



SITE SECURITY POLICY (MILL LANE)

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, Lead Principal or Directors as appropriate.

2 Requirements

It is the responsibility of the Lead 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. The main gate will remain locked during the day, with access permitted only through the intercom system or key pad. The pedestrian gate will remain unlocked.

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

Visitors will enter through the front door and report to the Receptionist on duty. Visitors may be requested to wait in the lobby until the person they are meeting is available to collect them. Visitors will not be given immediate access into the school as a matter of course and 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.

Students are registered at the start of the day. If students are authorised to leave the site, this is recorded by Student Support. Students will not leave the site unless accompanied by an adult.

In the event of a serious breach of security, the Lead 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. Visitors are required to report back to Reception and sign out when leaving. 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 Lead 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 remains locked at all times and is operated by a key pad. 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. 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 park on the site. Staff and visitors are permitted to park their cars on site, but entirely at their own risk.

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.

3 Key Terms and Definitions

ACRONYM	TERM	DEFINITION
None		

Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	31.03.2014	M. Stone	
2	10.09.2014	M. Stone	Amendment to the visitors' policy
