

Ambler  
Primary School and Children's Centre

Policy

# Site Security policy

July 2015



**Next review with Safety, Services and Communications Committee: June 2017**

This plan is subject to on-going change and will be updated as and when required.



## Contents

1. INTRODUCTION.....	4
2. OBJECTIVES .....	4
3. RESPONSIBILITIES.....	4
4. TRESPASS.....	6
5. VISITOR ACCESS CONTROL .....	6
6. ACCESS TO THE AMBLER SITE.....	7
7. OFFENCES NOT INVOLVING ASSAULT .....	8
8. AN INCIDENT THAT INVOLVES PHYSICAL FORCE.....	8
9. OFFENSIVE WEAPONS .....	8
10. PERSONAL PROPERTY .....	9
11. THEFT, PETTY VANDALISM, MINOR CRIMINAL DAMAGE AND BURGLARY.....	9
12. REPORTING AND RECORDING INCIDENTS.....	9
13. SITE SECURITY .....	10
14. CONTRACTORS .....	10

## **1. Introduction**

These arrangements identify the key elements of Ambler's security management system and the ways in which we seek to improve security of our pupils, staff, governors and other adults and children who may be affected by school activities.

We value the security of all of our staff, pupils and volunteers and it is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

These arrangements should be read in conjunction with Ambler's health and safety policy and the safeguarding policy.

## **2. Objectives**

The objectives of the arrangements set out in this policy are to:

- Enable strategic leadership to promote a collaborative and co-ordinated response to risk management
- Identify improvements in security culture and accountability across the school
- Implement on-going improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures
- Ensure that staff are consulted and informed about security and receive appropriate training where required whether new or existing
- Inform parents and pupils of the security arrangements and encouraging them to help to ensure that it is effective.

## **3. Responsibilities**

### **Local Authority**

- The LA will provide strategic direction and leadership through providing training, advice, inspections visits and monitoring of the school.

### **The Governing Body**

- The Governing Body will ensure security arrangements are in place and are monitored and reviewed annually.
- The Governing Body will ensure that staff are aware of, and adhere to school security arrangements and participate in training where appropriate

- All members of the Governing Body are required to sign in on the InVentry system whilst on the premises

### **The head of the provision and head of children's centre**

Will have delegated responsibility for the day-to-day security of the Ambler site and for ensuring such things as:

- All staff appreciate the importance of security and understand Ambler's arrangements and their own responsibilities
- Staff training needs are kept under review and training arranged as and when necessary
- New staff are informed of Ambler's security arrangements
- Parents and children are informed of the security arrangements and encouraged to help ensure that Ambler Primary School and Children's Centre has a safe school culture.
- Regular reports are made to the Governing Body.

### **Premises Manager will:**

- Maintain the security systems and equipment
- Carry out regular routine security checks
- Maintain a record of all security checks
- Record security lapses, bring these promptly to the attention of the School Business Manager and Headteacher and review security procedures as and when required
- Raise awareness of security issues

### **All staff**

We are clear at Ambler that good security involves everyone in the school and children's centre.

Staff should be aware of and conform to operational procedures that affect security e.g.

- Key control procedures
- Visitor monitoring
- External door monitoring
- Wearing of ID badges

New employees will be informed of this during their induction training

All staff will be issued with ID badges and will display these whilst on the premises

## **Children**

- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge.
- Children should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff
- Signs and assemblies/meetings will regularly remind them of their role

## **4. 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) and section 206 of the Education Act 2002 (see section 6).

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

- Members of staff - unless suspended for health or disciplinary reasons
- Registered pupils - unless excluded for disciplinary reasons
- Parents or guardians responsible for a student at the School - unless prevented for legal reasons.
- Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

## **5. Visitor Access Control**

The School operates an InVentry access control system and therefore:

- Considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure.
- Provides visitors with a waiting area until they can be dealt with
- Identifies legitimate visitors and monitors:
  - Their arrival and reason for their visit by requiring them to sign in and review any DBS documentation provided.

- Movement around the site and departure time

All visitors will be given an ID badge, which they will wear as long as they are on site.

Short-term volunteers or student teachers (2-week placements or less) who have not been DBS checked are required to have a risk assessment with the Business Manager and Headteacher. They will be accompanied at **all times**.

Long-term volunteers are required to have an enhanced DBS check; they will also be added to the School Single Central Register.

## 6. Access to the Ambler site

Ambler Primary School and Children's Centre restricts entry and exit at all points. Staff will ensure supervision during the normal school day and will challenge any unauthorised visitors or person not displaying a valid visitor's pass.

The access control procedures for the building are:

- Unlocking of the main school building is completed by 05.00. Several areas are left locked until 07:00 to prevent unauthorised access.
- The school has two entrances (Children's Centre and Main School). All visitors must report to the School office or Children's Centre office
- To ensure that safety is not compromised in the event of a fire or evacuation points of exit are always available by pressing the exit button located next to the door.
- The school operates an electronic attendance/registration system. This allows us to monitor absenteeism, and pupils who are late or leaving early are also required to sign in and out
- Members of the public entering the School and Children's Centre are required to sign in electronically or complete a register (Children's Centre only), where required.
- The school operates a signing in/signing out system for all visitors, all visitors must wear a pass with their name and valid date displayed, this is returned to reception staff upon leaving the building.
- Site management staff monitor the movement of vehicles around the site and report any suspicious activity or infringement of traffic management rules
- Contractors working/visiting the school site are controlled by the Premises Manager and must comply with all guidance and on site regulations
- A CCTV system covers all external areas of the school; appropriate staff are trained in the use and operation of this system.
- The School, Children's Centre and Lodge are security checked and locked after 6pm when then the building is closed and alarmed

## **7. Offences Not Involving Assault**

Section 154 of the Public Order Act 1994 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 Ambler, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The School is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

## **8. An incident that involves physical force.**

In the event of any person assaulting another person, (staff, pupil, governor, other adults or children involved in school activities):

- 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 responsibility for any of those involved whether they be members of staff or pupils.
- 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 and willing to provide a substantive account of what led up to the incident.

## **9. 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 pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.



When a pupil declines to co-operate, the parents / 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.

## **10. Personal Property**

Children are 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 Headteacher regarding temporary safe-keeping.

Staff are responsible for their personal property.

## **11. Theft, Petty Vandalism, Minor Criminal Damage and Burglary**

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which are not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and are likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked (i.e. out of hours) and the alarm is set off.

During the hours of 05:00 to 18:30, when staff are present within the building and an intruder is thought to be present on the premises, police help must be sought immediately by dialling 999.

## **12. Reporting and Recording Incidents**

The School records all of the following incidents on the IRIS incident reporting system either as an accident (if someone is injured), violent incident, 'near miss' or crime or reputational issue:

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

### **13. Site Security**

**All staff are responsible for the security of buildings and property.**

- At the end of the School day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by site staff.
- Risk assessments are in place and are reviewed annually.
- Property of the School is marked clearly and permanently and this is publicised.

### **14. Contractors**

- Contractors on School site are required to observe the School's security policy/procedure, and this is overseen by the relevant site staff.
- Building materials and equipment must not be left lying around.
- When not in use, scaffolding should not be given access to previously secure roof areas.
- Alarm systems must not be disrupted.
- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as School staff.
- Contractors should be given the Contractors' Code of Conduct available from the main office/premises manager
- Contractors should complete a Common Assessment Framework (CAF) form before work commences on site.