

## Site Security

The Governors of the School are responsible for the overall management of school security with day to day management delegated to the Headteacher, but acknowledge that effective security involves everyone in the school.

The Headteacher will take all appropriate measures to promote the security and protection of the staff, students and the premises. This policy should be read in conjunction with those on Discipline, the Prevention of Child Abuse and the Health & Safety Policy of the school.

The Governors will take action on:

- Arrangements for consulting and informing all staff about security
- Training
- Monitoring and reviewing the policy
- The nature of the governors' statutory annual report to parents on security

The Headteacher will be responsible for the overall implementation of the policy agreed by the Governing Body and ensure that, together with the Business Manager who has delegated responsibility for day to day security:

- All staff appreciate the importance of security and understand the school's policy and their own responsibilities
- Training needs are reviewed and training arranged as necessary
- New staff will be informed of the School's security policy
- Parents and students are informed of the security policy and encouraged to help
- Regular reports are made to the Governing Body
- Advice is sought from the police when necessary
- All crimes are reported to the police

The Headteacher will take action on matters of security on receiving information from:

- Any student directly affected
- Parents, family or friends
- Members of staff
- External agencies, particularly the police
- The Coventry City Council's Crime Prevention Officer

Action is carried out by:

- Members of staff
- The Leadership Team
- External agencies, particularly the police and the Coventry City Council's Crime Prevention Officer
- Health & Safety Committee

If staff, students or parents believe that the school is not providing a reasonable degree of security or protection for its members they should make their views known to Business Manager responsible for Security or any other member of the Leadership Team.

## **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).
- Trespass is most common where grounds provide a short cut.

This school has determined an authorised list of categories of persons, sanctioned by Governors and so minuted.

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

(i) Members of staff – unless suspended for health or disciplinary reasons

(ii) Registered students – unless excluded for disciplinary reasons

(iii) Parents or Guardians responsible for a student at the school – unless prevented for legal reasons

(iv) Others – Governors, suppliers, contractors and authorised users of the premises for "out of hours" activities

## **I.D. BADGE SYSTEM**

- All staff are issued with an Identification Card displaying their name and photograph which they should visibly wear at all times when on the school site.
- All 6th formers, both Finham Park students and students from consorting schools, are issued with an Identification Card displaying their name and photograph which they should visibly wear at all times when on the school site.

## **LONE WORKING**

The establishment of safe working arrangements for staff working alone cannot always be stipulated within a policy as situations vary too much. (See separate Lone Working Policy). The minimum requirements include:

- someone knowing where you are
- easy access to exits
- easy access to a telephone
- availability of a walkie talkie during holiday periods

## **VISITORS' ACCESS CONTROL**

An open door policy can put staff and students at risk. The School will therefore operate a simple, workable access control system.

- Consider everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure.

- Provide visitors with a waiting area until they can be dealt with.

- Identify legitimate visitors and monitor:

(i) Their arrival and reason for their visit by requiring them to sign in at the main Reception, Adult Education Reception or the Site Manager's office

(ii) Their movement around the school

(iii) Their departure time

- All visitors will be given a badge, which they will wear as long as they are on site and return to the Reception office before they leave the site.

- Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.

- Students out of lessons must carry a permission slip signed by a member of staff

## **OFFENCES NOT INVOLVING ASSAULT**

- Section 5 of the Public Order Act 1986 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.

## **ASSAULT AND BATTERY**

In the event of any person assaulting or battering another person:

- 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 in circumstances where the School has a responsibility for any of those involved whether they be members of staff or students
- 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 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 student is carrying an offensive weapon it may be appropriate for a member of staff to search the student if the student agrees to co-operate. In such an event there should be a witness.
- When a student declines to co-operate the parents or 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.

## **PERSONAL PROPERTY**

- Students are to be discouraged from bringing valuable items to school and in the event that they do so the school accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the appropriate Year Leader for temporary safe-keeping.
- Students are offered the opportunity to rent a locker for storage of personal property.

- Staff should ensure that any personal property is always locked away in desk drawers, filing cabinets or offices.

### **THEFT, PETTY VANDALISM, MINOR CRIMINAL DAMAGE AND BURGLARY**

Vandalism is usually found in areas like recesses and doorways, which offer concealment or which are not under regular surveillance. Such areas may also be targets for arson attacks.

- Criminal incidents of this sort are likely to require reporting to the police, but are unlikely to require an emergency response unless an intruder is still present on the premises.
- When an intruder is thought to be present on the premises the Emergency Support Unit (ESU) or police help must be sought immediately.
- When incidents do not require an emergency response the normal disciplinary procedures of the School must apply (see School Policy on Discipline).

### **REPORTING AND RECORDING INCIDENTS**

The School will maintain an Incident Register in the main Reception area. This will contain simple but accurate details of all events, which, while quite minor in nature, could become significant if they recur and become persistent. All staff are expected to report on an Incident Form, an example of which is attached to this policy, matters such as:

- Trespass
- Aggressive behaviour by persons other than students around the School site
- Matters reported by students
- Any other incidents giving cause for concern

The Business Manager responsible for security will retain these completed forms in the Incident Register.

- The Health & Safety Committee will check the Incident Register regularly to see if any patterns are developing and to consider the need for any consequent action.

### **SITE SECURITY – LAND BUILDINGS AND PROPERTY**

- All staff are responsible for security to building and property. Vigilance is an essential attribute – security is an attitude of mind, not just a series of tools.
- In high risk areas, particularly ground floor rooms, assessments are always conducted to determine the level of security required eg. additional alarm sensors, window blinds, window bars

- Security cages are fitted to all computers located on the ground floor.
- Keys/security passes should not be issued to students except in exceptional circumstances. Loss of keys should be reported immediately to Reception to ensure that security passes/fobs are disabled on the computer.
- At the end of the school day each member of staff should ensure that all windows are securely fastened, blinds are closed and doors are locked.
- Keep buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting should be installed and checked regularly to ensure that it is operational
- Revisit Risk Assessments regularly, particularly in light of entries in the Incident Register.
- Mark property clearly and permanently. All valuable equipment should be Smartwater marked and etched with the school name and postcode.
- All equipment should be entered on to the School's Equipment Inventory with make, model and serial number when available.
- Publicise regularly the fact that property is security marked.

## **VEHICLE SECURITY**

All persons parking their vehicles on the school site must clearly understand that they are responsible for the security of their vehicle and its contents and that the vehicles are parked on site entirely at the owner's risk.

- A register of authorised vehicle registration numbers should be maintained in the main Reception office
- Visitors bringing vehicles on to the school site are required to denote their registration number when they sign in the Visitors' Book.
- Sixth Formers are not allowed to park on site under any circumstances.

## **CONTRACTORS**

Contractors on the school site are required to observe the school's security policy.

- Building material must not be left lying around that could be used as ammunition to smash windows or as fuel for an arson attack.
- Ensure that thieves are not attracted to the site by the presence of contractors' equipment.
- When not in use, scaffolding should not provide access to previously secure upper floor areas.

- Alarm systems must not be disrupted
- As far as possible ensure workmen are screened in the same way as school staff