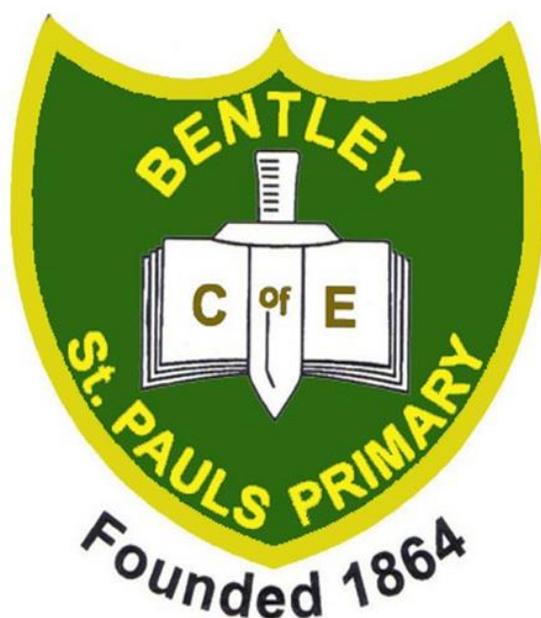# BENTLEY ST PAUL'S C OF E PRIMARY SCHOOL

POLICY FOR SECURITY

'Growing together in faith, love and trust, we will succeed.'

Date of Policy: June 2017

Date of Review: June 2019

1 Introduction

This document describes the policy for security at Bentley St Paul's Church of England Primary School. It satisfies the requirement that all schools must have a written security policy that evidences all the procedures appropriate to the security of the school premises, its property and the people within.

Every effort has been made to strike a reasonable balance between the precautions required to protect the school and the need for access commensurate with a Primary School.

The policy is subject to review and amendment as and when deemed appropriate.

2 Responsibilities

Even though the Head Teacher is ultimately responsible for all security, some responsibility also rests with all staff (including contractors, assistants and agency staff) and visitors. In particular, everyone must remain 'security conscious' and report any security deficiencies or any activity, suspected or real, of a criminal or suspicious nature immediately to the school office.

Some specific responsibilities are defined as follows:

- Head Teacher: Overall responsibility for all aspects of security in the school

- Site Manager: Delegated responsibility for the security of the building and equipment within it

- Assistant Head Teacher(s): Delegated responsibility for the security in their respective areas of the school

3 Basic Security Precautions

Report immediately to a senior member of staff, the school office, or the Site Manager any suspicious person, object or incident observed within the school

Become familiar with the school security systems and procedures and co-operate when necessary with all security procedures and in practice drills for evacuation of the school

Personal valuables must be locked away or placed out of sight or kept on the person, and personal property must never be left unattended.

Laptops must be locked out of sight when not in use, particularly overnight.

The school office, the Head Teacher's office and the ICT suite must be locked when the school is unoccupied. The Strong Room must be locked whenever not being accessed.

The school building must be secured whenever it is left unoccupied. All external windows and doors must be closed and locked. Fire exit doors must not be overlooked. Regulations state that when the building is occupied, these doors must be able to be opened quickly in the direction of escape without the use of keys. When the premises are empty, however, these doors can be secured like any other.

Windows and curtains or blinds must be closed at dusk and lights (except security lighting) must be turned off when leaving. The intruder alarm must be fully activated. If, for any reason, the alarm system cannot be set, the building must not be left unattended until this situation has been rectified.

All keys to the school premises must be strictly controlled and recorded in the key register. Anyone receiving keys will be responsible for their safe-keeping and must not pass them to any unauthorised person or, if authorised, without ensuring that the new recipient can and will follow all security procedures. All changes of key ownership, even if only temporary, must be recorded in the key register.

No labels with the school's name or address should be attached to any keys.

No additional copies of keys may be purchased or made without the authorisation of the Head Teacher or Site Manager.

4 Security Systems

4.1 Security Equipment

4.1.1 Intruder Alarm

The school must maintain its alarm system to ensure that each significant area is covered by an infrared sensor linked to the main control box. (e.g. each office, classroom, corridor, hall, etc.).

The main control box must use a permanent telephone line to contact the alarm monitoring company if any sensor is activated. The alarm monitoring company must be available at all times and must report any activation to the keyholding company and/or the police.

Activation of any sensor must also activate the alarm bells, which must be audible in all areas of the school and the immediate areas outside it. The outside alarm bell boxes must also have visible strobe lights to indicate activations.

The full alarm system must be serviced and tested annually.

4.1.2 CCTV

CCTV cameras must be kept positioned to cover each exit door to the school, and other areas where deemed appropriate. The cameras must monitor their areas continuously and, on detection of any movements, must record their pictures on a secure recorder.

The external CCTV cameras must be supplemented by floodlights where necessary. These floodlights must illuminate on detection of movement.

The CCTV system must be operated and used strictly in accordance with the school's CCTV Usage Policy. Signs that inform people of the presence of CCTV cameras must be displayed in prominent positions.

4.1.3 Entrance Control

The main visitors entrance must be controlled by a security entry system that allows access only by use of an official personal identity card (or by manual release from within the school).

The entry system must not be rendered ineffective by holding the door open with anything unless this is necessary for temporary access. In this latter case the doors must be manned and monitored.

4.1.4 Other Security

All external doors, windows and gates must be able to be closed and locked securely.

All fences must be checked regularly, and repaired if necessary, to ensure that they provide adequate security.

All ladders and high steps must be kept in a locked location when not being used.

The Site Manager's tools and equipment must be kept in a locked location when not being used.

Access to the school roofs must be restricted, e.g. by the installation of anti-climb paint and/or barbed wire, where appropriate. Signs that inform people of the presence of such security features must be displayed in prominent positions.

4.2 Keyholders

The school has appointed a specialist firm to act as the keyholder for alarm security purposes. The keyholding company has placed a contract with a security monitoring firm to provide monitoring on a 24 hour, 365 days basis.

4.2.1 Attending alarm calls

Keyholders should avoid attending the premises alone. They should never enter the premises alone on discovery of a forced entry, nor should they seek to tackle intruders.

On the activation of a single alarm sensor the alarm receiving company must report the fact to the keyholding company. The keyholding company will not normally attend the premises on a single activation, but will attempt to rectify the problem and reset the alarm system by dialling in to the school

On activation of a second sensor (i.e. a confirmed intrusion) the alarm receiving company must notify the police and the keyholding company. The latter must attempt to contact a colleague and arrange to meet that person at the school. If not able to contact a colleague he/she will attend the school alone but must not enter the premises unless accompanied by the police.

4.2.2 Other people with Keys

As well as the keyholding company, other people have keys to some areas of the school:

- Site Manager: The master set of keys to all areas except secure areas such as the school safes.

- Headteacher, Assistant Headteacher AND THE School Bursar, for access to the school outside normal HOURS

- Friends of Bentley St Paul's.   The Chairperson of the Friends has a set of keys that allow access to the main school areas. These keys may be used only for pre-arranged access out of school hours. The Chairperson is responsible for the safe-keeping of the keys and ensuring that all security procedures are followed at all times. The keys must not be passed to anyone else unless this is logged in the key register and security is not compromised.

- Other members of staff. Some members of staff have a key to their own rooms; e.g. office staff and the music tutor.

- Parent Gardeners. The parents who maintain the school grounds have a key to the main gates to the school field.

- Cleaners. The cleaning contract company (L&L) have two sets of keys for use by their daily cleaning personnel and their deep-clean cleaning team. Note that it is L&L's contracted responsibility to unlock and lock the school at the start and end of each school day.

5 Security Procedures

5.1 Times of opening

The main school buildings will be unlocked at 7:30 a.m. and locked at 6:30 p.m. (or when cleaning has finished) each school day (unless school events make it necessary to change this).

The pupils' entrance gate will be unlocked between 8:15 a.m. and 8:55 a.m. for arrivals and again between 2:55 p.m. and 3:30 p.m. for departures.

The gates to the school field must normally be kept locked. They will be unlocked as and when access is required, and locked immediately after.

Members of staff may enter and work in the school at any times but if access is required outside school hours non-keyholders must make suitable arrangements with a keyholder to ensure the school is unlocked and locked properly.

5.2 School Staff

Each member of the school staff, or other people working regularly in the school, will be given a photographic security pass. This pass will provide access through the main security entrance doors and must be worn prominently at all times they are on the premises. Also, all staff must update the attendance register when entering or leaving the building. This will be used to show who is on site at any time (e.g. in the event of a fire).

5.3 Pupils and Parents

All pupils, and parents bringing them into the school premises, will use the pupils' entrance during the above times. Only pupils should enter the school building – parents should accompany the pupils only as far as the school gate, or the infants playground if relevant. At least one member of staff or a Governor will be on attendance at the pupils' entrance gate during these times.

Outside these times the main visitors' entrance must be used and the parents must be considered to be visitors.

5.4 Visitors

All visitors must enter and leave via the main visitors' entrance.

All visitors must sign in and out and must wear an official school badge when on school premises.

'Known' visitors, such as parent helpers, may be allowed to sign in and enter the school unattended.

Casual or unexpected visitors must be encouraged to make an appointment for their visit.

Any visitor who is not known to the office staff must show appropriate identification before signing in, must be collected from Reception by a member of staff and must not normally be left unattended whilst on school premises. Members of staff must challenge or report any lone visitors who are unknown to them or is not wearing an official visitor's badge.

Note that the above requirements will not apply to visitors attending a high-attendance school event such as sports day, school bazaar or school play. Special bespoke arrangements must be implemented for such events, which must not be arranged without prior liaison with the Site Manager. The event organiser must provide n approved Risk Assessment prior to such events.

Also, any major building projects involving external contractors will have bespoke security arrangements agreed from their outset.

If any visitor requires access to a locked area (such as grounds maintenance contractors needing to use the gates to the school field or a contractor needing access to a meter cupboard) a member of staff must unlock the relevant gate or door and ensure it is locked afterwards. The visitor must not be handed a key to unlock the area himself.

5.5 School Equipment

All 'portable' equipment of any value must be security-marked to identify it as being the property of the school.

An inventory of all electronic equipment must be maintained.

All interactive projectors must be installed in locked and alarmed enclosures.

All laptops and any other portable items of high value must be locked in a secure location when not being used.

All PCs and laptops that hold or give access to confidential or sensitive information must be password-protected.

A register of any equipment being temporarily removed from, and subsequently returned to, the school premises must be maintained. Note that this does not apply to equipment that is permanently assigned to a member of staff, such as a laptop.

When disposing of any old PCs the hard drive must be removed and destroyed before the PC is taken away.

Any information, such as pupils' recorders, that is deemed valuable, private or sensitive must be subject to the same level of security as items of financial value, with appropriate restricted access.

All school cash must be locked in the office safe when not being processed.

Pre-printed headed paper and other stationery displaying the school logo, staff names, telephone numbers etc, must be treated securely to avoid fraudulent use.

Headed paper, order forms, compliment slips etc must be locked away when not in use and any old or unwanted items of this nature must be disposed of correctly by shredding or using a confidential waste disposal system.