



# SECURITY POLICY AND PROCEDURES

## **Policy statement**

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Stanborough Secondary School. The school's security procedures will operate within the framework described in this policy.
- Where appropriate, the Governors should 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 children and staff.

## **Organisation**

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

### **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 his/her visits
  - Via Head teacher's report to governors each half term
  - By all governors observing its implementation when they visit the school.
- Governors will review annually the school's security policy.
- Governors will delegate the day-to-day implementation of the policy to the Head Teacher.

### **Head Teacher**

The head teacher 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.

### **Staff**

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

## **Monitoring and Review:**

- This policy will be subject to continuous monitoring, refinement and audit by the Headteacher.
- The Proprietor undertakes a formal review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than two years from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.

Signed: February 2024

Jeanetta Liburd	Pastor Eglan Brooks
<b>Headteacher</b>	<b>Chair of Governors</b>

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Health and safety committee	Agree policy Review every 12 months
Day to day implementation and management of the policy.	Head Teacher	Inform staff Monitor performance
Securing school entrances/exits as detailed in this policy	Health and safety officer (HSO)	Organising measures and schedules to maintain the buildings security and safety
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, keypads, and fences)	Health and safety officer (HSO)	Part of normal duties to check and maintain the physical integrity of security devices
Control of visitors	Receptionist	Sign in visitors/Issue badges
Control of contractors	HSO	To comply with visitors policy.
Security of money, etc.	Receptionist	To ensure no more than £500 in cash stored in school safe
Security risk Assessment	Head Teacher alongside with Health and safety committee (HSC)	Review annually and inform governors of findings - as part of policy review and monitoring

### 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.

### **Arrangements**

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

- Working hours of the school are Monday to Thursday – 6:00 am to 6:30 pm and Friday – 6:00 am to 3:00 pm.
- Final security check is carried out at the end of each working day.
- If staff members need to stay longer in the school building (classrooms, offices, assembly hall, or gym area) - they will have to request permission from the Head teacher in person or via email and give 24 hours' notice, unless it is an emergency.
- Lone working will not be allowed on the school premises.
- Boarding side of the building is locked at all time, to ensure that students do not have access to the area.
- HSO will organise security checks schedule at the end of each school day. The findings will be reported, and in case of breaches – further investigation will be carried out by the Head Teacher, and reported every half term to the Health and Safety Governor.
- These checks will take place no later than 8:00 pm each evening (Monday to Thursday) and 6:00 pm on Sunday.
- Senior staff will be responsible for securing the building after school on Fridays at or around 3:30pm. This may be even before 3:00 pm during the winter (to suit Adventist lifestyle principles).
- On Fridays all employees should leave the building by 3:00 pm, at the latest.
- A duty rota is shared, and every member of senior staff is responsible once in a week to be on duty.
- All persons staying overnight, or living in the school premises are required to be even more vigilant about security issues and breaches, and they have the duty to share the same level of responsibility, as the rest of the staff members. All the external doors of the school buildings must be kept locked (or securely shut) at all times, and all ground floor windows – closed and secured.
- It will be considered as a gross misconduct if items are brought to school, which could be classed as a weapon, including any item that has a sharp blade or point. Every person must speak to the HSO and Head teacher to seek permission to bring in personal electric items such as heaters, kettles, lamps, etc. As an absolute minimum, these items must be pat-tested before they are used at the school.

### **Information and Communication**

All staff must be aware of the school's security procedures, especially staff that have been given a specific role. New staff induction will include the school's security policy. Details will be kept in Head teacher's induction report.

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. All letting and hiring personnel will be given this policy to read and sign, before their contract commences.

Parents will be informed about the school security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

### **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. Stanborough Secondary School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding of its pupils. In 2021 the school has made a decision to lock the main gates, leading to school grounds and premises. All gates leading to school grounds are now secured and monitored during the school peak hours.

### **Buildings**

The school will take all reasonable efforts to restrict access to the building 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 only single access entrance via Reception office during school hours. This door can only be opened from inside, or with a security fob from outside.
- All other access doors cannot be opened from outside, or can be opened only with a security fob. The school IT manager has lists of the security fob holders, and the specific access rights. Only staff members have access to the building by using their security fobs.
- Reception entrance and main entrance gate are constantly supervised by school staff during school hours.

### **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

- School buildings – security fencing around buildings and locked gates on to school yard.
- School fields – security fencing around perimeter to prevent general public from coming onto school grounds.
- Staff is monitoring the area (by duty rota) during the drop off, breaks and pick up times.
- Car parks – anyone in the car park not known to school will be challenged by staff. No unauthorised persons allowed to park on school parking.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

The access arrangements for the grounds are –

- School fields – access to school field for PE, during breaks and lunchtime – always under supervision of staff.
- Main gate access – the gates are kept closed during school time, or supervised when open in

peak times.

- All other gates for entering Stanborough Park are automated or manually locked during the school time.
- Playground – school gates are closed at all times. Children are only ever on the playground under supervision of at least one member of staff.

### **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. Please see the visitors' policy for further details.

### **Supervision of pupils**

The school's overall safeguarding strategy requires that the security of pupils is achieved by competent supervision by authorised school staff.

#### **Locations where supervision is part of our safeguarding procedures –**

- Fields and Playground – Children are always supervised in this area and visitors challenged.
- Entrance – gate entry is supervised to ensure no unauthorised adults enter the school. All entrance points in the building are supervised during the drop off period. Occasional late-comers also enter via the Reception entrance. Access is supervised at all times.

#### **Times of the day when supervision is part of our safeguarding procedures –**

- Start of school day – the main gates are open to allow access, and this area is supervised 8:00 am to 9:00 am.
- Lunchtime and breaks – When doors are open staff will be on duty at all times inside and outside of the buildings.
- End of school day - the main gates are open to allow access, and this area is supervised 3:30 pm to 3:45 pm (1:30 pm to 1:45 pm on Friday). Staff wait until all children have been collected or leave the premises. Any child not collected is taken back into school and parents telephoned. Parents have been informed of these arrangements and procedures.

### **Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. A full risk assessment will be written should a group apply to use or hire the school premises.

### **Supervision of contractors**

Contractors and regular visiting external personnel will have to be DBS checked and they should not have unsupervised access to children. They will therefore be controlled as follows –

- All the contractors will be given Visitors badges. All contractors and regular visiting external

personnel are logged in at the school Reception office following normal procedures.

- They will only park where authorised to do so.
- 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.

### **Lone Workers**

Our school has Lone Working rule - lone working will not be allowed in the school premises, as it possess health and security concerns.

### **Physical security measures**

The governing body will consider the need to use physical measures such as fencing, security alarms, CCTV 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 or CCTV - they will be serviced and maintained as recommended by the manufacturer.

### **Current surveillance arrangements**

We have a CCTV systems operating in boarding school building and at the main gate. They are kept on at all times for monitoring and safety audits in case of breaches by HSC, who have constant access to them.

### **Locking arrangements**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

### **Every employee is required to follow this checklist as a guideline for securing the premises:**

Upon leaving their classroom, office, or other workplace, they are to check and do the following:

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| <ol style="list-style-type: none"><li>1. Make sure all electric devices (excluding the fridge and Desktop PC) are turned off, unplugged and stored safely. This means any heaters, tools, kettles, fans, chargers, etc.</li><li>2. Make sure all windows are tightly closed – leaving windows slightly open, is a serious security</li></ol> |
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issue.

3. Turn the lights off and lock the door – please do not leave doors open when leaving, as this might offer a chance for theft, damage, or even arson attack.

4. On their way out of the building – to be aware if they spot any other areas not properly secured (and to secure them, if possible). If they see a possible security risk – to report it to the Head teacher or HSO.

5. If they can't lock a window or door properly, or experience any issues securing your work area, to contact the Maintenance department immediately.

### **Cash Handling**

We should avoid keeping cash on the premises wherever possible. Savings should be used and kept locked. Staff are advised to not handling cash in visible areas. Any money requiring banking should be done at irregular times. Taking in consideration of the Local Authority guidelines no more than £500 will be left on premises overnight.

### **Valuable equipment**

Items of valuable portable equipment with a value above £250 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.

### **Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged to bring into school any valuable personal property.

Lost property should be handed to the school reception, where it will be kept for 3 months before disposal.

### **Risk Assessment**

A building risk assessment will be completed annually by the Head Teacher. The findings will be used in the review of this security policy. Every school location has its own risk assessment.