Academic excellence for each person in a Christian community

## School Policy 24 - Site Security

The Governors' Committee responsible for this is the Staff, Finance and Premises Committee.
The person in the school who prepares the text of this policy for the Governors is the Deputy Headteacher.

**Introduction**

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Archbishop Tenison's. 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 any breaches or failures of the policy so that they can take corrective action as necessary to ensure the safety of members of the school community.

**Responsibilities**

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

- Governors ensure that the school has a Security Policy and that this has been implemented. They monitor the performance of the school security measures. This will be achieved through health & safety monitoring on visits for this purpose, the Headteacher's Reports to Governors and by all Governors observing its implementation when they visit the school. Governors periodically review this policy. They delegate day to day implementation of the policy to the Headteacher and School Business and Development Manager.
- The Headteacher sets up arrangements in school to comply with the Security Policy agreed by Governors, ensures all staff within the school receive information, instruction and training in the Security Policy and procedures, establishes a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence, ensures that all visitors, contractors and agency staff adhere to the Security Policy and monitors the implementation of the policy and security arrangements. This responsibility is delegated to the School Business and Development Manager (SBDM).
- All staff 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:

| Security issue | Name | Specific Duties |
|---|---|---|
| Agreeing / reviewing school Security Policy | Governing Body<br>SFP Committee | Agree policy<br>Review every 12 months |
| Day to day implementation and management | Headteacher<br>Deputy Headteacher | Keep staff informed<br>Check procedures are followed<br>Review arrangements |
| Securing school entrance/exits | Premises Manager | Lock external doors<br>Keep site secure |
| Checking condition and maintaining safe operation of physical and electrical security devices (locks, gates, key pads) | Premises Manager | Part of normal duties - checking and testing security devices |
| Control of visitors | Admin staff | Reception<br>Checking entry<br>Signing in using Inventry<br>Issuing badges / lanyards |
| Control of contractors | DBS administer<br>Premises Manager<br>Reception Staff | DBS Checks<br>Guidance to visitors<br>Information for staff |
| Security of money and other valuables | Admin staff | |
| Security Risk Assessment | Deputy Headteacher<br>Premises Manager<br>Premises Staff | Review annually<br>Inform Governors of findings to use as part of policy review |

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

**Arrangements**

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

1. *Information and Communication*

All staff must be aware of the school's security procedures, especially staff with a specific role to play. All staff induction will include the school's Security Policy. These arrangements will also 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 dropping off / collecting their children.

2. *Controlled access and egress during the school day*

Controlled access ensures that unauthorised visitors do not present an unacceptable risk to pupils or staff. Changes made to the school fence and gates in recent years have helped to make systems more secure. The school has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of pupils and staff.

3. *Buildings and Grounds*

The school will make all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.
Access control procedures include:

- A single access entrance via reception - only authorised visitors are allowed access via the intercom outside.
- Signs direct visitors to this entrance - it is impractical to have access control on all other buildings and so pupils are safeguarded in these other buildings by other methods such as supervision. At lesson changes the entrances to these buildings are supervised. Unauthorised visitors are challenged by staff.
- Extensive lighting covers entrance and exit doors adjacent to car parks.
- The school has close links with local police and Community Police. Police patrol on request.
- The school operates an efficient electronic attendance/registration system 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.
- Pupils out of a lesson take a note with them, authorised by their class teacher.
- Pupils who wish to leave the site during the school day must have written permission, signed by appropriate staff. Only Sixth form students are allowed to leave the site.
- Caretaking staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- Contractors always comply fully with school procedures.
- 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.

There are no areas directly accessible to the public without going through the school gates. If these were open or that someone came through behind another person or car, staff would professionally challenge any person not wearing a photo ID or school visitor badge. Staff are on duty around the site at lunchtime. A member of the Senior Leadership Team is on duty at the gate before school in the morning. A member of staff is on duty at the gate as pupils leave after school.

4. *Visitors*

To fulfil our responsibility for safeguarding young people in our charge, our policy is that –

- all visitors report to Reception on arrival.
- they are asked to read a leaflet about the school's safeguarding policy
- they are issued with a badge to be always worn - this includes parents, Governors, helpers, contractors and any other person that is not school staff.

Visitors on site are accompanied by a member of staff to their destination and taken back to Reception by a member of staff to sign out. Visitors are those people that are issued with a pass from Reception. Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site. Any refusal to do this 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. For detailed procedures, including DBS arrangements, please refer to the Visitors' Policy.

5. *Supervision of pupils*

The security of pupils is achieved by competent supervision by authorised school staff. This includes:

- Staff duties for breakfast club, at break-time, at lunchtime and after school.
- Oversight of pupil movement at lesson changes.
- Staff doing bus duty off site after school.
- One senior member of staff "sweeping" the school at 3.30, when pupils leave the site.
- Staff i/c activities after school are responsible for overseeing pupils' departure from the site.
- Staff running extra revision sessions and rehearsals in the holidays ensuring that they sign in at Reception and are dismissed from there, as they sign out.

6. *Others using the school site*

Those who use the school site, whether as part of the wider school community or through hiring out part of the building or the grounds, are responsible for the security of the site and the safety of those who are on the site under their supervision. A risk assessment will be required of those who are hiring the site and of those who are organizing events on the school site out of normal school hours. This will include provision for which parts of the site they are using and under which conditions. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Anyone using the site must take responsibility for challenging visitors in unauthorised locations. DBS clearance will be required for any activities involving young people.

7. *Contractors*

Contractors and maintenance personnel have not always been DBS checked and should not have unsupervised access to children – the school does not allow lone workers on site. Contractors will –

- be given school badges and expected to wear them, keeping them visible at all times.
- only park where authorised to do so.
- only carry out work agreed at the start of the contract and at the times agreed.
- be supervised at all times by school staff - this does not mean being watched continuously but in a way proportionate to their location and proximity to unsupervised children.

8. *Risk assessment*

The Governing Body considers the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The Governors review the provision of physical security measures regularly through a security risk assessment, taking 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 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 and alarm systems are installed, they will be maintained as recommended by the manufacturer.

*9. Locking arrangements*

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

*CCTV*

The school premises are monitored by CCTV for the purposes of security and safeguarding. The CCTV system operates continuously, and recordings are retained in accordance with the school's CCTV policy, which complies with data protection regulations (GDPR). By entering into a letting agreement, the hirer agrees to the following:

- The hirer acknowledges the presence of CCTV on the premises and understands that activities conducted in public areas of the school may be recorded.
- The hirer shall inform all attendees or participants of their event or activity that CCTV is in operation.
- The use of CCTV footage is restricted to authorised personnel and may only be accessed or used in accordance with the school's policy and relevant data protection laws. Any requests for access to footage must be made in writing and will be considered on a case-by-case basis.
- The school reserves the right to provide CCTV footage to law enforcement agencies or other authorised bodies as necessary, for security or legal purposes.

*10. Cash Handling*

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

*11. Valuable equipment*

Items of valuable portable equipment 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 are also not left where visible from outside. Risk assessments take into account the location and security arrangements for high value equipment, such as ICT equipment. All staff issued with Laptops must sign a loan agreement where they are responsible for all loss and damage.

*12. Personal Property*

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 until the end of each half term.

*13. 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.
- being informed of the school's policy on reporting assaults, disturbances, theft, damage and burglary and 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. The School Council has a vital role in this regard. Croydon Metropolitan Police operate a school liaison service where officers regularly visit schools and work with staff and pupils to increase their awareness of different issues.

*14. 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 in the school's medicine cabinets. Arrangements for administration of medicines are detailed in the school policy on First Aid.

**Monitoring, Review and Evaluation**

A security risk assessment will be completed annually by the DHT; the findings will be used in the review of this policy, which will be done annually by the DPT with the Site Manager and Senior Leadership Team, making recommendations to the Headteacher and Governors' Staff, Finance and Premises Committee. 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 the school.

To be reviewed every two years – next review due September 2028