

Security Policy

Introduction – “A policy is only ever as good as the people implementing it”

Responsibility for security involves everyone in the school. Effective security is about continual raising of awareness with governors, staff, students, parents and visitors in order to provide a safe environment for everyone. We all have a legal and moral obligation to ourselves and each other to work in ways which are safe and without risk as far as is reasonably practicable.

Monitoring, reviewing and evaluating our policy is also a key feature to success.

The policy covers 3 main areas, People, Property & Premises.

People

All staff, or those specifically designated, should:

- Implement school procedures for students signing in and out of school and maintain firm adherence to rules regarding leaving lessons including the use of relevant paperwork that is easily accessible to all staff. Electronic registration is used to improve our vigilance and effectiveness in monitoring internal truancy.
- Maintain periodic spot checks on attendance at lessons, particularly in the upper school.
- Use the policy on school dress to assist in monitoring the wearing of uniform; it is one way of identifying bona fide students.
- Challenge students who are outside of lessons during lesson time or in areas where you would not normally expect to see them.
- Adhere to the procedures for signing in and out and ensure that your visitors are aware of them. Any staff working during school holidays must always sign in and out at Reception.
- Inform reception staff when expecting a visitor and introduce all temporary staff (including supply teachers) to the receptionists.
- Ensure that visitors are issued with a visitor's badge that should be returned before they leave the site.
- Ensure that they display in their car the school car park pass which can be obtained from the reception staff. They should also provide updated details to reception staff when they change their car.
- Always inform reception staff or another member of staff when and where you are meeting with parents or visitors and ensure that you have easy access to a telephone.

- Continue to be vigilant and report any sightings of suspected intruders to reception staff, who will in turn immediately contact a senior member of staff or one of the site services team. Authorised staff (members of Leadership Team or Site Services Officers) will then use their discretion as to whether they challenge, verbally, unknown persons on site.
- When appropriate, seek assistance from the external Security Services and/or the police.
- Implement the school policy with regard to the improper use of mobile phone cameras.
- Always log out of your computer when you leave your office/classroom to ensure that access to confidential information is not readily available.
- Use the Security Log kept in Reception to log incidents which potentially pose a security threat, e.g. approaches to children outside school, indecent telephone calls or threats, details of intruders, abandoned cars, etc. Entries in this log will be monitored regularly by the Health & Safety Committee.

Property

- Undertake a thorough and regular check of all electrical, electronic and other valuable equipment to ensure that they are boldly, permanently and overtly marked in the approved method. All such equipment should also be "Smartwater" marked. For exact details of security marking requirements the Director of Finance & Business can provide appropriate advice.
- Ensure that restricted access of students to certain areas is maintained, such as stock cupboards.
- Never issue keys to students except in exceptional circumstances.
- Report lost keys/security passes immediately to reception.
- Never leave students unattended in classrooms particularly where valuable equipment or sensitive information is accessible.
- Lock away or put out of sight personal valuables.
- Staff laptops should be taken home or locked away when not in use.
- Use the Lost Property logbook, kept in reception, to record information.
- Close blinds at the end of the day, having checked that windows are shut and catches down, particularly classrooms on the ground floor or those next to a flat roof. Insurance claims may be jeopardised if negligence can be identified.

Premises

- Security fencing has been erected around the school site. The 2 pedestrian entrance gates are locked just after the start of the school day and are opened again at the end of the school day. The vehicle entrance gates, during the school hours, are opened via the intercom link with reception.
- Clear and effective signage is in place to direct all visitors to reception in the first instance.
- Ensure that windows and doors are secured when rooms are not in use.
- External lighting is constantly monitored and upgraded as required to all areas of the school.