William Brookes Academy Trust

School Security Policy

Updated September 2017

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This policy is due for review in 3 years

Statement of Intent

The School Governors and Head of the William Brookes Academy Trust T/A William Brookes School, recognise that it has certain legal duties under the Health and Safety at Work etc Act 1974 and subsequent relevant legislation. The Governors and Head of the William Brookes School will endeavour to fulfil this obligation by ensuring the personal safety of every student, all members of staff – permanent or otherwise, and visitors to the school premises. This policy will not only apply to those using the William Brookes School for work, study or leisure purposes but also to those engaged in off site activities, sporting events and home visits.

The School Governors and Head of the William Brookes School also recognise the importance of protecting the school buildings, contents and environment by reducing the potential for theft, vandalism and arson.

The School Governors and Head of the William Brookes School is committed, so far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of this policy. The Security Policy ensures that there are effective procedures in place to enable the William Brookes School achieve this aim.

Violence in whatever form and for whatever reasons is unacceptable. Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work or study. The School Governors and Head of the William Brookes School will be fully supportive to any members of staff or students who have been subject to violence within the workplace.

Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, Codes of Practice, physical measures and legal guidance.

The effectiveness of this policy will involve every member of Staff working together in a positive security and safety culture. The School Governors and Head of the William Brookes School welcome suggestions for the improvement of policy or security arrangements from any member of staff, student or parent/guardian.

This policy will be reviewed annually or sooner upon a significant change of circumstances.

In accordance with the West Mercia Police and Shropshire Council recommended standard; the school shall maintain it's accreditation as a 'Safer School'.

1.	Roles and Responsibilities

1.1	**Role of the School Governors**
The School Governors are responsible for ensuring the overall effectiveness of this policy by working closely with the Head and other members of staff whose role it is to implement the requirements of this policy.

The School Governors will:
•	Produce a written Security Policy that reflects the particular security needs of the William Brookes School
•	Review this policy once every three years or upon significant change of circumstances and will support and monitor its implementation by the School
•	Identify training needs for Governors in respect of security and personal safety and ensure that these are fulfilled
•	Through the 'Safer School' process, consult and annually inform all staff, pupils, parents/guardians and other building/site users about the security issues and arrangements
•	Consider and revise the School's lettings procedures and policy, and uses of the school premises in accordance with the Security Policy
•	Ensure that appropriate access control and other security procedures (e.g. incident recording, lone working and off site working etc) are maintained and reviewed at least once a term
•	Allocate resources for security training and improvement works
•	Determine how the Governors' responsibilities will be exercised
•	A designated governor attends the Safer School meetings.
•	Ensure that the adopted Safer School process continues.

1.2	**Role of the Head**
The Head is responsible for implementing the Security Policy agreed by the School Governors.

The Head will ensure:
•	All staff appreciate the importance of security and understand the school's Security Policy and their responsibilities
•	Staff training needs are kept under review and training as necessary
•	Parents are informed of the Security Policy and encouraged to help through the Safer School process.
•	All risk assessments are reviewed annually or sooner if there is a need
•	In addition routine site security checks are carried out on an on-going basis by the Campus Manager and his Team
•	Termly reports are made to the School Governors , and where necessary the Local Authority
•	All crimes are reported to the Police
•	Records of all security-related incidents are kept
•	Oversee the implementation and be involved in the Safer School scheme.

1.3 Role of the Director of School Business
The Director of School Business will be responsible:
- For assisting the Head with the day to day management and implementation of the Security Policy
- For ensuring that security risk assessments have been undertaken and reviewed as required, and their findings implemented
- Assist the Health and Safety Officer in the Safer School process.

1.4 Role of the Health and Safety Officer
The Health and Safety Officer assists the Head and Director of School Business:
- With the compilation and implementation of the Security Policy
- By reviewing the security guidance annually or following a significant incident to ensure compliance
- By conducting health and safety induction training sessions for new staff, to include the school's security and emergency arrangements.
- By working in close liaison and co-operation with other members of staff to ensure security remains high profile within the school
- In meeting the criteria for Safer School accreditation

1.5 Role of the Campus Manager
The Campus Manager will be responsible for ensuring that the following practical security arrangements are carried out:
- The shutting and securing of all gates, doors and windows at the end of the working day
- Setting and deactivating the School security alarm system at the end and the start of the working day.
- Through liaison with the Leisure centre ,opening the main access points (vehicular and pedestrian) and closing and locking them at the required times
- Ensuring that no items of equipment are left outside overnight unsecured, particularly equipment enabling access to buildings, e.g. ladders.
- Ensuring that the waste containers awaiting collection are secure and that external waste bins are emptied as required.
- Reporting defects in external lighting and the fabric of the building to the Director of School Business and taking appropriate remedial action.
- Record all incidents of anti-social behaviour, vandalism, burglary, theft, suspicious behaviour etc both during the school day and out-of-hours. All in accordance with the Safer School process and method.
- Attend the Safer School group meetings.
- Regularly update the Health and Safety Officer with recorded incidents/concerns.

1.6 Role of the School Staff

School staff are required to comply with the Security Policy and the security arrangements that have been put into place at all times and will:

- Familiarise themselves with the contents and their responsibilities under the Security Policy
- Visually display their ID badges whilst in the school environment and ensure that students do likewise
- Ensure that they, and the students in their charge, observe the security rules and procedures
- Report to the Head any defects in security procedures or systems
- Maintain confidentiality about security measures and information that are not for use by unauthorised personnel
- Report incidents/concerns to the Campus Manager and ensure that the incidents are recorded as necessary.
- Staff should ensure that the classroom and windows are secured when the classroom is not in use, including closing window/door blinds particularly on the ground floor.

1.7 Role of students

- Students are to be vigilant and report to staff, anybody that is on the school premises and not wearing a visitor badge.
- Students are regularly reminded to report any concerns/issues to staff.
- Two nominated students attend the Safer School group meetings.
- The Safer School representatives gather any concerns/issues of the School Council for the attention of the Safer School group.

1.8 Role of other building users, contractors and staff not employed by the School

Other building users, contractors and staff not employed by the William Brookes School are required to:

- Recognise that security of the school and safety of its occupants is a prime consideration at all times
- Ensure that staff and visitors under their control are aware of and observe the School's Security Policy
- Ensure that their activities and those of their staff/visitors do nothing to compromise the School's Security Policy, the security of the school or the safety of its occupants
- Ensure that they, their staff and visitors, maintain confidentiality about the school's security measures
- Ensure that any obvious defects in the school's security are reported directly to the Head
- Sign in and out of the Visitor register at main Reception and visually display the school's visitor badge, returning it at the end of the visit

2.   Arrangements

The William Brookes School will implement the following arrangements to ensure, as far as reasonably practicable, the safety and security of students, staff and other persons using the school premises.

2.1   **Perimeter and Building Security**
The school buildings and perimeters will be checked periodically throughout the school day by members of the Campus Management Team to ensure that there are no security breaches/issues. The school grounds beyond the car park will be made secure at the end of working day by the Campus Management team or Leisure Centre Staff.

A section of the school building is dual use whereby it accommodates the community facilities of the Much Wenlock Leisure Centre which is under the management of LORS. Parts of the school building, i.e. some of the facilities of The Edge Arts Centre, are hired out for private use mainly outside normal school hours.

Areas which are not required after the end of the school day will be made secure following the agreed School guidelines.

External security lighting is sited outside specific parts of the school building and car parking areas.

Ground level windows at the front of the building that give easy access to equipment are furnished with blinds/curtains which should be closed at the end of the school day.

CCTV cameras are located at key points internally and externally. Screens are located in the Campus Team's Office, Reception, Leisure Centre, Arts Centre. The images can be replayed by request to the ICT Network Manager, when it is necessary to investigate an incident.
The CCTV system is registered with the Information Commissioner and compliant with the Data Protection Act.

Perimeter hedging, site shrubs and trees are regularly maintained to ensure good surveillance of the site.

2.2   **Signage**
Sufficient, clear and unambiguous signs are placed at appropriate locations to indicate that the school site is Shropshire Council/The William Brookes School property.

External signage at the main entrance indicates directions to the School Reception, the Leisure Centre, car parking areas including designated disabled, coach parking and delivery access. CCTV notices are displayed at all entrances to the School site.

Further signage will indicate the location of the designated Fire Assembly Point, restricted access and staff only areas.

Prominent warning notices will be placed at approaches to all roofs on or near where people work or gain access unless the material is wholly glass. This signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

2.3   **Intruder Alarm System**
In order to ensure the integrity of the system:
- The number of fobs/codes issued are kept to an absolute minimum and issued on the basis of need not convenience. A record of staff issued with fobs/codes is kept secure.
- If a fob/code is misused or lost it must be reported immediately to the Responsible Person (The Campus Manager)
- In order to prevent misuse of the Manager's code, which can be used to change system parameters, it will only be issued to staff expected to manage the system, in this case the Campus Manager or in his absence a designated Team member

Main corridors and various offices/classrooms have electronic detection points which are connected to the school's central intruder alarm system. The activation of the alarm is linked to the security company's control room.

Staff must not respond to intruder alarms activations without a Police presence or the approved security guarding company.

3.   **Access Control**

3.1   **Access to the School**
The main access to the school site is via a separate entrance and exit system located in Farley Road. Outside the school working day these will be used by members of the community using the facilities of the Leisure Centre, The Edge Arts Centre and on occasions when a private hiring takes place in the school buildings and on the playing fields.

When the school is not in use, to prevent any unauthorised entry, the internal interconnecting doors with the Leisure Centre are secure.

3.2   **Smartcards/Lanyards**
Every member of staff and every student will wear a William Brookes School "lanyard" with their individual Smartcard. The lanyards are dark blue, with the name of the school in House colours for students and silver/grey for staff.   The Smartcard must be visibly worn during the working day. Visitors will normally wear a Visitor's Smartcard with a red lanyard for easy recognition.

The Smartcards act as:
- Identity cards which will help all staff identify students and vice versa
- Key cards for card operated doors and gates (staff and sixth form students – access permissions can be individually set by time and location)
- Registration cards to solve problems of registration for study periods at the start of the day and for signing out of school (sixth form students only)
- Print cards for the integrated "follow me" printing technology throughout the school (staff and students)
- Cash cards for the purchase of items from the three catering outlets (staff and students)
- Name cards for events such as Parents' Consultation Evenings, Open Evenings, etc.

In order to maintain the integrity of the system, any misuse or loss of a Smartcard must be reported to the Campus Management Team immediately in order that it can be deleted from the system.

3.3 Visitor/Contractor Access

All Visitors/Contractors are required to report to the School Reception on arrival. Once authorised – this may require providing identification upon request, they will be allowed into the secure area of the school. The procedure for the management of visitors/contractors is then enacted:
- To sign the Visitors Fire Register giving details of their name, organisation, host/destination, car registration and time of arrival/departure
- All Visitors/Contractors will be provided with an identification badge (smartcard) with a red lanyard for easy recognition which is numbered for security purposes The badge must be displayed by the visitor at all times whilst they remain on the school premises.
- Whilst the visitor is awaiting their host they will be made aware of the School's "Welcome Health and Safety notice".
- Visitors will be restricted to designated areas in accordance with their business at the school and will not be allowed unsupervised access to pupils (see below)
- The host will accompany their visitor back to School Reception where they will return the visitor badge and sign out before leaving the building
- All contractors are required to follow the signing in and out procedure for visitors and to comply with all other management controls in accordance with the School's policy and procedures for the management of contractors.

3.4 Student Access

No adult may have access to students, other than the legal parent or guardian, without written permission from the parent or guardian and the presentation of appropriate proof of identity at the time.

If custody of a child is a known issue, confirmation will be sought prior to releasing the student into the custody of a parent known to have restricted legal access. If access is a legal issue, and the school has not been informed, then the staff and School Governors cannot take responsibility if they release a child to a known parent.

3.5   **Interview Procedure**
Consideration must be given to the risk posed during individual interviews with parents/guardians. Any interviews where there is a significant potential for conflict (physical or verbal) must not be carried out in an office which is in an isolated location, and should be made by appointment only. In such cases two members of staff shall be present.

4.   **Staff**

4.1   **Recruitment**
All staff will be recruited using the safer recruitment procedure. All employed to work within the School, including volunteers, will be subject to a Disclosure and Barring Service (DBS) check before commencement of their duties.

4.2   **Induction**
All members of staff, whether permanent or temporary, will attend a Health and Safety Induction Session which will include emergency procedures, risk assessments and security arrangements. The contents of this Security Policy will be brought to their attention.

4.3   **Training**
The Head will be responsible for identifying and arranging any training required as identified by risk assessment. Staff will receive training in the correct procedures for challenging unknown/unauthorised visitors.

Training may be through indirect (cascade) methods or by sending selected staff on courses.

4.4.   **Lone Working**
No member of staff should be lone working and every effort must be made to avoid working alone. Line management approval should be sought if it is not possible to avoid lone work outside core hours.

Staff working late should inform the Campus Manager of their location and their estimated time of departure, and confirm their departure; have available a telephone in the area that they are working; inform family/next of kin of intentions to work late and expected time of completion, and the procedures that are in place should they not return at the expected time.

5.   Registration procedures and control

5.1   General
        All students are required to be prompt for lessons. An electronic SIMS register
        is taken by the supervising teacher at the start of every lesson, including
        Tutorial Periods. The register is closed after ten minutes. Staff are contacted by
        a member of the Administration Team if they fail to complete their register
        within this timeframe.

        Parents/guardians are required to contact the School before the start of the
        school day, using the designated 'absence telephone line', to report any
        absence of their child(ren), and give a reason for the absence and some
        indication, if known, of the likely length of the absence. Members of staff
        receiving a message reporting a student absence must communicate this
        information to the Student Registrar immediately.

        The Student Registrar is responsible for ensuring that all absence information is
        transferred to the appropriate registers and parents/guardians of any students
        not accounted for are contacted.

5.2   Late book
        Students who are unable to attend registration for any reason are required to
        sign in the 'late book' held at School Reception.

5.3   Trips/visits/off site activities
        Staff responsible for taking students on trips/visits/off site activities are required
        to complete the School Visit Form and other documentation including a risk
        assessment, in accordance with the School's policy and Shropshire Council's
        guidelines for all visits and off site activities. This information is held by the
        Educational Visits Co-ordinator.

5.4   Ad hoc absence
        Individual students leaving the School site during the day for any reason must
        be signed out by their parent/guardian and signed back in again at School
        reception upon their return. Separate registers are also held at Main Reception
        for VI form students and members of staff.

6.   Supervision

6.1   On arrival
        Students arriving before 0830 should go the Breakfast Club. After 0830
        students arriving should prepare themselves for the start of the school day and
        be ready to report to their designated areas for the initial registration of the
        day.

6.2   Breaks
        Members of the Teaching staff/Teaching Assistants directly supervise all
        students within clearly defined and recreational areas. Students either remain
        in the school building or use the School field within clearly defined boundaries.

6.3   Lunchtime
Students take supervised lunch in the School dining room or in the London breakout area in a staggered system. During lunch breaks students remain in the School building or use the Curriculum Gardens, the grass area to the left of the athletics track or the hard play area behind the swimming pool, within clearly defined boundaries supervised by School Meal Supervisors, unless attending other supervised activities supervised by School staff.

6.4   Classroom/Learning Areas
Students are supervised at all times by Teaching staff/Teaching Assistants. VI form students have the facility of a VI form common room to use unsupervised when not in the classroom.

6.5   Late arrival of School Transport at the end of the School Day
Only students whose buses have arrived should leave the building and go out to the bus park. Students will be escorted to buses and checked that they are seated and have safety belts. Students whose buses have not arrived should wait in the London breakout area and associated rooms as instructed by the Duty Team. No student will be allowed to wait outside with the exception of 6th form students.

6.6   The Transportation of Students to and from School using School Transport
School buses operated by an approved source will be used and agreed procedures followed to ensure the correct and safe transportation of students.

6.7   Crossover use of Leisure Centre facilities
Currently there are occasions when the Leisure Centre is available for use by members of the public i.e. registered members of the Leisure Centre which may give rise to a possible risk that security of the school and safeguarding of students could be breached due to the communicating doors from the Leisure Centre area into the school being unlocked in readiness for and during the school day.

During crossover periods, i.e. the start of the school day, certain lunchtime periods and at the end of the school day when students are in this part of the building, Leisure Centre members are escorted to their designated changing rooms when no contact is made with students. However at the end of their session the members are not escorted back, therefore giving rise to the possibility that unauthorised entry may be made into the school areas by means of the communicating doors should they be unlocked at that time. The Leisure Centre team however remain vigilant during this time and keep a check on the register.

7. Security of Staff, Visitors, Students and Equipment during School events

7.1 Parents' Evenings
Access to the school will be via the School Reception Entrance and will be supervised by members of the Teaching Staff who will direct parents/guardians to the meeting areas.
All rooms apart from those required for the meetings will be locked.
Emergency escape routes/exits will remain open

All portable equipment and personal possessions must to be kept in a secure place. Where rooms contain valuable equipment and the doors to these rooms have vision panels; blinds fitted to these doors will be closed.

7.2 Other functions/events
Access will be restricted to designated areas where the function/event is taking place, with no relevant emergency exit route compromised.

All rooms apart from those required will be locked.

All portable equipment and personal possessions must be kept in a secure place.

For outside events - internal doors will be locked so that people have access to toilet facilities without having access to the wider school building.

Where rooms contain valuable equipment and the doors to these rooms have vision panels; blinds fitted to these doors will be closed.

8. Emergency Procedures

Staff should follow the School's approved procedures.

Students must not confront/challenge strangers on site at any time, but should report the situation to a member of staff immediately.

The level of staff response to an incident will depend upon the seriousness of the situation and the risks involved. Staff should never challenge any person unless it is safe to do so and must not attempt to detain or remove an intruder from the premises using force. Shropshire Council guidance notes are to be followed.

The emergency services should be contacted on 999 if assistance is required.

9. Incident reporting and recording

All incidents relating to security of the school premises and violence to persons shall be reported to the Head, or Leadership Team member if the Head is unavailable, and recorded accordingly

10. Security Log book

Breaches in security and vandalism will be recorded by the Campus Manager

11. Arson

The School will take all steps to reduce the risk of arson including good housekeeping methods of work. Rubbish bins will be emptied daily and the inflammable waste stored in a secure location away from the buildings.

12. Crime Prevention

The School will work closely with the Shropshire Council Crime Prevention Officer in order to meet the criteria for 'Safer School'.

13. Key Holders

Records of key movements will be maintained throughout the year. This includes who has been issued with the keys and why it is necessary. Keys will be issued on the basis of need not convenience.

All keys must be stored in a lockable cabinet and located in a lockable room, which should be locked when the school is secured. A key audit will be undertaken once a year by the member of staff responsible for the issuing of the various keys i.e. School building, Departmental etc.

14. IT Network

Staff and students are bound by the School's IT Policy and agree not to put the School's IT network at risk or abuse their user rights. Personal passwords are not to be shared or written down. Computer screens must be locked when not in use and away from the immediate vicinity. Individual computers closed down at the end of the day.

Key administration and coursework computer data is backed up on a daily basis on both tape and drive. Staff should become familiar with the restore process for data in their user areas. In the event of a disaster recovery situation Capita will be contacted in order to provide specialist consultancy assistance.

15. Risk Assessments

The Director of School Business will ensure that risk assessments are undertaken to identify any hazards and that the appropriate control measures are implemented. Health and safety tours will identify daily issues which need addressing e.g. trips, slips and falls.

Risk assessments will be reviewed annually or sooner should the need arise.

16.   Examination Documentation

On arrival into the school, all examination correspondence/documentation is delivered to the Examination office by a member of the Reception Team/ Campus Team. In readiness for the examination sessions, all examination question papers are stored within a Phoenix Fire Protection Fire Chief 1612 cabinet which is situated in a secure room with controlled access, accessed via the Examination Officer's room. During examination periods, the Examination Officer's room is kept secure when not in use.

17.   Cash Handling

Cash will be handled and banked in accordance with the William Brookes Academy Trust Financial Procedures Manual.

When cash is counted on school premises it should happen away from public view and preferably in a locked room with two people. Staff should be made aware that their safety must come before the security of cash under their control.

All monies collected for school trips, class photographs, examinations etc. are to be deposited in the school safe as soon as possible and remain there until banked. Cash must never be left in desk drawers or filing cabinets, even if locked. Cash kept in the School safe overnight must not exceed £3000 cash (x 10 valuables).

Staff and students are discouraged from keeping cash in school other than on their own person. Students are encouraged to load cash into their Smartcard catering account on arrival in school so that they are not carrying money around during the day.

All catering vending machines/cash tills are emptied at the end of each day by the Catering Company.

18.   Equipment

The Asset Register is held electronically on the ICT network. All assets and their location will be checked annually by authorised staff. Only authorised staff members have access to the register and must be approved by the Director of School Business.

Equipment will be security marked and portable equipment kept in a secure location when not in use.

Staff should ensure that portable equipment being taken off site/loaned to them is recorded and all such electrical equipment (e.g. laptops), is made available for annual PAT testing and used in accordance with the appropriate risk assessment.

Any equipment/furniture disposed of must be recorded on the asset maintenance system and authorised by the Director of School Business.

19. Minibuses

When not in use the school minibuses will be locked and parked in the designated parking bays within the school grounds.

20. No Alcohol

Alcohol is not permitted to be brought onto the school site and consumed other than at an approved or licensed function.

21. Mobile Phones

Students are not permitted to keep mobile phones on their person during the school day. The School's agreed procedures must be followed.

22. Information and Communication

22.1 Data Protection and Confidentiality
The School Governors, the Head and staff will keep information, whether computerised or otherwise, in accordance with Data Protection legislation. Confidentiality will be maintained at all times.

22.2 Policies and guidelines
These will be compiled and agreed in order to meet the School's legal requirements to ensure the personal safety of every student, all members of staff and visitors to the school premises and will be made available to all staff, and where appropriate students and parents/guardians. Safer School will be a set agenda item for Governor and staff meetings.

22.3 Information for Students and Parents/Guardians
Good security will involve the co-operation of all persons who use the school site. Students and parents/guardians will be part of this process. Students will be briefed regularly in Assembly or by the Class teacher on the arrangements as they affect them and in a manner relevant to the level of the security implications. Security aspects covered in the Safer School process is included in the school newsletter.

22.4 Responding to feedback and concerns
The School will welcome suggestions for the improvement of policy and security arrangements. Through the Safer School process, an annual letter shall be sent to parents/carers inviting feedback/comment.

23. Legal

William Brookes School is required to exercise a duty of care whereby all reasonable steps will be taken to ensure the safety and wellbeing of students and staff.
The development and implementation of individual school policies will be an essential part of this duty of care.