

# Bishop Barrington School Security Policy and Procedures

## 1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Bishop Barrington School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

## 2. Organisation

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

### 2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the head teachers reports to governors
  - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

### 2.2 Head Teacher

The head teacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

### 2.3 Staff

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

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Finance committee	Agree policy Review every 12 months
Day to day implementation and management of policy.	Head Teacher / Senior Administrative Officer	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Site Staff	Unlock gates 8.15-9.00am and 2.55-3.30pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Site Staff	Part of normal duties to check physical integrity of security devices.
Control of visitors	Receptionist	Issue badges
Control of contractors	Estates manager	Check security level. Make aware of asbestos plan. Make aware of security abstract, fire and first aid systems. Ensure correct level of supervision.
Security of money etc	Admin staff, kitchen staff, site staff, lettings staff in sports hall.	Counting, storing and transporting cash within the school. Site-staff bank cash in Bishop Auckland centre.
Security risk Assessment	Head Teacher / Senior Administrative Officer	Review annually and inform governors of findings. They need to use this as part of the policy review.

### 2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.

- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

### **3. Arrangements**

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

#### **3.1 Information and Communication**

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Where there has been a breach of any aspect of the Security Policy, the event should be recorded on the DCC Accident/incident/near miss form. The breach would constitute an incident or near miss and therefore, it can be considered by the SLT and Governors in their regular review of statistics. Any breach of the Security Policy should always, in the first instance be referred to a senior member of staff as a matter of urgency. Any action taken should be clearly recorded as should the reason for not taking any action.

Parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

#### **3.2 Controlled access and egress during the school day**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

When a visitor or contractor arrives at reception, details will be taken, verbally, as to their name, car registration number and purpose of visit. Details will also be recorded of who they are visiting and the time of day. A computer generated badge will be raised and placed in a plastic wallet with lanyard. This must be worn at all times. It is not acceptable to put it in a pocket or bag as this will just prompt multiple challenges by staff as to why the person is on site.

At the end of the visitor's time in the school, the badge will be handed into reception where a bar code reader will cancel the badge. The computerised system will be able to produce a list of all visitors to the school in case of an emergency evacuation being employed.

The previous signing-in book is now obsolete and must not be used. Visitors will wait in the outer reception area until the person who they are visiting comes to meet them. The member of staff receiving the visitor must ensure that the visitor leaves the premises through the reception door, and return the badge to the receptionist so that the badge can be cancelled.

Staff who wish to leave the premises during the school day, must sign out in the file in reception and also sign in on their return.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Bishop Barrington School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

Some further work is currently being investigated regarding traffic management and the school is working towards a system for even greater monitoring in the outer parking areas.

### **Buildings**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building are –

The main building has only a single entrance for visitors and contractors, and this is via reception. Staff can access the building through a set of doors operated by a key fob. Authorised visitors will only be allowed access after the receptionist has recorded their details on computer and issued them with a personalised badge. Visitors also need to wait in the lobby until the person that they are meeting with, comes to reception to collect them.

From 8.15 when the gate allowing access to the school grounds is opened, a member of the site team is positioned at the gate to ensure that only students are allowed in. Parents and visitors are directed to reception. At 9am the gate is locked, and the only access for students is via reception.

\* All doors except main entrance cannot be opened from the outside.

Demountable doors can only be opened from the inside. From the outside only staff can access demountables using the keys provided.

Multi-block school – the main building has a reception desk and access control. Signage directs all visitors to this entrance. It is impractical to have access control on all other blocks and so pupils will be safeguarded in these other blocks by other methods such as supervision. At lesson changes the entrances to these blocks are supervised. Unauthorised visitors will be challenged by staff.

### **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

All external boundaries have either/or a 6 foot metal security fence erected or at least a six foot high tightly grown hedge which provides a physical barrier. The only

exception to this is a stretch of the school field which borders onto some residential properties. This has been the subject of a risk assessment and a visit from DCC CYPS. The latter report states that as long as staff are suitably trained and aware of the Security Policy, then fencing is not required

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

School field. Access to the school field for PE is always under control of staff. Staff would professionally challenge any person not wearing a school visitor badge. Approximately two thirds of the field is protected by a 6 foot fence. The remaining third is bounded by private dwellings.

In the event of anyone coming on to the field and refusing to leave, the member of staff will collect the students and take them off the field. On leaving the field the member of staff will lock the gate to ensure that no one can get from the field into the school. The member of staff will then call the police and inform a member of the Senior Leadership Team. An incident/near miss form will be completed urgently and passed to the relevant person.

At break time and at lunch time, adequate supervision is provided even though there is no open access to the school.

Auxiliary blocks – these cannot be secured by electronic means. A supervision rota for lunchtime is organised via the site team and at morning break a wide supervisory role is taken by teaching and support staff.

The Sports Hall – this is used from 4.30pm until 10pm. The entrance to the Sports Hall is via 1 set of electronic doors in the Sports Hall car park. There are another set of electronic doors at the other end of the building which would eventually allow access to the school. However, these are locked at the end of the school day, thus preventing any access from the Sports Hall into the school building.

### **3.3 Early Years Outside Areas**

#### **[When Year 5 and Year 6 students visit the school]**

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 6ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

At the times when large groups of either Year 5 or Year 6 students spend some days in the school, the supervision system becomes more elaborate. HLTa's and TA's along with the host teaching staff, ensure that groups of students are moved safely from one activity area to another. Lunch and break times are staggered with enhanced supervision for the entire duration of the break

### **3.4 Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

All visitors report to the reception desk on arrival.

All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not a member of the school staff.

Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.

Any refusal will be reported immediately to the Head Teacher or senior member of staff. Any aggression will be reported to the police.

Visitors will not remove any items of school property without the express permission of school staff.

For their own safety any authorised visitor will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid and security in the school

Contractors will receive the same information as well as information about asbestos in the building.

There is a dangerous stretch of road adjacent to the kitchen. This is frequently partially blocked by either a delivery van or staff cars. This area must be kept clear to allow two-way traffic and to prevent occluding the view of the road.

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

#### **Locations where supervision is part of our safeguarding procedures –**

Playground – the access to the playground in the morning before school begins is via a lockable gate at the front of the school. Children are always supervised in this area and visitors challenged. A senior member of staff is also on duty outside the school to observe entry into school.

The school field – here, the staff follow procedures which ensure that supervision is applied at all times when students are on the field. Students will immediately be withdrawn back into the Sports Hall if the member of staff feels that a situation requires this action. Gates will then be locked.

#### **Times of the day when supervision is part of our safeguarding procedures –**

Start of school day – as all the gates are open to allow access this area is supervised 8.15am to 9.00am. Parents have been informed of these arrangements and that supervision does not start till 8.15am.

Lesson changes – due to multi-block nature of the site, access control is not possible for every individual building during lesson changes. At these times staff will watch for any unauthorised visitor. The only route into school after 9am is via reception.

Lunchtime – all parts of the school site have access control and supervision.

3.00 pm. At the end of the day, staff will monitor the students leaving the site and at 3.30 the student entry gate will be locked.

Our security arrangements requested parents not to drop off and pick up students within the school grounds at the start and end of the school day.

### **3.6 Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use – community groups use Bishop Barrington Sports Hall facilities during the school day. When inside the building, access to rest of that block is only possible via reception. While visitors are in the grounds the access routes to community facilities are clearly signposted. Community facilities users share the internal paths with pupils who could be attending a club at night. Speed of travel is restricted to 5mph but this is rarely observed. The organisers of community events will be advised of the arrangements for parking, fire problems, first aid and security before they are allowed to book an activity. Visitors in unauthorised locations will be challenged by staff. Community activities begin at 4.30pm. The Sports Hall doors should be locked until this time.

Money for lettings should not be stored in this area but should be kept in the school safe. PE staff will arrange for a procedure to be put in place which will enable sports hall lettings money to be either deposited in the school's safe or cashed in on a daily basis with diner money.

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been CRB checked as they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.
- They will be made aware of fire safety, first aid and security arrangements.
- Asbestos in the building will be explained and contractors will sign to confirm understanding of these measures.
- Site Staff will issue a "Permit to Work" to any suitable contractor

### **3.8 Lone Workers**

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 Locking arrangements.**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Main gate – Unlocked by the caretaker at 6.00am and locked again at 10pm. They remain locked all night and at weekend. The single entry gate will be opened at 8.15am and a member of the site team will monitor entry into the school grounds. This gate will be locked at 9am after which the only entry for staff students and visitors will be via reception. The gate will be opened again at 2.55pm until 3.30pm for student egress. The area will be monitored by site staff until it is locked at 3.30pm

Main Building –All entrances except reception are normally locked. The single entry gate at the front of the school is locked by caretaker at 9.00am and only unlocked at the end of the school day. Deliveries of any items which can not be passed through a security window in reception are made through a set of normally locked gates next to the site team portacabin.

Auxiliary block – unlocked at 8.45am and locked again at 4.00pm. It is not practical to lock these doors during the day as pupils require access at lesson changes. Pupils are supervised at these times.

### **3.11 CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities.

Signage throughout school informs people of this. There are 16 cameras which cover key points inside and outside of the building.

### **3.12 Cash Handling**

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved. Every day, 2 members of staff take cash to the Post Office in Bishop Auckland. The member of staff carrying the cash is dropped off at the door while the other member parks the car. Because of other commitments, the money can only be taken at the same time and route each day.

Money should not be stored in the Sports Hall. It should be deposited daily or kept in the school's safe.

### **3.13 Valuable equipment**

All items above the value of £25 will be recorded in the school stock book.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### **3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in the First Aid room. The key is available from a first aider.

Arrangements for the administration of medicines are detailed in the medication section in school first aid policy.

## **4. Risk Assessment**

A security risk assessment will be completed annually by the Head Teacher/ Business Manager. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

**5. Monitoring and Review**

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Finance committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by the Finance Committee.

Policy adopted Spring Term 2012 by Finance Committee

Policy review date: Spring Term 2013