

# The Federation of the Church Schools of Shalfleet and Yarmouth

## Achieving Together for a Brighter Future



# SECURITY A STATEMENT OF POLICY

Approved by	
Portfolio	Safeguarding
Approved on	Summer 2021
Review date	Summer 2024
Review Cycle	3 Year
Policy Type	Non- Statutory
Ratified/FGM Date	

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Security Policy

## Policy Statement

This document identifies the key elements of The Federation of the Church Schools of Shalfleet and Yarmouth's security management system and the ways in which we seek to improve security of our pupils, staff, governors and other adults and children who may be affected by school activities.

The Federation of the Church Schools of Shalfleet and Yarmouth's staff and pupils are a key resource and it is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

This policy states that:

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Shalfleet & Yarmouth CE Primary 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
  
- Disciplinary Policy
- Child Protection Policy
- Health & Safety
- Business Continuity
- Emergency Procedures

## Objectives

- Enabling strategic leadership to promote a collaborative and coordinated response to risk management
- Identifying improvements in security culture and accountability
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures
- Ensuring that staff (whether existing or new) are consulted and informed about security and receive appropriate training where required.
- Informing parents and pupils of the security policy and encouraging them to help to ensure that it is effective.
- Identifying areas for improvement in preventing cyber attacks

## Organisation

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

## Governors

The Governors will;

- Ensure that the school has a security policy and that this has been implemented
- Monitor the performance of the school security measures. This will be achieved by
  - The health & safety/safeguarding governor monitoring performance on their star visits
  - The headteacher's reports to governors
  - All governors observing its implementation when they visit the school
- Headteacher will periodically review the school's security policy
- Governors will delegate the day-to-day implementation of the policy to the Headteacher

## Headteacher

The headteacher 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

## All staff will

- Comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security

Security Issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governors	Agree policy Review every 3 years
Ensuring that staff are aware of, and adhere to school security and participate in training where appropriate.	Governors	
Day to day implementation and management of the policy	Headteacher	Inform staff Monitor performance Review arrangements Ensure that staff training is reviewed and updated where necessary Ensure that new staff are made aware of the school's policy and procedures Ensure that parents and pupils are aware of the schools policy and procedures and promote a safe culture Provide regular reports to the Governors Ensure that all crime is reported to the police
Securing school entrance/exits as detailed in this policy	Caretaker	
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, fences, roller shutter etc)	Caretaker/SBM	Part of normal caretaking duties to check physical integrity of security devices, maintaining a record of all security checks
Control of visitors	Admin/reception staff	Operating access controls on doors. Visitors signing in
Control of contractors	Headteacher/SBM	
Maintain the security systems and equipment. Carry out regular routine security checks. Maintain a record of all security checks. Record security lapses, bring these promptly to the attention of the Headteacher & SBM, and review security procedures as and when required.	Admin staff/Finance Manager/ SBM/Caretaker	

Raise awareness of security issues. Maintain the security of monies held on the premises		
Security Risk Assessment	SBM/Headteacher	Review annually and inform governors of findings to use as part of the policy review
Strategic direction and leadership	Local Authority	

**Staff:**

*Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the School.*

Staff should be aware of and conform to operational procedures that affect security e.g.

- Key control procedures
- Visitor monitoring
- External door monitoring
- New employees will be informed of this during their induction training.
- All staff will be issued with ID badges and will display these whilst on the premises.

**Pupils:**

- Must report any persons on site that are not familiar to them and report all strangers immediately to the nearest member of staff.

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

**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 school’s security arrangements as a condition of shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

**Controlled ingress 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 children or staff.

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. Shalfleet & Yarmouth CE Primary schools has, thorough risk assessments, balanced with the need to remain a welcoming environment to the community whilst safeguarding children at all times.

**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 entrance is manned by a member of staff. When staff members are not at reception, the access control system is placed in operation.
- Additional restricted access with door controls to all areas beyond reception, especially Preschool environments.

## **Grounds**

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

## **Early Years Outside Areas**

As children 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. This has fixings that prevent an early years child opening the gate to exit this area without adult supervision.

## **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. ALL STAFF ARE EXPECTED TO SIGN IN AND OUT OF THE BUILDING.

- All visitors report to the reception desk on arrival
- All visitors are asked to sign in and if unknown, asked to provide other forms of identity
- Any persons on site that staff are unsure of should be reported to the Headteacher/Teacher, or Childcare Manager immediately
- Visitors will not remove any items of school property without the express permission of school staff
- For their own safety, any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid

## **Trespass**

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- a) Members of staff - unless suspended for health or disciplinary reasons
- b) Registered pupils - unless excluded for disciplinary reasons
- c) Parents or guardians responsible for a student at the School - unless prevented for legal reasons.
- d) Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

## **Supervision of children**

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

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

Preschool area – children are always supervised in this area and any visitors challenged. All visitors would access nursery through the main entrance and have to enter preschool through control access doors.

Handover times for preschool: children are brought directly into preschool by parents/carers and handed over to staff. Parents/carers come into the preschool area for handing back over. Staff are located on preschool doors and a password system for all individual children is in place, if an unexpected person comes to collect a child.

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

Our school security arrangements have considered 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.

### **Supervision of Contractors**

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

- All will be given school badges/lanyards 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
- Mobile phones must not be used whilst in the school building and photographic images of pupils is prohibited

### **Lone Workers**

Our school has Lone Working Risk Assessments for staff

### **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 children. 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 consider;

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

### **Locking Arrangements**

All staff are responsible for the security of buildings and property. At different times of the day the school security arrangements require the locking of various entrances and exits. Staff members are responsible for securing their own areas upon leaving the building. The last member of staff on site will double check that all areas are secured. All members of staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.

### **CCTV – Shalfleet**

The CCTV system is part of our external security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage to the outside of the school building informs people of this.

### **Cash Handling**

Where possible, we avoid keeping cash on the premises. A safe is used and kept locked in each office – the only staff with access is the Headteacher, School Business Manager, Finance Manager and administrators. Banking is carried out at irregular times; particularly where substantial sums are involved.

### **Valuable Equipment**

All items above the value of £1000 will be recorded in the school asset register.

Items of valuable portable equipment with a value of above £250 will not be left unattended in areas 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.

### **Personal Property**

Personal Property will remain the responsibility of its owner. This includes both staff and children's personal property. Both are discouraged from bringing to school any valuable personal property.

Children's lost property is kept in the school office or in a box in each classroom. Items will be kept for a set period of time before being either donated to charity or disposed of.

### **Medicines**

There are occasions when children may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in the original container and stored in the school office/fridge.

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

### **Risk Assessment**

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

### **Cyber Security**

In the past year, an increased number of ransomware attacks have affected education establishments in the UK. In light of this the school has taken the following actions:

- Daily back up of the school database. Back up disks are replaced on a rota system and actioned once the daily email has been received stating that it is safe to do so. A back up rota order system is in place. The back up disks are held in the school safe
- The IT department ensure that the school systems are robust and malware/filtering and firewalls are in place

### **Fraud Prevention**

To safeguard the school against fraudulent emails & calls, the following practise must be followed:

- All email requests from a supplier advising of new contact information must be verified by either phoning the supplier on their original phone number or by obtaining their number via google. A change of contact information form must be completed and signed off by the Finance Manager

### **Not Involving Assault**

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The School may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The School is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

### **An incident that involves physical force.**

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

- The School may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases the School will refer to the police any assaults which appear to involve bodily harm. The School will also report to the police incidents which take place in a public place off School premises, but only in circumstances where the School has responsibility for any of those involved whether they be members of staff or pupils.
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The School will be ready and willing to provide a substantive account of what led up to the incident.

### **Offensive Weapons**

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the School premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Headteacher, followed if necessary by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

### **Theft, Petty Vandalism, Minor Criminal Damage and Burglary**

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which are not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises.

When an intruder is thought to be present on the premises police help must be sought immediately.

### **Reporting and Recording Incidents**

The Schools will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A:

- Trespass
- Aggressive behaviour by persons other than students around the School building
- Matters reported by pupils
- Any other incidents giving cause for concern
- The admin team will retain the completed forms in an Incident Register
- The Headteacher will check the Incident Register to see if any patterns are developing and to consider the need for consequent action



**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: .....  
Work Address: .....  
Position:.....

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

Name: .....  
Work Address: .....  
Position: (if member of staff) .....  
Class: .....  
Age: ..... Gender: .....

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

**4. Witness(es) (if any)**

Name: ..... Gender..... Age.....  
Address: ..... Postcode.....  
Other Information:

**Witness(es)**

Name: ..... Gender..... Age.....  
Address: ..... Postcode.....  
Other Information: .....  
Relationship between member of staff/pupil and trespasser/assailant

**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.)

**b) Location of Incident** (attach sketch if appropriate)

**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.

**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)

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

**Signed:** ..... **Dated:** .....