.

8.1.2 All staff are responsible for keeping the building clear of materials that could be used for vandalism or arson.

8.1.3 Security lighting is installed and maintained by site staff.

8.1.4 Risk assessments are in place and reviewed annually.

8.1.5 All school property is recorded in an inventory (above £100).

8.1.6 Access to the school building is controlled by electronic doors which require a swipe card or access from reception.

8.1.7 During holiday times access/egress is only via the Main Reception.

8.1.8 The school site is monitored by 24 hour CCTV surveillance (refer to CCTV Policy for additional information).

9. Alarm system

9.1 The alarm system is linked to the security company EMCS (East Midlands Control Station) who will contact the main key holder if it is set off.

10. School property

10.1 All items of equipment in the school are the property of the school and must be kept well-maintained and secure at all times. If a member of staff wishes to borrow equipment, permission from the Headteacher must be sought in advance and information regarding the borrowing of equipment kept.

10.2 Staff are responsible for returning equipment as agreed.

10.3 All expensive, portable equipment is recorded on the Asset Manager database.

10.4 Blinds are closed on all exterior windows at night.

11. Personal property

11.1 Pupils are discouraged from bringing high value items to school and, in the event they do so, the school accepts no liability.

11.2 If the use of a high value item is unavoidable, arrangements should be made with the headteacher to ensure security.

11.3 All staff members are responsible for their personal property.

12. Security during school events

12.1 During parents' evenings:

12.1.1 All school valuables are placed in containers and locked.

12.1.2 All laptops are stored in locked rooms.

12.1.3 All office rooms are locked.

12.2 During fundraising events:

12.2.1 All rooms apart from those required are locked.

12.2.2 All school valuables are placed in containers and locked away.

12.2.3 For outdoor events, internal doors are locked in a manner allowing people access to toilet facilities without entering the school building.

13. Monitoring

13.1 All staff members have a responsibility to ensure security strategies are implemented.

13.2 The Headteacher and Business Director are responsible for the monitoring and review of these procedures.

13.3 A Security Risk Assessment is carried out annually to assess and mitigate risks.

14. Other Relevant Policies/Documents

14.1 CCTV

14.2 Health and Safety

14.3 Fire Safety

14.4 Critical Incident

14.5 Facilities for All (Extended Hours) Contract

Annex A – Incident Report Form

Members of staff should use this form to report incidents of trespassing, nuisance, disturbances on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to property occurring on school premises.

The form should be completed as fully as possible and a staff member should complete the form for an incident witnessed by a pupil.

Member of staff reporting the incident	
Name:	Position:
Personal details of person assaulted/abused (if appropriate)	
Name:	Gender:
Class:	Age:
Position (if staff):	
Witnesses (if any)	
Name:	Age:
Gender:	Position (if staff):
Address:	
Name:	Age:
Gender:	Position (if staff):
Address:	
Time and date of incident:	
Type of incident: (e.g. trespassing, assault etc.).	
Location of incident:	
Description of incident: (describe the incident including events leading to it and who else was involved).	
Outcome: (e.g. whether police were called, trespasser was removed, parents were contacted, legal action was taken etc.).	
Further information: (provide any further information you feel relevant).	

Security Risk Assessment



Tibshelf Community School

Assessment conducted by: Louise Crowder	Job title: Business Director	Covered by this assessment: All Staff, Pupils, Visitors, Contractors
Date of assessment: June 2015	Review interval: Annually	Date of next review: June 2016
Signed:		

Risk/Issue	Recommended controls	Controls in place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline
Policy and procedures	<ul style="list-style-type: none"> Written procedures for ensuring the security of people and property are in place. They are agreed by the governing body and reviewed annually. 	Yes	<ul style="list-style-type: none"> Review relevant policies in light of any updated guidance. 	SLT	Annually
Staff training and communication	<ul style="list-style-type: none"> Staff provided information, appropriate training and instruction on effectively implementing these procedures. 	Yes	<ul style="list-style-type: none"> Staff shared drive updated to include revisions to policies 	Bev Wright	As Required
Access control	<ul style="list-style-type: none"> Access to the school is restricted to staff and authorised visitors only. ID badges are issued to all visitors. Staff and Governors issued with photo ID. 	Yes Yes Yes	External signage improved to direct visitors to reception. <ul style="list-style-type: none"> CCTV signage to be displayed. 	Craig Selby	July 2015

	allowed on during recreational times.				
Contractors	<ul style="list-style-type: none"> Contractors are DBS checked or supervised while on school grounds. They are issued with ID badges and wear them at all times. Their access and egress to and from school grounds is always via a designated safe route. 	Yes Yes Yes			
Equipment and assets	<ul style="list-style-type: none"> Valuable school property and equipment has been identified (and recorded on Asset Manager) and reasonable measures are in place to ensure security. Cash Handling in School procedures reviewed and best practice implemented. 	Yes Yes			
Personal belongings	<ul style="list-style-type: none"> Pupils are informed they bring valuables to school at their own risk. All members of staff are provided with a secure staff base or lockable unit. 	Yes Yes			
Community use	<ul style="list-style-type: none"> Security measures take into account community use of the school building (through the Facilities for All Contract). Pupils are physically separated from community use where possible. 	Yes Yes			
Children leaving the	<ul style="list-style-type: none"> Internal fence with controlled exits and entrances. 	Yes			

school site without permission	<ul style="list-style-type: none">Teachers to immediately flag pupils known to be in school but not present in their class.	Yes			
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