



## **SAFE Site Security Policy**

**Policy amended on 10th April 2019**

**Review date: 9th April 2020**

## **Statement of intent**

Social Arts for Education is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures. The school recognises that security risks do not only take a physical form, therefore, e-safety and electronic control measures will also be used to effectively protect members of the school.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place, and encourage them to help ensure that these are implemented Effectively.

This policy and the associated procedures apply to all individuals entering the school premises.

## **Legal framework**

This policy has due regard to legislation and national guidance including, but not limited to, the following:

- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- DfE (2012) 'Advice on school security: Access to, and barring of individuals from, school premises'

This policy is intended to be used in conjunction with the following school policies:

- Health and Safety Policy
- ICT Acceptable Use Policy
- Emergency Response procedure
- Complaints Policy
- Child Protection and Safeguarding Policy
- Site Risk Assessment
- Data Protection Policy

## **Roles and responsibilities**

**The governing body is responsible for:**

- Undertaking necessary security risk assessments in conjunction with the Headteacher and Deputy Headteacher.
- Monitoring the performance of the school's security measures.
- Reviewing the School Security Policy on an annual basis, amending procedures where necessary.
- Delegating the day-to-day implementation of this policy to the Headteacher and Deputy Headteacher.

**The Headteacher and Deputy Headteacher are responsible for:**

- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments in conjunction with the governing body.
- Ensuring appropriate arrangements are in place for the storage of money at the school.
- Banking money on a regular basis, ensuring that large amounts are not kept on the school premises.
- Reporting any crimes to the police.
- Employing contractors to maintain the safe operation of physical and electrical security systems,
- Securing building entrances and exits.
- Ensuring that the building is effectively secured at the end of each day.
- Carrying out security checks on a regular basis and maintaining a record of these checks.

**All staff members are responsible for:**

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school reception.
- Challenging any unidentified individuals.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the SAFEs Key Holder Policy.
- Acting in accordance with the SAFE's Data Protection Policy, ensuring that data and information is secure.
- Reporting any security concerns to the Headteacher and Deputy Headteacher.
- Carrying their school ID with them at all times.
- Their own property which they bring to the school site.

**Pupils and parents are responsible for:**

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity which they believe to be suspicious or of a concern to a member of staff immediately.

## **Physical security arrangements**

Management will undertake daily visual inspections of locks on external doors, to ensure that they are in good working order, and keep the doors secure. The condition of the doors will also be noted.

All external doors are locked at all times, except between 9am and 9.30am, and 3pm and 3.15pm. Students wishing to leave the building during break or lunch can only do so if signed out by a member of staff.

### **Video doorbell**

The doorbell provides video of whoever is standing outside. Whoever is responsible for the door and reception must check the monitor to establish the identity of the person wishing to gain entry, before they unlock the door.

## **Access to the Premises**

The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.

All staff members of Social Arts for Education will be issued with a staff ID badge during their induction process. Staff members must keep this on their person at all times.

All members of staff, students and visitors must come in via reception, and sign in at the front desk upon entry and out again upon exit, in order that a full and accurate register of people on the premises is maintained at all times. The only exception would be a visitor in a wheelchair, in which case it may be easier for them to be able to enter via the French doors at the rear. In this circumstance, they must be met at the car park by a member of staff. Visitors must give a reason for their visit to Reception, and wait for further direction from a member of staff. All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge which will be kept visible at all times. Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

## **CCTV**

The CCTV system covers most of the building, however, there are a few blind spots, and care must be taken to avoid these when setting up classrooms.

CCTV is monitored by the Headteacher.

CCTV recordings are kept for 3 weeks as default, but can be downloaded and stored for longer if it becomes necessary to keep the footage as evidence. CCTV recordings can only be accessed by the Headteacher or Deputy Headteacher.

## **Confidential information**

Confidential information, for example, student details, is stored in locked filing cabinets, within the office, which is locked when unattended.

## **Hall Hire**

Where the hall is hired out to an external body or person, steps will be taken to ensure that the hirers can only access the hall, kitchen and toilets. In the case of regular hall hirers, keys may be given out, but areas where confidential information or valuable equipment is stored must be kept secured.

## **Visitors**

Visitors within school hours must be kept to a minimum, and would usually only comprise visiting professionals such as Educational Psychologists. Visitors should normally have an appointment, and must sign in and out via Reception. They must be accompanied by a member of SAFE staff at all times.

## **Visiting Contractors**

Where it becomes necessary to employ a contractor to undertake certain works, for example, gas or electrical work, this work must be arranged during hours when there are no children on the premises (eg Thursdays). The contractor must be supervised by a member of SAFE staff at all times, and, where possible, should come from a list of previously used, approved contractors.

## **Shared Premises**

The courtyard car park at Social Arts for Education is shared with a neighbouring office. It is of paramount importance, therefore, that access to this car park is controlled, in order that students are not able to gain access unsupervised, and that unauthorised persons are not able to gain access to SAFE's building. To this end, the rear door must remain locked at all times, unless needed as an emergency escape. Children must not be left unsupervised in the back hall, and if there is a child on roll who is deemed a flight risk, steps must be taken to ensure that the courtyard gates are kept locked (this will need to be done in agreement with the neighbouring business).

## **E-security**

See the ICT Acceptable Use Policy

## **Equipment and Belongings**

All computer equipment is locked in the office at the end of each day. After using school equipment, staff are responsible for ensuring it is returned to the appropriate location and secured.

Staff members are responsible for any personal belongings, including teaching equipment, which they bring to the school premises.

Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur. Pupils are advised not to bring valuable items to school unless absolutely necessary.

Pupils' phones that have been handed in to Reception will be kept with a member of staff at all times.

Any equipment which someone wishes to take off the school site will be approved by the Headteacher and Deputy Headteacher in advance and a record of the loan kept.

Sporting equipment will be tidied away and secured inside the building at the end of use.

Lost property will be stored in the school reception, where it will be kept until the end of the school year before disposal.

## **School events**

During school events, all rooms except those required will be locked. Unless needed for the event, all equipment will be securely stored away.

The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.

The event organiser and the Headteacher will carry out an extensive risk assessment for each event.

During off-site events, the school premises will be secured.

Individual staff members will not be left alone on the school premises with a Parent, child or visitor. Where necessary, a lone worker risk assessment will be carried out.

## **Removing people from the premises**

In the event of abuse or threats to staff, pupils, parents or visitors, Social Arts for Education holds the right to ban an individual from entering the premises. Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance. Unidentified individuals who refuse to report to the school reception, become aggressive or are deemed to be a threat to the safety of pupils will be escorted from the school premises and, where necessary, the police will be called.

In terms of barring particular individuals from the school premises, a proposal to do so will be made in writing and all parties involved will be given the opportunity to formally express their views. Letters and documentation concerning barring an individual will be signed by the Headteacher and Deputy Headteacher.

Following formal representations being made by the parties involved, the bar will either be confirmed or removed. All bars will be subject to review within a reasonable timeframe. Social Arts for Education has the right to take civil action through the courts in order to stop persistent trespassers.

In the event that a crime is committed on the school premises, Social Arts for Education has the right to remove the individual in question from the site and report the incident to the police.

## **Reporting security concerns**

Missing or stolen equipment will be reported immediately to a member of the senior leadership team.

Unidentified individuals will be challenged immediately and reported to the school reception. Concerns regarding the security of the school and the associated arrangements will be reported directly to the Headteacher and Deputy Headteacher. The Headteacher and Deputy Headteacher will discuss security concerns with the governing body in order to identify an effective resolution.

Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

## **Emergency procedures**

In the event of an emergency or a breach of security, the procedures outlined in the school's Emergency Response procedure will be followed. Staff members are aware of when it is appropriate to implement the procedures, which are outlined in the policy named above.

All staff members are made aware of the school's emergency procedures as part of their induction, including that in relation to security alerts, trespassers and unidentified objects.

All staff members have received training in the school's emergency procedures and are aware of what to do.

The Headteacher and Deputy Headteacher will ensure that the governing body is notified about any incidents and the need for emergency procedures. In the event that emergency procedures are carried out, the Headteacher and Deputy Headteacher are responsible for ensuring that these are properly recorded.

## **Monitoring and review**

A Site Risk Assessment will be conducted by the Headteacher and Deputy Headteacher and governing body on an annual basis.

This policy will be reviewed on a biennial basis by the governing body, Headteacher and Deputy Headteacher.

Staff members will be notified of any changes made to this policy or to the school's security system.