



WATCOMBE PRIMARY SCHOOL

SECURITY POLICY AND RISK ASSESSMENT

Next review: Autumn 23

SECURITY POLICY

1. General Statement of Policy

This policy is part of and should be read in conjunction with, the School's Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

This policy will be kept up to date. To ensure this, the policy and the way in which it has operated will be reviewed every year.

2. Organisation

The School Governors are responsible for:

- Ensuring that they are organised to exercise their responsibilities. This would mainly be through the Finance & Premises Committee of the Governing Body.
- Arranging to consult and inform staff about security issues.
- Allocating resources and approving training for security in consultation with the Headteacher.
- Monitoring and reviewing the policy, including the frequency and nature of reports from the Headteacher.
- Identifying their own training needs to enable them to understand their responsibility for managing security.

The Headteacher is responsible for:

- Ensuring that this policy works is understood by all staff and is revised annually.
- Ensuring that this policy is monitored (as required by the Governing Body).
- Identifying staff training needs and arranging this training.
- Ensuring that regular routine security checks and annual/periodic risk assessments take place.
- Raising awareness of pupils to security and personal safety issues.
- Developing and encouraging close links with others.

All staff members are responsible for ensuring:

- The safety of pupils in their care, by not exposing them to unacceptable risks, protecting them from hazards and guarding them against assaults.
- That property is safeguarded.
- That they know when to and how to contact the police.
- How to implement any emergency plans.
- That their own actions do not expose themselves or their colleagues to unacceptable risks.

All pupils should be aware of their responsibilities to:

- Their own personal safety and the safety of others in and out of school.
- The safe use of the accommodation and school's resources.

3. Arrangements

Risk Assessments:

A formal security risk assessment (**Autumn term**) will take place annually (and at any time a significant change occurs). The outcome of the assessment will then be presented to the School Governors for consideration and/or approval.

Incident Reporting:

All security incidents should be reported to the Headteacher, Deputy Headteacher or Business Manager. All staff should ensure that the security incidents including trespass, vandalism, theft, burglary, fire, attacks on staff or pupils and drug/solvent abuse are recorded.

All violent, aggressive or threatening behaviours made against staff, pupils or visitors should be reported to either the Headteacher or the Deputy/Assistant Headteacher who will then record the incident.

Training

Appropriate training on security issues will be provided for and reviewed on an annual basis.

Personal Security

The Headteacher and Governors will review measures for combating violence to staff and pupils.

This may include:

- Arranging personal security training.
- Sending formal letters to people making threats or verbally abusing staff.
- Fully supporting staff who have been suffered verbal abuse or have been assaulted, and facilitate access to a counselling service.
- Ensuring appropriate investigation of all incidents of violence that take place.
- Notifying the police of any assault and cooperating with them in the exercise of their legal powers.

- Ensuring appropriate legal advice is sought following any incident.

Lone Working

- A risk assessment has been produced for lone working and is available to the few staff members for whom it is applicable. Lone workers must always inform a second person and arrange to be in frequent contact with them. They should ensure that a system is in place of action to be taken if contact is not made at an arranged time. Contact telephone numbers of other keyholders should be provided and emergency services alerted should there be concern.

Discovery of an intruder on site

- The intruder alarm is monitored by a control centre and in the event of the alarm being activated E R Response Security will be contacted by the control centre to attend the school.
- On discovery of an intruder during school hours, a senior member of staff accompanied by a male member of staff if available, will initially assess the situation and either escort the intruder off site or contact the emergency services
- No attempt will be made to communicate with an armed intruder. If possible the page function on the internal phone system should be activated to alert others in the building. Emergency services will be called immediately by the office if possible, or by any other staff in a position to do so. Depending on the circumstances, the office will alert all classes advising them to stay in their rooms or to move to an identified place of safety. Every attempt will be made to communicate to everyone in school by whatever means available as soon as possible.

Security Systems

- The School Business Manager is the designated officer responsible for the maintenance of the security systems.
- The school is protected by a comprehensive CCTV system which is regularly maintained.
- All gates to the rear of the building are locked overnight
- The Caretaker is responsible for opening the site at the beginning of each day and securing the site at the end of the day.
- A list of authorised key holders is available upon request and is documented in the Business Continuity Plan.
- ER Response & Security are contracted to be responsible for openings and closings of the school premises for lettings
- All visitors, including relief supply staff, are required to sign in at Reception and sign out at the end of their visit. The security pass includes emergency procedures.
- Visitors to the community room are required to sign in and out when arriving and leaving
- Cash is held securely on site in a fixed safe within the Administration Office, which is locked overnight.
- Cash in transit is transported by the LA courier system.
- Assets of value ie PCs are security labelled. All assets are recorded on the school inventory, with serial numbers and are checked annually.

4. General

For this policy to attain its desired end all members of staff need to recognise that they must have a regard for their own safety and that of others and instil a similar sense of responsibility into pupils and students.



Security Risk Assessment Procedure

Security Survey

Appropriate security measures will vary with the type and size of the school and its local circumstances. The starting point is the degree of risk faced by the school. This can be assessed using the Security Survey (found in Appendix 1), which indicates whether a school can be considered as low, medium or high risk.

It is divided into three parts, part one predominantly being desk based and parts two and three being completed by walking around the site.

Part 1: Incidence of crime

This section assesses the type, scale, patterns and trends of incidents which have occurred in the last 12 months (if the school does not have 12 months worth of records of such incidents a more subjective approach can be taken, possibly including a discussion with the local police service).

Part 2: Environment and buildings

This section assesses the environmental and building factors which contribute to school security.

Part 3: Security measures

This section assesses the degree and effectiveness of the security measures already employed by the school.

Selecting Security Measures

Table 1 lists the type of security measures which might be appropriate for low, medium and high risk schools. This cannot however be regarded as a blueprint for guaranteeing security in schools and ultimately it is a matter for each individual school to judge what constitutes reasonable security in light of its own circumstances.

Low risk schools need to focus on maintaining existing security measures and consider any additional security measures suggested in the table. Medium and high risk schools would need to consider the suggested security measures on top of their existing security measures and those suggested for lower risk schools.

Table 1:

Level of risk	Possible security measures
Low risk	<ul style="list-style-type: none"> • Visitors' access control • Limited number of entrances • Clearly defined boundaries and signs • Secure doors and windows • Out of hours access procedures • A fire alarm system • Additional fire compartments • Cash handling procedures • Buildings that are clear of materials that can be used for arson or vandalism • Control of contractors works • Pupil involvement • Parent and community involvement • Property marking and asset register • Security of computers • Intruder alarms in sensitive areas (e.g. head teacher's office, IT room) • Guidelines on what personal property pupils are allowed to bring to school
Medium risk	<ul style="list-style-type: none"> • Comprehensive intruder alarm system • Automatic fire detection • Security lighting • Precautions against damage to glazing • Secure storage areas and IT rooms • Security fencing • Car parking and vehicle security
High risk	<ul style="list-style-type: none"> • Personal attack alarms • CCTV • Shutters or grilles on windows and doors • Security guards or patrols • Sprinkler system to limit fire damage

Once all the security measures have been considered, the procedure can be documented on the Security Risk Assessment form (found in Appendix 2).

Reference

The Security Survey and Table 1 are taken from the following document:

Improving Security in Schools, Department for Education and Employment. 1996.



Appendix 1

Security Survey

How to complete the survey

Each heading is given a score from zero to five points, zero being low risk and five being high risk. An example of each extreme is given for each heading.

Once a score has been given for each heading, these should be added together to give an overall total out of 150. A total score of less than 50 indicates the school is low risk; 50 – 100 indicates medium risk and 101-150 indicates high risk.

Part 1: Incidence of crime								
	Low Risk	0	1	2	3	4	5	High Risk
Trespass	No cases of trespassers in school grounds	✓						Trespassers commonly in school grounds
Vandalism	No cases of reported vandalism					✓		Frequent and costly vandalism of school buildings
Theft/ burglary	No cases of theft or burglary	✓						Frequent theft or burglary
Fire	No arson attacks in the locality							Schools in locality have suffered from arson attacks
Safety – attacks on staff or pupils	No attacks or threats reported	✓						Attacks inside school or in vicinity of school
Drugs/ solvent abuse	No problems reported							School or locality problems with drugs or solvent abuse
	Total score for part 1:		4					
Part 2: Environment and buildings								
	Low Risk	0	1	2	3	4	5	High Risk
Incidence of crime in surrounding area	Locality has a low crime rate							Locality has high crime rate in anti-social behaviour as reported by the police crime rate in your area website.
School overlooked from roads and/ or housing	Grounds clearly visible to public	✓						Unobserved grounds

Boundaries, fences and gates	Boundaries well defined with fences and gates to grounds preventing all but determined intruders	✓						No fences or gates preventing unauthorised access
Clearly defined entrances	Clear entrances with signs directing visitors	✓						No clear entrances or multiple entrances
Well organised reception area and visitors control	Pass system in operation with badges issued to all visitors. Key pad in and out entry system	✓						No system of recording visitors
Car parking	Car park(s) well lit and overlooked	✓						No safe place to park, car parks unlit and not overlooked or surrounded by trees
Condition and appearance of buildings	Buildings well kept and in good repair with no graffiti and not vandalised	✓						Buildings badly kept and in state of disrepair, graffiti covered and vandalised
Detached and temporary buildings	No buildings detached from main block	✓						Many detached buildings including temporary huts
Recesses and internal courtyards	No places for intruders to hide and break in unobserved	✓						Numerous places for intruders to hide and break in unobserved
Secure exit doors	Doors secure against all but most determined intruders	✓						Fire exit doors easily forced, inadequate locks
Secure windows and roof lights protected against burglars	Windows and roof lights protected against burglars	✓						Windows and roof lights provide easy access
Valuable equipment that is easily stolen and disposed of	Limited electrical equipment e.g. computers, televisions and DVD players	✓						Large volume of electrical items e.g. computers, televisions and DVD players
Fire precautions	Buildings have adequate fire compartments	✓						Large or inadequate fire compartments

Community ethos and support for school	Strong community and parent supports e.g. active PTA	✓							Insignificant parent or community involvement or negative attitudes
Out of hours use of school facilities	No reported problems and/ or security benefit from out of hours use	✓							Many security problems due to out of hours use, special risks e.g. bars, social clubs
	Total score for part 2: 0								
Part 3: Security measures									
	Low Risk	0	1	2	3	4	5	High Risk	
Schoolwatch scheme	Efficient system of reporting suspicious incidents e.g. paging via satellite link	✓							No scheme in operation
Pupil involvement	Successful youth action group or school council	✓							No involvement in security
Waste bins	Waste and recycling bins locked up every night	✓							Unlocked mobile bins left around school
Security lighting	Lighting of all entrances, footpaths and building facades	✓							No lighting
Surveillance	Efficient surveillance e.g. CCTV covering perimeter or security patrols	✓							No system
Intruder alarms	System using passive infra-red detectors in all ground floor perimeter and other vulnerable rooms	✓							No system
Fire detection/ sprinkler systems	Automatic system linked to fire brigade	✓							No automatic system
Property marking	All valuable property marked	✓							No markings on property

	and stored securely	<input checked="" type="checkbox"/>							
Cash handling procedures	Secure methods in operation								Lack of procedures
Total score for part 3:		0							

Security survey score summary	Score	
Part 1	4	(0 - 30)
Part 2	0	(0 - 75)
Part 3	0	(0 - 45)
Total score:	4	(0 – 150)
Overall risk rating:	(Tick applicable)	
Low (0 - 49)	<input checked="" type="checkbox"/>	
Medium (50 – 100)	<input type="checkbox"/>	
High (101 – 150)	<input type="checkbox"/>	

Appendix 2

Security Risk Assessment

Date of Assessment: 16 September 2022	Assessed by: D SAUNDERS
Review date: 15 September 2023	Overall Risk Rating: LOW

Existing control measures already in place:	Additional control measures needed:	Additional control measures implemented:		
		Action by whom?	Action by when?	Date completed
<p>CCTV at the front and back of school to prevent unexpected intruders.</p> <p>Intruder alarm activated whilst school is not in operation.</p> <p>UPVC doors and windows with locks throughout the school premises.</p> <p>All visitors report to the main entrance of the school and are vetted before entrance.</p> <p>School grounds are well lit.</p> <p>Perimeter fence and gates surround the school premises to prevent intruders entering.</p>	<p>Additional cameras installed to the front car park during the summer months due to a spate of vandalism.</p>	<p>D Saunders</p>	<p>June 2022</p>	<p>August 22</p>

