



# **CEDARS**

## **Short Stay School**

<b>Policy Title</b>	School Security
<b>Written By</b>	PC
<b>Review Committee</b>	Finance & Resources
<b>Date Approved</b>	March 2020
<b>Review Date</b>	March 2022
<b>Responsible for Day to Day Management</b>	PC



# **CEDARS**

## **School Security Policy & Procedures**

### **1. Policy statement**

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to CEDARS Short Stay School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

### **2. Organisation**

The following groups and/or individuals have responsibilities for ensuring the security of the school.

#### **2.1. Governors**

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved by–
  - the health & safety governor monitoring performance on their special interest visits
  - via the Headteacher's Reports to Governors.
  - all Governors observing its implementation when they visit the school.
- Governors will review the school's security policy every 2 years.
- Governors will delegate the day to day implementation of the policy to the Headteacher and Senior Leadership Team.

#### **2.2 Headteacher**

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by Governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

#### **2.3 Staff**

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Governing Body delegated to the Finance and Resources Committee	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 2 years</li> </ul>
Day to day implementation and management of policy	Headteacher / Site Supervisor	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> <li>• Respond to reports of incident or concerns</li> </ul>
Securing school entrance/exits as detailed in this policy	Site Supervisor	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences)	Site Supervisor	Part of normal duties to check physical integrity of security devices
Control of visitors	Admin staff	<ul style="list-style-type: none"> <li>• Ensure ID checked</li> <li>• Visitor book completed</li> <li>• Issue visitor passes / lanyards</li> </ul>
Control of contractors	Site Supervisor	<ul style="list-style-type: none"> <li>• Ensure ID checked</li> <li>• Ensure supervised (whilst pupils on site)</li> </ul>
Security of money etc	Admin staff	<ul style="list-style-type: none"> <li>• Income receipted promptly</li> <li>• Securely stored</li> <li>• Banked weekly</li> </ul>
Security Risk Assessment	Headteacher / Site Supervisor	Review annually as part of the H&S review and inform Governors of findings to use as part of policy review

## 2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

## 3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises. It also covers information held by the school.

### 3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building. Parents will be informed about the schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

- The school operates a clear desk policy - no confidential papers/documents are to be left on desks but must be kept securely in lockable storage devices
- Staff must ensure that confidential information is removed from printers/scanners or photocopiers

- Screens must be angled to ensure other staff, visitors or pupils cannot view confidential information displayed on the screen
- All systems must be logged out of when unattended to ensure unauthorised access is not gained

### **3.2 Controlled access and egress during the school day**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. CEDARS Short Stay School has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff. Physical controls are to be periodically checked to ensure they remain in good working order and necessary repairs promptly actioned. Signage has a visible presence on the site to deter intruders.

#### **Buildings and Grounds**

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff. The access control procedures for the building are –

- The main building has the only visitor access entrance via reception desk. Signage directs all visitors to this entrance. Entrance from reception to the school is via a fob.
- As a dual-block school – the main building has a reception desk with access control via a fob and the remainder are also fob access controlled doors. The second block has fob access control only. The Site Supervisor issues key and fobs, only as required (external access keys are only issued to the Senior Leadership Team, Site Supervisor and Cleaners), and a record is kept of all keyholders. Where a fob is lost or a member of staff leaves without returning the fob the Bursar will deactivate it. At lesson changes the entrances to both blocks are supervised. Unauthorised visitors will be challenged by staff.
- Designated entrances, restricted for staff use have had security access fob control systems installed. All staff are to ensure the door closes securely behind them.
- Floodlighting covers entrance and exit doors adjacent to car parks.
- The school has close links with local police and the Community Police Officer. Police will patrol the school on request.
- The school operates an efficient attendance/registration system (SIMS) which allows us to monitor absenteeism and truancy – first day response.
- The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early. Students are supervised at all times.
- Students who wish to leave the site during the school day must have written permission, signed by appropriate staff.
- Staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- Contractors comply fully with school procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

### **3.3 Early Years Outside Areas n/a**

#### **3.4 Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property. Our policy is that –

- All visitors report to the reception desk on arrival and are required to sign in before entering the school. ID is checked where required.
- Staff are encouraged to hold meetings in private and not in open or public areas.

- All visitors are issued with a pass and lanyard to be worn at all times. This includes professionals, parents, helpers, contractors and any other person that is not school staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to sign out of school. Visitors are those people that are issued with a pass from Reception. This procedure does not apply for Supply Staff but they are required to sign in and out of the school in the visitor book.
- Any person on site without a pass / lanyard will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff. Locations where supervision is part of our safeguarding procedures –

- Playground/carpark - Children are always supervised in this area and visitors professionally challenged. As communication is not easily possible, supervisors in this location will use a walkie-talkie, supplied by the school office. Times of the day when supervision is part of our safeguarding procedures
  - Start of school day – as taxis drop off in designated areas from 8.45am to 9.00am.
  - Lesson changes – due to the dual-block nature of the site, access control requires adult supervision at all times.
  - Break – all parts of the school site are supervised by staff.
  - Lunchtime – all parts of the school site are supervised by staff.
  - Duty teams are also deployed at the end of school day.

### **3.6 Cooperation with third parties, extended services and community groups n/a**

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked as therefore they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school passes / lanyards and be expected to wear them
- They will only park where authorised to do so
- They will only carry out work agreed at the start of the contract and at the times agreed
- Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children

### **3.8 Lone Workers**

Our school has a Lone Working Policy which includes guidance for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training/support.

### **3.9 Physical security measures**

The Governing Body will consider the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment. The risk assessment will take into account –

- The location and layout of the school

- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding. Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governing Body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 Locking arrangements**

At different times of the day the school security arrangements require the locking of various entrances.

All staff are responsible for ensuring:

- lights are turned off, windows, blinds and internal doors are shut and locked where appropriate at the end of the day in the room(s) they are using. Signage on exit doors reminds staff to do this. The Site Supervisor does an external check of the building each working night and switches off lights and shuts blinds / windows as required.
- confidential information is kept in lockable storage in secure rooms with restricted access and storage is locked and the keys removed when not in use. This type of information is only accessible on a need to know basis.

Where locks do not work or keys are missing they are to be replaced as soon as possible

### **3.11 CCTV**

There is a separate policy for CCTV

### **3.12 Cash Handling**

Staff should avoid keeping cash on the premises whenever possible. Safes / petty cash tins should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done weekly at irregular times of day, particularly where substantial sums are involved.

### **3.13 Valuable equipment**

All items above the value of £100 will be recorded in the school asset register. Items of valuable portable equipment with a value above £100 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### **3.14 Personal Property**

Pupil personal property will be handed into reception for safe keeping. Personal property remains the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

**Staff and pupil involvement** - Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- safeguarding school property.

They should be advised of:

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- the cost of crime in school. Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task.

**Crime prevention** – Newcastle Police operate a Police/School liaison service where officers regularly visit schools.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked cabinets. Arrangements for the administration of medicines are detailed in the Medical Needs Policy.

### **3.16 Confidential records and documentation storage and disposal**

- A register of all information held is kept in admin and is marked when archived with the date it is due for disposal according to the latest IRMS retention schedule
- All day to day (ad hoc) documentation holding personal and/or confidential information that is no longer required is placed in one of two secure locked units (one in the main building and one in the annex) where it is stored until collected by the waste disposal company. Where large amounts are disposed of at a time (eg disposal of archived records) the documentation is placed directly into the bags provided by the waste management company and sealed then stored in the locked staff room until collected by the waste management company.
- All confidential documents when disposed of are done so via an accredited confidential waste disposal company (currently PHS) who cross cut shred the documents on site which is witnessed by the Site Supervisor or a member of the Admin team. A certificate of secure disposal is provided by the waste disposal company.

### **3.17 Backup of electronic information**

- The server is backed up daily (saved for 1 week) and weekly (saved for 1 month) by the Admin team who follow written office procedures plus have access to support from Entrust. The team are alerted if the back-up battery, which provides an uninterrupted power supply (UPS), needs attention by a flashing light and alarm and an automatic email to the office email address. Entrust are informed and rectify the issue.
- The back-up devices and exam papers etc are stored in a locked fireproof safe with controlled access to the keys.

### **3.18 Information Asset Register**

An asset register is held and updated by the admin team. All new items that are over £100 or are deemed as desirable are recorded on this register (access database) and once items for disposal have been approved by the Management Committee they are removed. ICT equipment / media is disposed of via Entrust/Stone PC's and hard drives are wiped before disposal. A certificate of destruction is issued.

A record of archived documents and their due disposal dates are held by the admin team and are updated when records are added or removed. It is checked annually to ensure records due for disposal are done so via the accredited waste management company.

### **3.19 ICT Equipment and memory sticks**

All items of ICT equipment are asset marked by Entrust.

All staff who use a laptop/ipad/mobile phone etc off site must agree to, complete and sign a School Equipment Loan Agreement which will be held on their personal record.

All Staff are issued with green memory sticks to use for general teaching resources, lesson plans and student work only. No confidential information is to be held on these memory sticks. Where confidential information is required to be held an encrypted black memory stick must be obtained via the ICT technician/Entrust.

## **4. Risk Assessment**

A security risk assessment will be reviewed annually by the Headteacher/ Site Supervisor; the findings will be used in the review of this security policy.

## **5. Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body. Governors will monitor performance via the Headteacher's Report to Governors and when visiting school.



This policy will be reviewed every 2 years

Signed (Chair of Management Committee)		Date	
Signed (Headteacher)		Date	
Next review due:		Date	March 2020
Review Completed by:		Date	