Security Policy

Status	Current Policy
Agreed by Governors	May 2023 Reviewed and updated January 2024
Review Cycle	Every two years
Next Review	January 2026
Lead Staff	Premises Manager
Chair of Governing Board	Alex Krutnik
Head Teacher	Jane Hatwell

Mission Statement

We accept all pupils **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive**, **caring** and **safe**.

Our goal is to develop our pupils to become:

- · **Successful** Learners.

- · As **independent** as possible.

- · **Confident** individuals and self-advocates.

- · **Effective** communicators and **contributors**.

- · **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: *"getting it right for every pupil"*.

Rights Respecting Schools

The Unicef UK Rights Respecting School Award (RRSA) is based on principles of equality, dignity, respect, non-discrimination and participation. The RRSA seeks to put the UN Convention on the Rights of the Child at the heart of a school's ethos and culture to improve well-being and develop every child's talents and abilities to their full potential. A Rights Respecting School is a community where children's rights are learned, taught, practised, respected, protected and promoted.

Stone Bay has been given the Silver Award by UNICEF. This is awarded to UK to schools that show good progress towards embedding children's rights in the school's policy, practice and ethos, as outlined in the RRSA Strands and Outcomes

Aims

At Stone Bay School we strive to create and maintain a secure and safe environment for all pupils and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both pupils and staff should feel that their working environment is a safe place in which to work, but it is also important that visitors continue to feel welcome.

Our aims are:

1. To help the pupils and all those who work in the school to feel safe and secure.
2. To focus strongly on personal awareness and responsibility.

3. To meet the latest Government recommendations and guidelines, and the advice of the Local Authority.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues.

Legal Framework

This policy has due regard to all relevant legislation and statutory 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
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

This policy has due regard to the following statutory and good practice guidance:

DFE (2019) School and College Security

This policy operates in conjunction with the following school policies and documents:

- Health & Safety Policy
- Complaints Policy
- Child Protection and Safeguarding Policy
- Pupil Wellbeing Policy
- Business Continuity Plan

Roles and Responsibilities

Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy.

Headteacher

Set up arrangements in school that comply with the security policy agreed by governors.

- Delegate responsibility to the Premises Manager to 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.

- Undertaking necessary security risk assessments or delegating these to Premises Manager and School Office & Finance Manager.

All staff members

- Securing windows and doors when rooms are not in use.

- Challenging any unidentified individuals and notifying the headteacher of any unauthorised person.

- 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 this policy and lone working policies.

- Acting in accordance with the school's Data Protection Policy and ensuring that data and information is secure.

- Reporting any minor security concerns to the headteacher.

- Reporting major security concerns directly to the police or emergency services, where appropriate.

- Carrying their school ID with them at all times.

- Any of their own property that they bring to the school site.

Premises Manager

As the competent person, the **Premises Manager** is responsible for:

- Ensuring the school estate is well maintained, including the physical and electrical security systems.

- Securing school entrances and exits.

- Ensuring that the education and office areas are effectively secured at the end of each day by the site team.

- The Site Team to carry out security checks on a daily basis maintaining a record of these checks which is kept with the Premises Manager.

- Raising any security concerns with the headteacher via the Maintenance, Health & Safety reporting form.

- Ensuring a Business Continuity Plan is in place.

- Considering the type, frequency and probability of an incident or event, so that effective control measures can be established.

- Prioritising risks and, in line with the school's and locally agreed procedures, implementing control measures to mitigate priority risks.

- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.

- Seeking professional advice on security issues where necessary.

Practical Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, children, young people and other persons using the school premises:

Security issue	Name	Specific Duties
Agreeing and reviewing the school security Policy	Governors	Agree Policy Review every two years
Day to day implementation and management of policy	Delegated to Premises Manage	Inform staff Monitor performance Review arrangements

Securing school entrance / exits as detailed in this policy	Premises Manage & Assistant Premises Manager	Activate / deactivate of alarms at the directed times
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Premises Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Office and Finance Manager & Receptionist	Follow Visitors to School Policy, signing in procedures, check identity etc and Issue badges
Control of contractors	Premises Manager	Supervise contractors at all times during term time, unless DBS checked
Security of money	Finance / Admin team	All money needs to be locked away in the school safe.

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.

All will be expected to comply with the school's security arrangements as a condition of sharing use of the building.

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. Taxis and parents will be monitored by school staff in the mornings and afternoons for the drop off and pick up of pupils. Access to the school is securely fobbed and no visitors will be permitted to enter past the foyers (Park road/StoneRoad) without signing into school.

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Buildings

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

- All entrances to buildings are operated by a fob system for staff.
- The main entrance has a second security door controlled by a key code
- Signage directs all visitors to the main school entrance. This door is controlled by the Admin Team and when they go off shift the second security door is activated

Grounds

The whole school is secured by means of physical restrictions. Access is mainly at the front entrance doors and is controlled by the Admin team.

- Live video footage is used to enable the admin team to see visitors prior to opening the gates to the site

- The site is fully fenced and secure and Stone Road and Park Road have key code pedestrian gates and fob/mobile phone controlled vehicle electric gates
- The Esplanade has a pedestrian gate that is locked with a padlock and only open during start and end of day to allow pupils and parents safe access departure from school. This gate is supervised by SLT to ensure only parents/family known to school enter this gate.

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 school reception on arrival and will be asked to sign in.
- Photographic identification will be requested for all visitors
- All visitors are issued with an appropriate lanyard and badge to be worn at all times. The Lanyards are colour coded according to safeguarding risk assessment. See appendix 1. Visitors include parents, agency, contractors, LA staff and any other person that is not directly employed as school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the school office or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher of School. 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 fire safety.
- All visitors to the school will be required to place mobile phones in the lockers located by the school office. In some instances, Contractors may be allowed to use mobile phones under the supervision of the Site Team.
- The school has a separate lockdown policy in case of attempted entry by unauthorised people.

Supervision of contractors

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

- All will be given school badges and be expected to wear them.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- It may be necessary for contractors to apply for a DBS check. This information is kept on the school's Single Central Record.
- Will be supervised at all times by school staff unless full DBS clearance has been received and logged on the schools single central record.
- Supervised does not mean watched continuously but in a way proportional to their location and proximity to unsupervised children.

Physical security measures
- The Premises Manager will undertake daily visual checks of the school fencing, security glazing, gates and locks, ensuring that they are maintained to a high standard.

- The school's Well-being Policy allows for a Searching, Screening and Confiscation Policy, which enables the school to check pupils, staff and visitors for prohibited items and confiscate them, including deleting inappropriate images or content from phones.

- There will be directional signage so that individuals can find the **school office** with ease.

- Chemical and biological materials will be stored safely and securely, in line with industry standards.

- An intercom system will be used to minimise the risk of unauthorised people from entering the school premises. Security gates will be monitored by the admin team.

- Where access to the school is required, such as for a large delivery or contractors, the Premises Manager or site team will oversee and supervise the access (if required beyond the main office entrance point).

- School security alarms are tested on a regular basis by the Premises Manager.

- The Premises Manager or designated person ensures that the school alarms are set at weekends. Alarms in the Early Years and Key Stage 1 block are set every evening.

- Confidential information will be stored digitally or failing this in locked filing cabinets, which only authorised staff have access to.

- The school office will be secured whenever it is unattended, as it is the main entrance point to the school.

- Classrooms will be closed when they are not in use. They are not locked.

- All visitors will be escorted to and from their destination within the school by a member of staff.

- The school's security lighting will be maintained by the Premises Manager.

- Designated internal doors are operated by a fob system for staff which are linked to the fire panel. In the event of the alarm sounding, all fobbed doors will be accessible to aid escape without the use of a fob.

- Classrooms and flats will be given safety wedges to ensure they can Lockdown the room if a Lockdown procedure was activated. The wedges will only be used for this purpose

E-Security

- The IT Technician working with senior DSL will be responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software.

- The school uses a secure network that is password protected.

- Staff members and pupils are aware of the school's Digital Safety and data protection measures that are in place to effectively manage risks caused by internet use.

- All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.

Security of equipment

- All portable electronic equipment will be stored in a secure location at the end of each day.
- After using school equipment, staff members will be responsible for ensuring that it is returned to the appropriate storage location and secured.

- Staff members will be responsible for any personal belongings, including teaching equipment, they bring on to the school premises. Any electrical equipment will be required to be PAT tested.
- Pupils, parents, visitors and contractors will be responsible for their personal belongings and the school will not be liable for any damage or loss which may occur.
- Any equipment that someone wishes to take off the school site will be approved by a senior member of staff in advance and a record of the loan kept.
- Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that could carry viruses.
- All IT, white goods and workshop equipment valued above £200.00 will be security marked and recorded on the school's Asset Register

Access to the premises

- All staff members will be issued with an ID badge during their induction process, which must be worn at all times.

- Upon arrival at the school, visitors will be directed to the school office where they must sign in. Identification will be required and wait for further direction from a member of the office staff.

- All visitors will be made aware of behaviour and security expectations by the member of staff who is supervising them.

- 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.

- The office staff will be responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.

- Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

- The Premises Manager will ensure that all access control systems are in place and effective – where problems are identified, the Premises Manager will rectify them immediately.

Reporting Security Concerns

- Missing or stolen equipment will be reported immediately to the Leadership Team

- Unidentified individuals will be challenged immediately and reported to the school office.

- Concerns regarding the security of the school will be reported using the Health & safety maintenance form.

- The headteacher will promptly risk assess and discuss security concerns with the governing board to identify effective resolutions, e.g. installing CCTV systems.

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

- The school will implement procedures to enable pupils, parents and the local community to report any security concerns using contact us form on the school website.

- If the DfE is made aware of an extremist or counter terrorism-related incident at the school, it will work with the LA and other partners to ensure the school is provided with the relevant support.

Emergency Procedures

- The school will draw on the expertise provided by the LA, police and other agencies when developing emergency procedures.

- In the event of an emergency or a breach of security, the procedures outlined in the school's Emergency procedure will be followed – staff members will be made aware of when it is appropriate to implement these procedures.

- All staff members, pupils and volunteers, will be made aware of the school's emergency procedures as part of their induction, including those in relation to security alerts, trespassers and unidentified objects.

- The headteacher will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures, e.g. the police or the LA.

- If it is necessary for the school to be locked down, the headteacher will contact the police for advice.

- The headteacher, or their delegate, will be responsible for communicating with parents while the school's emergency procedures are being implemented.

- The headteacher, or their delegate, will be responsible for dealing with any media enquiries about an incident.

- Where appropriate, the school's social media channels will be used to keep the public informed during a serious incident.

- If emergency procedures are carried out, the headteacher is responsible for ensuring that these are properly recorded.

- This policy, and all associated plans and procedures, such as the Business Continuity Plan, will be reviewed and evaluated following any incident, to ensure that they remain effective.

Staff training

- All staff members and pupils will receive training in the school's emergency procedures and will be aware of what to do.

- ThePremises Manager (competent person) will have relevant subject knowledge, e.g. security, be trained in matters related to handling health and safety risks and have the experience to apply subject knowledge correctly in the workplace. They have independent advice and support from health & safety Advisers

- Staff will receive safe handling training for chemical and biological materials (COSHH) as appropriate for their role.

Testing security procedures

- The Premises Manager will regularly test the school's security and emergency procedures.

- These tests will be used to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be.
- The headteacher will determine whether neighbouring schools, the local police or other agencies should be involved in helping to evaluate practice drills.

Information Security

- The DPO will be responsible for ensuring that there are policies and procedures in place to manage and monitor access to sensitive and personal information, including the Data Protection Policy and Records Management Policy.
- The DPO will provide training to staff on school policies and procedures in relation to information security.
- Policies relating to information security will be reviewed in light of any new information on security risks or statutory guidance, and updated where appropriate.

Monitoring and review

- A Security Risk Assessment will be conducted by the Premises Manager and shared with the HT & governing board on an annual basis, and will be used as the basis of this policy.
- This policy will be reviewed annually by the governing board, Premises Manager and headteacher.
- Staff members will be notified of any changes made to this policy or to the school's security system.
- The school will commission H&K health and safety to complete a site security

Appendix 1

Rules of Lanyards

All recruitment and safeguarding checks have been completed.

Not all safeguarding checks have been completed. This member of staff must be supervised with no 1:1 regulated activity.

Safeguarding checks have been completed and this visitor is safe to walk unaccompanied

This visitor must be accompanied around the school at all times by a member of staff.

Safeguarding checks have been completed and Governors are safe to walk unaccompanied around the school.

All staff must challenge anyone walking around the school without a lanyard or walking unaccompanied with a red lanyard and escort to school office.