

# HILLBOROUGH JUNIOR SCHOOL

## SECURITY POLICY

### Part 1: Managing risk

#### Rationale

It is important to develop an integrated security strategy that encompasses:

- vision
- values
- benefits
- aims
- responsibility
- accountability

The school and its contents are at risk from:

- criminal damage
- burglary
- theft
- arson

In some circumstances, the lives and the safety of staff and students are in jeopardy from the action of criminals. A realistic appreciation of these facts and their potential consequences is a necessary prerequisite for the design of effective safeguards.

A successful criminal attack in the school will have at least one of several predictable results:

- loss of equipment
- loss of records
- loss of community facilities
- drain on resources
- demoralisation of staff and pupils
- disruption of school life
- displacement of staff and students
- total loss of school

Depending upon its severity, it could cause some or all of these effects. Whatever the precise outcome, any criminal attack upon the school will inevitably impair its efficient functioning, to a greater or lesser extent.

It follows that every realistic step should be taken to prevent it. This demands good risk management.

### **Risk management**

Crime prevention is a shared responsibility of the governing body, Headteacher, and all staff and pupils. The overall aim of this policy is to minimize risk to staff, pupils, property and buildings.

In specific terms, risk management involves:

- creating awareness
- identifying risks
- measuring potential losses
- considering alternative strategies for risk reduction
- implementing appropriate, cost-effective solutions
- monitoring and evaluating their impact

Properly organised and carried through, it will lead to:

- improved security
- a safer school environment
- reduced waste
- increased efficiency

All these things contribute significantly to the school's aim of providing a better education and the development of mature, responsible citizens.

The Health and Safety committee will review the security policy on an annual basis.

**Risk assessment** - will be on a rolling programme of review on an annual basis.

### **Security strategy - There are five principal avenues for consideration**

**Consultation:** Identifying and talking to experts who can give specialist advice, such as police crime prevention officers, the fire service and the school's contracted security company

**Procedural improvement:** Introducing checks and procedures to reduce criminal opportunity and improve safety

**Physical and electronic protection:** Implementing measures, such as the installation of locks, security glazing, intruder and fire alarms, security lighting and closed-circuit television (CCTV)

**Curriculum design and student involvement:** Creating an awareness of the consequences of crime and students' responsibilities by incorporating the subject into lessons

**Community involvement:** Promoting the belief that the school belongs to the community and encouraging active community support and commitment in securing its well-being

Any strategy chosen must be:

- manageable
- reasonable
- realistic
- cost-effective
- commensurate with the risk
- tailored to the school's requirements and needs
- in harmony with the environment
- supported by school staff, pupils and community groups
- Monitored and evaluated regularly

## **Training**

Ongoing training is essential and should include:

- o Fire Awareness Training for all staff
- o First Aid Training
- o Health and Safety training
- o Fire Drills
- o Contingency plan for major incident at the school

## **Part 2: Security**

Criminal damage, theft, burglary and arson are the most common crimes directed against schools. Security measures aim to:

- safeguard the school and its assets from these crimes
- ensure the optimal use of available resources
- bring peace of mind to those who legitimately use the school and its facilities

## **Security equipment and services**

It is the aim of the school to deter criminals by the implementation of an ongoing programme of enhancement to security through the installation and maintenance of physical security e.g.: CCTV, security fencing, anti-climb devices, security lighting, intruder alarms and to encourage community ownership of the school. Determined criminals may be persistent, it is our aim to deter and delay, we believe this will:

- afford a highly cost-effective protection for the school and its contents from damage and theft
- ensure that the resources provided for educational purposes are maintained in a condition that ensures continuity of education
- protect the staff and students

Security also includes procedures and a whole school approach to responsibility and implementation.

## **Part 3: Physical security**

### **Introduction**

The physical security of the school includes:

- perimeter
- external protection of buildings within the perimeter

- protection of specific vulnerable or sensitive areas within buildings

### **Perimeter security**

Perimeter security is intended to define a boundary, prevent casual intrusion and make deliberate intrusion difficult and conspicuous through the use of gates and fences. Signs are clearly displayed warning that Trespassers will be prosecuted. The site is locked when not in use. Automated gates prohibit entry by unauthorised vehicles. Staff are issued with gate FOB to give access to staff car parks. Visitors are directed to the visitors car park and access is requested via an intercom to reception which allows staff the opportunity to allow or refuse entry.

### **External and internal protection of buildings**

The school has adopted various forms of protection including:

CCTV

Fire & Intruder alarms

Ongoing efforts to improve security and minimize risk of entry by unauthorised visitors are reviewed on an annual basis by the Headteacher in conjunction with the premises committee.

## **Part 5: Security procedures**

### **Introduction**

Many acts of burglary and criminal damage occur outside the normal working hours; however some security issues are faced during school hours.

### **Visitors**

The school has many visitors which include:

- contractors
- parents of students
- people making deliveries

- education professionals

To avoid incidents with unauthorised visitors all visitors must be directed to reception where they will be signed in and out and given a visitors badge as necessary.

Members of staff should challenge anyone they encounter whom they do not recognise as a legitimate visitor. Such people should be required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily, they should either be escorted from the premises or accompanied to reception for the purpose of confirming their authority to remain. Any pupils noticing an unknown visitor should report this to an adult.

### **Cash handling**

Cash should only be counted in the school office which is secure from outside visitors and cash should never be left unattended. All cash to be stored in the safe and banked weekly.

### **Protecting valuable equipment**

The school contains much valuable, portable equipment of a kind attractive to thieves. It may be consumable property with a low individual value but a high cumulative worth, or property with a useful life of several years with a high individual value. An accurate register of assets must be kept with annual audit of all rooms and assets. Relevant items should be security marked with the schools postcode and initials. Doors should be locked whenever possible and blinds drawn at the end of the school day.

### **Safeguarding personal property**

Staff and students should be encouraged to take an active interest in the security of their personal property.

### **Staff**

Staff lockers are provided for storage of valuable items. Staff should lock rooms whenever possible.

## **Children**

Children should not bring valuables to school.

## **Bicycles**

Pupils are encouraged to provide their own good-quality locks and chains in order to secure their bicycles in the authorized area. The local police force should also be consulted about the marking of bicycles in such a way as to readily identify their owner, should they be stolen and subsequently recovered.

## **Lost property**

Parents/Careers are advised to write pupils names on all property to assist in the recovery of lost items.

## **Key control**

### **Classification of keys**

- Master keys afford access to all external doors throughout the school: they should be issued only to key people.
- Access keys afford access to a building from the outside. These should be issued only to members of staff with a work-related requirement to enter the building at times when it is closed, or with a duty to open or close the school.
- General keys give access to all areas within the school but not the external doors. These should be issued to members of staff whose duties demand comprehensive access throughout the school internally.
- Departmental keys give access to specific sections of the building. These should be issued as seen appropriate by the Headteacher.

- Individual keys give access to a particular room only. These should be issued to the prime user of the room, whether it is a classroom or a high-security store.
- Many doors have been fitted with a FOB entry system; a universal fob will give access to all of these areas. Fobs are issued to all members of staff. Lost fobs will be replaced but a charge of £5 will be charged.

### **Issue of keys**

Keys should be issued to staff only on the basis of demonstrable, work-related necessity. An inventory of issued keys should be prepared and kept up to date by the site agent.

### **Lost keys**

All members of staff are required to report the loss of any key immediately to the site agent. An assessment must then be made of the:

- circumstances of the loss and the likelihood of the key being used improperly
- need for the lock, or locking mechanism, to be changed based on the circumstances of the loss and the key's level of security

In most cases, it will be usual for locks to be changed whenever an external door or secure store key is lost.

### **Trespass**

Historically trespass has been an issue and has been accompanied with acts of vandalism. Whenever possible trespassers should be identified and a letter of warning sent to parents informing them of possible prosecution. A copy of this letter will also be sent to the crime prevention officer at Luton Police Station. Repeat offenders will be considered for prosecution.



Unlike many other places, however, schools do enjoy some protection from statute law in this area. Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 makes it an offence to trespass on school property as detailed below.

Nuisance and disturbance on educational premises. Any person who, without lawful authority, is present on premises to which this section applies and causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) shall be guilty of an offence and shall be liable on summary conviction to a fine. This section applies to premises, including playgrounds, playing fields and other premises for outdoor recreation.

### **Key holders - site**

To enable a police response when the security alarms are activated, the following conditions apply:

- There must be at least two key holders available for call-out.
- They must have a telephone at their home address.
- They must reside not more than 20 minutes' travelling time from the premises for which they are responsible.
- They should have their own transport to ensure prompt attendance.
- Police transport will not be provided.
- Both the alarm company and the local police must be informed immediately of details of key holders and of any changes whether of a temporary or permanent nature.

### **Daily CCTV video recording**

The CCTV recording device operates a digital recording system which is internet based thus affording ongoing access.

### **CCTV and alarm system faults**

Any faults on the CCTV or alarm system should be reported to the bursar or the site manager.

## **Access control**

### **Unlocking the site**

The site agent will clear the alarms and unlock the site buildings by 7.00am.

Staff wishing to access the school should conform to the above opening times. Any problems staff may have in accessing the school should be directed to the bursar.

### **Closing doors and windows**

- All members of staff are required to secure windows and doors when rooms are not in use and upon their departure at the end of the day.
- As a second check, the cleaners are required to check windows and doors in their areas to ensure that they are secure.
- Finally, upon securing the site, the caretaker is to also check that doors and windows are secured in all areas.

### **Locking the site and setting the alarms**

The site agent is responsible for locking the site and setting the security alarms. The following procedures should be adhered to.

- Following departure of all staff, visitors, hirers, etc. from the site, all external doors and windows should be locked and/or secured.
- Normally, the site should be secured at 6.45pm. However, there are many occasions when staff, hirers or contractors require access to part(s) of the site. In these instances, all doors and windows where access is not required should be locked or secured between 8pm and 8.30pm, with the remaining doors and windows being secured following the departure of personnel.
- Once all doors and windows have been secured, the alarms should be set from the control panel in administration. Where only parts of the site are being

used, the alarms for the areas that have been secured are to be set.

### **Action in event of incidents**

All security incidents should be reported to the site agent either at the time of occurrence or, if during silent hours, on the following working day. The site agent will report all security incidents to the Headteacher. He or she will also maintain records for insurance and other reporting purposes.

If the alarms are activated during silent hours, the site agent will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to.

- If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset. The central monitoring station should be informed not to contact the police.
- If there is a breach of security and the intruders are still on site, the police should be contacted immediately. Under no circumstances is an employee to confront intruders.
- If the intruders have departed, the police should be informed immediately.
- All false alarms and breaches of security are to be reported to the bursar on the next working day.