



PARK HIGH SCHOOL

SITE SECURITY POLICY

Reviewed by:	Finance and Premises Committee
Date of Review:	2020
Approved by:	Governing Body
Date of next review:	2021

Updates: Pages 4&5

- **Reviewing Information update**

Site Security Policy

Background

All governing bodies have a responsibility under health and safety legislation (Health and Safety at Work Act 1974) to make sure that their school is a safe place in which to work. Schools have always been wary of theft and intruders and there should be careful scrutiny and identification of all visitors to the school site. At the very least, a signing in book and visitors badge should be standard procedure.

Safety and security includes the protection against violent behaviour and schools have a common law right to bar troublesome adults from the school premises. It is an offence under section 547 of the Education Act 1996 to cause a disturbance on educational premises, for which the (police/local authority) can prosecute. Alternatively, the school may apply to the (local authority/police) for an anti-social behaviour order.

Legislation under the Education Act 2011 reinforces the power of teachers to search without consent pupils suspected of carrying an offensive weapon or banned substance.

Introduction

The overall responsibility for the buildings and grounds at Park High School lies with the governing body. Day to day management of the school buildings and grounds is delegated to the headteacher under the terms of his/her statutory duties. The headteacher works in consultation with the police and fire services, equipment providers (e.g. CCTV and access control) and maintenance contractors as well as consultants (e.g. health and safety and risk assessments) on matters dealing with site security.

Park High School ensures, as far as reasonably practical, that staff members, students and other non-employees are protected from the risks to health and safety. In return the school expects that all staff and pupils will pay high regard to the security of the school site and report any breaches or potential problems with security to the headteacher. This policy augments our health and safety strategy and in addition addresses ways of helping to reduce the possibility of arson, theft and vandalism.

The governing body controls the use of premises both during the and outside of school hours. The school is sympathetic to the needs of the local community when deciding out of hours use. This policy should therefore be read in conjunction with the lettings policy.

Objectives and targets

The purpose of this policy is to outline the procedures taken to ensure security on the school premises in order to retain a safe environment for all who learn, work or otherwise attend the school.

Action plan

The headteacher has determined that the principle keyholder is the resident site supervisor. Contact details are displayed the main entrances and details are held by the emergency services. The senior leadership team ensures up to date risk assessments are carried out in relation to building security as part of the overall health and safety arrangements for the school. The headteacher and the health and safety governor ensure school security is reported to the governing body as part of the overall health and safety updates.

- **Designated duties**
In order to discharge his/her duties in respect of building security, the headteacher draws upon the expertise of designated members of staff. See appendix 1 for the duties which have been allocated for the current school year.

- **Supervision of students**
Detailed arrangements for the supervision of students are set out in appendix 2 to this policy under the following headings:
 - Students entering school at the start of the day.
 - Students at break times.
 - Students at lunchtime
 - Students leaving school at the end of the day.

- **Breaches of security**
If a breach of security occurs, then the policy relevant to the incident should be implemented without delay.

- **Personal safety**
Safety and security includes the protection against violent behaviour and Park High School has a right to bar troublesome adults from the school premises. It is an offence under section 547 of the education act 1996 to cause a disturbance on educational premises, for which the (police/local authority) can prosecute. Alternatively, the school may apply to the (local authority/police) for an anti-social behaviour order.

- **Weapons and banned substances**
Pupils suspected of carrying an offensive weapon or banned substance on school premises will be searched without consent (under legislation in the Education Act 2011).

- Out of hours access for staff
Only in exceptional circumstances should staff members seek access to the school out of normal opening hours. Such access must be negotiated with the site manager.
- Lone working
Lone working on site is strongly discouraged. However, it is recognised that under exceptional circumstances it may be that the completion of a task necessitates a staff member remaining behind after others have left. Such lone working is only permissible if the site manager is able to provide staff to secure the premises on completion. Lone working should never continue beyond one hour and the lone worker must be able to access telephone communications at the all times. The lone worker policy must be adhered to.
- Valuable equipment
Personal electrical equipment must not be used in school unless it has been officially tested and tagged.

Items of school equipment are recorded on the school/department inventory, are security marked and must be stowed away in a secure area when not in use.

- Personal property
While everything possible is done to ensure the school is secure, the governing body does not accept responsibility for the personal property of staff and students. However, recognising that some normal items brought into school which are of value, the school encourages all staff members to make use of lockers for any items not in use. Students are recommended to hand items in to the administration office.
- Monitoring and evaluation
Matters of security are given appropriate priority and appropriate systems of communications are used to inform all staff of relevant matters.

Parents and students are involved in matters of safety through the school council, parents association, and the governing body.

- **Reviewing**

The delegation of responsibilities for ensuring the security of the school building is reviewed on an annual basis, and earlier should there be changes to personnel or incidents demanding that the procedures need to be altered in any way.

For this academic year - 2020/21, updated service delivery inquiries have restarted using the information received from previous site surveys which had begun in the last Spring Term. This work is currently ongoing.

To-date several companies have been contacted regarding improving Park High School's site security by installing a new upgraded entry card/fob system on both gates, the main building external doors and sixth form entrance and exit. Costs are currently under negotiation.

Further updates will be made to this policy throughout this academic year to reflect the changes to site security as and when they occur.

Next school review due: June 2021

Appendix 1

Area of responsibility	Specific duties	Staff responsibility
Control of visitors	All visitors to our site are required to sign the visitors book and wear identity badge while on the premises.	Reception Staff
	Members of staff should report the presence on site of any visitor not wearing an identity badge.	All Staff
Control of contractors	All contractors are required to sign in, be identifiable and be aware of relevant health and safety polices e.g. asbestos.	Premises Team
	The work of contractors will be supervised to ensure that the job is completed safely and to contract.	Premises Team
Opening and securing school entrances and exits	All emergency doors must be totally unusable at all times.	Premises Team
	All other doors must be fully operational to allow the safe entrance and egress of personnel before, during and after the school day.	Premises Team
	All doors and windows must be secured when the school is not in use.	Premises Team
	The time of opening and securing the school will be communicated to relevant staff on a weekly basis.	Facilities & Operations Manager
Site access and perimeter fencing	All vehicles and pedestrian entrances and exits must be fully operational to allow safe access to the school site.	Premises Team
	All entrances and exits must be secured after the building has been vacated.	Premises Team
	All perimeters must be checked to ensure security and safety.	Premises Team
Emergency evacuation procedures	Management of the evacuation of the school, in line with the 'fire evacuation procedures (which includes bomb alerts, secondary evacuations, and lock down procedures)'.	Headteacher/Facilities & Operations Manager

	Weekly testing and logging of evacuation alarms.	Premises Team
First aid/accident procedures	<p>Access to the site for emergency vehicles must be maintained at all times.</p> <p>Maintaining fully stocked first aid provisions.</p> <p>Maintaining an up to date list of trained first aiders.</p> <p>Ensuring first aid training is up to date and sufficient for school needs.</p> <p>Maintaining high visibility of signage to identify first aid and accident points contact.</p>	<p>Premises Team</p> <p>Medical Assistants</p> <p>Headteacher/Facilities & Operations Manager</p> <p>Facilities & Operations Manager</p> <p>Premises Team</p>
Intruder alarms	<p>Intruder alarms must be set when each zone of the school is not in use.</p> <p>Unless otherwise directed, intruder alarms should be turned off for all zones when the building is first opened at the beginning of the day.</p> <p>Responding to an intruder alarm activated out of hours.</p>	<p>Premises Team</p> <p>Premises Team</p> <p>Rota established by Facilities & Operations Manager.</p>
Security of money	<p>Progressively, the school seeks to reduce cash transactions.</p> <p>When cash is received in school, it must be accounted for, kept in the school safe and banked as soon as practicable.</p>	<p>Finance Manager</p> <p>Finance Manager</p>

Appendix 2

Supervision of pupils

Enter details of the supervision provided for students at the start of the day.

Rota for Senior Leadership Team/HOYs at the start of the day.

Enter details of the supervision provide for students at break times:

School staff (x18-20) rostered on duty at various locations.

Enter details of the supervision provide for students at lunchtimes:

School staff (x18-20) rostered on duty at various locations.

Enter details of the supervision provide for students at the end of the school day:

Rota for Senior Leadership Team/HOYs at the end of the day.