



## **SITE SECURITY POLICY (EXETER ROAD)**

### **1 Scope**

The following policy promotes the safety and protection of people using the school site including members of staff, students and visitors. The responsibilities for safety are:

- to monitor the pattern of security incidents to assess the threat to people and property, and to identify areas of weakness in existing measures
- to consider security measures with due regard to Government recommendations on Safeguarding
- to evaluate the security risk in the light of burglaries, vandalism and opportunist losses
- to recommend to the Principal or Directors as appropriate.

### **2 Requirements**

It is the responsibility of the Principal to guide the staff on procedures in the event of a breach of security – the safety of school children and staff is paramount. Attempts will be made to avoid restrictions that could impede the teaching and learning experiences of students as the likelihood of serious threats to people is statistically low. However, with several entrances to the site, access needs to be monitored and the majority of gates remain locked during the day, with the exception of the main front entrance and the Winterbourne gate. The internal gate from the Winterbourne car park will remain locked during the day to restrict access to vehicles which could pose a health and safety risk if allowed to drive in areas where staff and students are present.

During the school day, with so many people around participating in large group activities, staff and students are unlikely to feel vulnerable. However, during the evening, when some adult and child activities take place through the building lettings process, people could feel isolated: adequate lighting is therefore maintained and monitored as well as an evening Caretaker/Security person being available to address immediate concerns.

#### **The Protection of People**

All staff and Directors wear a green identification badge whilst on site. All visitors will wear a Local Authority ID badge or be issued with a red visitors' badge at Reception.

All Sixth Form students wear a purple identification badge whilst on site.

Students are registered at the start of every lesson. If students are authorised to leave the site, this is recorded by Student Support.

For Sixth Form students, the school operates an off-site policy for those not in a timetabled lesson or study period. At the start of their Sixth Form education in the Autumn term, parents are advised of this policy and requested to sign a permission form, entitling their child to be off-site when not in a timetabled lesson.

Year 11 students are allowed off-site during the lunch break. They are issued with a lunch pass, if permission has been granted by their parents. Students are only allowed off-site if they are able to show their lunch pass and the school reserves the right to withdraw this privilege at any time, if there is a breach of school rules.

The school has an Intervention Team and ensures that a member of Intervention is available throughout the day.

In the event of a serious breach of security, the Principal or Deputy direct a member of staff to call the police or emergency services, isolate areas and/or evacuate personnel. All staff area advised to be vigilant and have a duty of care which requires them to report any security breaches; those reports will be acted upon immediately.

In the event of a fire or similar emergency during lesson times, the teacher will check the presence of students, and follow procedures detailed on the evacuation sign in every room. The school will monitor its safety drills to ensure that evacuation procedures are safe, quick, simple, and understood by all site users.

All visitors are required to sign in at Reception. Unaccompanied access around the site by parents is not permitted. All visitors are issued with a visitors' badge or must wear a local authority ID badge. Visitors will not be allowed to move around the site unless accompanied by a member of staff, unless they are regular visitors to the school and the school has received notification from their employer, that they are DBS checked. Visitors are required to report back to Reception and sign out when leaving, and return their visitors' badge. Staff are expected to challenge any visitors on site without identification, through a simple offer of help. Any unsatisfactory response to an offer of help or any concern of suspicious or unauthorised persons will be reported to Reception immediately and appropriate action taken.

It is a criminal offence to carry a weapon and weapons of any description are not permitted on the school site. Any weapons found on students or visitors will be removed by staff if it is deemed safe to do so and (unless the Principal decides otherwise) reported to the police. In the event of any person presenting a serious threat to personnel, immediate help will be sought from others nearby. Many members of staff carry two way radios and these will be used to summon any assistance needed.

Where possible, contractors will not work on site during the school day or during term time. However, where this is unavoidable a robust method statement will be required to ensure the safety of the students and staff. For an individual occasion or emergency, a member of the Caretaking team will remain in the presence of a contractor whilst on site.

### **Visitors' Code of Practice**

The following code of practice is displayed in Reception and made available to all visitors:

In order to ensure your safety while you are visiting the school, we respectfully ask the following:

- that you have parked in a designated parking area
- you have signed the visitors' book
- you wear an identity badge at all times and ensure that it is visible
- you have received and read a copy of the Emergency Evacuation Procedure
- you familiarise yourself with the evacuation route in each room you attend
- you sign out before you leave the school

### **Securing the Premises**

The Main Gate and the Winterbourne Gate remain open during the school day. The West Lawn Gate will remain locked from 8:45 a.m. – 3:15 p.m. During term time, most rooms are left unlocked from early morning to late evening, and the protection of equipment is reliant upon adult supervision. This is not a lax policy but a practical arrangement to make rooms and computers readily available to students, and to facilitate easy access by staff, including cleaners, with the knowledge that the school's experience of losses is insignificant. Action is taken when there are exceptions to this experience, such as damage to classroom equipment during unsupervised sessions.

Fire detectors are installed in some rooms and in all corridors. The premises are at greatest risk at night-time, weekends and, more especially, during holiday periods. Vandalism is rare and incidents are monitored closely. The school site is protected by the use of CCTV cameras, which are located in at least 20 different areas. These images are not viewed live but information is stored for up to 35 days. The system was installed by IHT Communications. Security cameras have significantly improved the school's ability to resolve problems, both as a deterrent and as a means of detecting those responsible.

### **Parking**

Cars may only be left in the designated car parks around the site. Staff and visitors are permitted to park their cars on site, but entirely at their own risk. Sixth Form students may park their vehicles with the permission of the Director of Sixth Form; year 11 students may park mopeds with the permission of the Lead Tutor.

Vehicles should not park in, nor drive through, playgrounds during the school day. They should never be parked to cause obstruction to entrances, especially if that would impede access by emergency services.

The school maintains a register of all cars regularly parked on site. Staff should notify the office of any changes.

Visitors' parking is located to the right of the main entrance and is clearly marked and signposted.

Parents are requested not to bring their cars on site at the start of the school day in order to drop off students; the school gates are locked at the end of the school day to enable students to leave the site safely.

### 3 Key Terms and Definitions

ACRONYM	TERM	DEFINITION
None		

### Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	24.09.2012		
2	01.09.2014	Manda Stone	Sixth Form Off-Site policy added. Year 11 lunch pass added.

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