



## **Security Policy Bennerley Fields School**

### **Aim:**

- To safeguard the school, its buildings and users from the effects of crime
- To ensure the optimum use of available resources
- To bring peace of mind to those who legitimately use the building and its facilities.

### **Objectives:**

- Governors, management, all staff, pupils and parents take responsibility for security.
- All staff are aware of their roles.
- A crisis action plan is in place in case of emergency.
- Security surveys and risk assessments are in place with regular reviews.
- Staff are aware of how to gain external advice.
- Staff training is provided or organised on security related matters.
- The policy is monitored and reviewed on a regular basis and changed as necessary.
- The outcome of reviews is reported to the Governing Body.

### **The Risk Management Group consists of:**

- Headteacher
- Deputy Headteacher
- School Business Manager
- Site Manager

The Security/Risk Manager is: Headteacher

### **Roles**

The RMG will carry out the initial risk assessments and produce the policy.

The Security Manager will carry out ongoing risk assessments alongside the Site Manager.

These will be monitored on a termly basis and reviewed yearly by the RMG.

These assessments will be shared with the Health and Safety representative.

Every individual must endeavour to carry out the strategies within the policy and report any hazards seen according to the reporting policy.

Advice may be gained from H & S department of LA, Esteem, Crime Prevention and Fire Prevention Officers as necessary.

The policy and reviews will be discussed at Governors' meetings yearly and at premises meetings if necessary.

The staff development co-ordinator will plan staff training in liaison with the security manager.

The Headteacher will inform parents of identified strategies that they need to be aware of.

### **Crisis Action Plan**

If a crisis takes place a plan for managing this can be located in the red box in the foyer. The Headteacher also has a copy which can be readily accessed.

### **Security – Electronic Gates**

The vehicular and pedestrian electronic gates at the school entrance are programmed to automatically open from 7.20am to 9.30am and from 2.45pm to 6.15pm. At other times all visitors, either by vehicle or on foot, must request access via the gate intercom to the school office. On leaving the premises the electronic vehicular gates will open automatically but pedestrians can only exit by request via the intercom. Office staff open the gates only once a legitimate reason for entering or exiting has been established.

If the electronic gates fail to function correctly the Site Manager has a key to manually override them.

During school holidays the gates are kept shut and are padlocked by the Site Manager.

The local Fire Station has been informed of the manual override code in the event that immediate access to the premises is required by the emergency services.

### **Security – Personal Safety**

#### When school is open

Perimeter fencing with electronic gates surrounds the school and all external doors require a security fob to enter. The main front door is opened either by entering a keycode or is released by the Office Team from the office.

The Site Manager checks the grounds on entry for intruders.

Pupils are registered by teachers at the beginning of the day and afternoon using electronic registers.

Names of pupils and staff going out on visits are recorded on electronic signing in system located in the foyer by person responsible for the outing. Staff are contactable when offsite by their mobile phones.

Pupils coming into school or leaving during the school day (other than at registration) will be recorded on that day's morning or afternoon evacuation report printed by the Office Team.

All visitors sign in and receive a visitor badge on entering building and sign out when leaving. All adults in school wear a coloured lanyard and identifying badge at all times. Staff will check with the Office Team if anyone is on the premises without a badge.

All new volunteers, helpers, relief and agency staff are issued with a guide on arrival by the Office Team and sign a confidentiality agreement.

Signs are in place to inform visitors of procedures.

The police will be contacted if there is any concern re: breach of security.

### When school is closed

Foremost Security is the primary alarm response outside of school opening hours. Their company signs are displayed at the school entrance.

The perimeter fencing surrounds the majority of the school. The remainder backing on to house fences. Checked at monthly intervals by the Site Manager.

When people are moving around between buildings or from the building at night security lighting will be on – Site Manager to change times as necessary throughout the year. Extra lighting down the side of the building can be put on by an outside light. This is also on a sensor from dawn to dusk.

### **Arson**

All windows will be secured at night and checked by the Site Manager.

Bins emptied in the evening by the cleaners, checked by Site Manager.

Curtains and blinds purchased should be fire retardant.

Secure doors should be used and no letterboxes.

Fire detection systems will be in place and checked at intervals according to fire policy and recorded weekly and termly drills will take place. (See H & S policy).

All fire equipment will be checked by LA yearly and recorded.

Smoke alarms will be in a range of areas throughout school and appropriate fire fighting equipment. (Checked termly on H & S inspection).

### **Cash Handling**

A security firm will be used for handling large amounts of cash. Any other amounts will be taken to bank on an irregular pattern.

## **Security – resources**

School will be alarmed by last person leaving school. The majority of time this would be the responsibility of the Site Manager. All windows and doors checked before setting alarm.

An inventory will be kept of all resources valued over £200 by the School Business Manager and this will be reviewed yearly. Any item to be destroyed should be officially written off by the Headteacher or LGB.

All ICT equipment will be security marked and an inventory kept. Signs displaying marking will be displayed.

All mobile laptops/tablets will be kept out of site or locked in cupboards. The server is kept in a locked secure cabinet in a locked cupboard. Doors locked by Site Manager. ICT technician check laptops on a weekly basis. Teachers responsible for returning them to locked cupboard after lesson.

All personal property will be kept in cupboards in staffroom and staffroom door kept locked, or in stock rooms and staff lock the door when out of the room.

## **Contractors**

All contractors will have permission to work, will sign in on entry. Site Manager to oversee this.

Whenever possible external contractors should be taken from Trusted Trader recommended lists.

External contractors should have risk assessments in place. Site Manager to check. LA contractors have these in place.

External contractors will have necessary insurance. Site Manager to check. No pupil will be left alone with contractor. Staff aware of where pupils are at all times.

## **Pupil involvement**

As part of their PSHE curriculum pupils will be encouraged to be responsible citizens aware of others' property, safety, fire risks and the importance of closing doors. They will be trained on fire safety.

## **Community Involvement**

At events held by school and where there are visiting groups visitors will be informed of fire procedures. LCD adapters used as necessary, responsibility to check if equipment used is PAT tested is the person linking with the performing group.

All staff at all events will be vigilant to doors being closed and risk assessments carried out of events for pupils and property safety.

All doors to areas not in use will be locked eg computer room, classrooms.

## **Car Parking**

The school mini-buses will be locked in the grounds. Last person driving to be responsible for taking key into school.

During the day cars are within car parks and the entrance can be seen from the main entrance.

Taxis and buses pull into the turning circle before pupils get in or out. Spaces left throughout the day for disabled parking.

## **Key Holding**

5 key holders are named for the alarm system:

- **Nick Capstick**                      **Site Manager**
- **Jenni Wright**                      **Headteacher**
- **Alex Pawlitta**                      **School Business Manager**
- **Kerry Ollett**                      **Deputy Headteacher**
- **Foremost Security**              **Head Office: 0115 911 0213**

Foremost Security has BS 7984 Quality Standard for key holding and alarm response.



## Security Policy

Version	Reviewed in School	Approved by GB/SLT/HT/IG	Ratified at LGB	Minute Number
1-Date Approved	-	-	16/12/2014	16.2.8
1.1	-	-	14/07/2015	22.2.9
1.2	-	-	01/02/2016	14.3
1.3	-	-	30/09/2019	17.11
2	11.10.22	SLT – 17.10.22	NA	NA
Review Requirement:		3 Years		
Approval Level:		SLT		