ST PHILIP HOWARD CATHOLIC SCHOOL

SECURITY POLICY, PROCEDURES, ORGANISATION AND ARRANGEMENTS

Approved by governors: June 2017

Review date: June 2018

The Governing Body of this school recognises the need to ensure the safety of every pupil, member of school staff (permanent and temporary) and visitors to our school. We also recognise the importance of protecting the school buildings and contents.

Policy Statements *The Governors are committed to supporting the school in achieving the following:*	Monitoring Success Criteria *The Governors consider that the following criteria are evidence of successful implementation of each of the policy statements:*	Reporting Criteria *The Governors will inform their monitoring through the following:*
Ensuring that this policy is published in a prominent place and is kept up to date	Receive and consider feedback on an annual survey to monitor progress and development	Annual review by governors, more frequently if necessary
Ensuring that adequate procedures are in place to maintain the security of the site and the health and safety of the site occupants	Receive and consider feedback on an annual survey to monitor progress and development	Input to a Governors' annual H&S checklist, and termly reporting at the H&S committee
Ensuring that Health & Safety legislation is adhered to by governors as employers and staff as employees	Successful periodic review by the governors of compliance with procedures and follow up action	A termly report of all security and health and safety incidents, detailing actions taken.
Having a robust Risk Assessment process to adequately identify and manage any areas of security or health and safety risk.	Receive and consider feedback on an annual survey to monitor progress and development	Input to a Governors' annual H&S checklist, and termly reporting at the H&S committee
Canvassing involvement from parents and staff and take into account feedback from the parents, student body and staff when considering new security developments	Successful periodic review by the governors of compliance with procedures and follow up action	A termly report of all security and health and safety incidents, detailing actions taken.
Supporting the head teacher in cascading security policy, standards and procedures to staff and monitoring progress via data, analysis and reports , liaison with the police and county and regular checks and inspections	Successful periodic review by the governors of compliance with procedures and follow up action	A termly report of all security and health and safety incidents, detailing actions taken.
Ensuring that all groups know what is expected of them in regard to security, health and safety	Receive and consider feedback on an annual survey to monitor progress and development	Input to a Governors' annual H&S checklist, and termly reporting at the H&S committee

Statement of Intent

The governors at St Philip Howard recognise the need to ensure the safety of every pupil, member of staff (permanent and temporary) and visitor to our establishment. We also recognise the importance of protecting the buildings and contents.

The Governing Body recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

This policy will not only apply to those working on the premises but to those engaged in off site activities, sporting events and home visits. The Governing Body wishes to make it clear that, whatever form and for whatever reasons, violence is unacceptable.

We are committed, so far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of this policy. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour; harassment or actual physical assault in circumstances relating to their work. The Governing Body will be fully supportive to any members of staff or pupils who have been subject to violence at work. The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of staff working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcome and encouraged to pass on that information to the Headteacher. A copy of this policy will be available to staff via the staff handbook. This policy will be reviewed at least once a year and upon significant change of circumstances.

Organisation and responsibilities

The Governing Body
The Governing Body will be responsible for ensuring the overall effectiveness of this policy by working closely with the Headteacher and other members of staff whose role it is to implement the requirements of this policy. This will involve considering and acting upon the recommendations of the Headteacher and Security Co-ordinator, prioritising actions where resources are required, taking account of security when considering the school plan and monitoring the effectiveness of security arrangements.

The Governing Body will review this policy once a year or upon significant change of circumstances.

The Headteacher
The Headteacher will be responsible for the overall implementation of this policy and for the day to day management and implementation of security within the establishment.

The Headteacher will ensure that a suitable member of staff is nominated to act as Security Co-ordinator and ensure that suitable resources are allocated to enable this function to be undertaken.

The Headteacher will inform the Governors of any significant event with respect to security. In addition, the Headteacher will periodically monitor the policy to ensure it is being complied with.

The Security Co-ordinator
The Security Co-ordinator is the Business Manager who will be responsible for assisting the Headteacher with the day to day management and implementation of the security policy and will work in close liaison and co-operation with other on site staff to ensure security remains high profile within the establishment.

The Security Co-ordinator will review the security guidance annually (or following a significant incident), to ensure compliance and shall ensure the security risk assessments have been undertaken, their findings implemented and the assessments reviewed as required.

The Security Co-ordinator will also ensure that all staff receives induction training with respect to the school's security and emergency arrangements.

The Site and Premises Manager
The Site and Premises Manager will be responsible for ensuring that the following practical security arrangements are carried out.

- Shutting and securing all doors and windows at the end of the working day

- Setting the buildings intruder alarm system at the end of the working day

- Opening main access points (vehicular and pedestrian) at the beginning of the school day and shutting and locking the premises at the end of the school day. Usually 7.00am and 9.30pm

- Ensuring that no items of equipment are left outside overnight, particularly equipment enabling access to buildings, e.g. ladders.

- Ensuring that wheely bins are kept securely, away from the buildings and ensuring that external waste bins are emptied daily.

- Reporting defects in external lighting to the Security Co-ordinator and taking appropriate remedial action.

- Monitoring and reporting any defects in the school's CCTV system to the Security Co-ordinator.

Employee Responsibilities

Staff are required to comply with the security arrangements that have been put into place and the security policy at all times.

Staff should report incidents/concerns to the Security Co-ordinator and to ensure that the incidents are reported and recorded as necessary. Staff shall ensure that the external classroom and windows are secured when the classroom is not in use and all high value items eg laptops are locked or put away in cupboards/covered.

Arrangements

Visitor/Access Control

Access to the building via the main access points will be controlled and supervised by the Office staff. The School Receptionist shall ensure that a record of all visitors to the establishment is maintained. All visitors shall wear an official visitor identification badge.

Interview Procedures

Consideration must be given to the risk posed during the interviews with parents / next of kin. Any interviews where there is a significant potential for conflict (physical or verbal) must be carried out in the Headteacher's Office and be made by appointment only. In such cases two members of staff should be present. Office Staff should be made aware of any such meetings and can be on hand to offer assistance.

Lone Working

The Lettings and Security Officer will be lone working on a regular basis, due to the nature of the role. A system is in place whereby the officer texts a code word to the Site and Premises Manager as he leaves the site to indicate all is well. If the Site and Premises Manager does not receive this within an agreed time, he calls the Lettings and Security Officer, if no answer is received, the security company are called and the Site and Premises Manager attends site. The Site and Premises Manager will post details on the staff noticeboard of dates when the premises Officer and/or cleaning contractors are working during the school holidays so that all other staff are aware when the site will be open.

Staff working outside school hours will:

- Make themselves aware of the essential contact numbers (Emergency Contact details are in Staffroom).

- Inform family / next of kin of intentions to work late and expected time of completion, and the procedures that are in place should they not return at the expected time.

- If available obtain a mobile/cordless phone from within school (First Aid Room). If not available, know where the nearest available telephone is.

- Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained). This would usually be done by Headteacher/Premises Officer.   When lone working it is particularly important to ensure that both main reception doors are kept closed.

- If possible, inform other members of staff when working late.

- Confirm with the Premises Officer the requirements for securing the building and setting intruder alarm.

    - Inform Headteacher/Premises Manager/Contract cleaners prior to leaving the establishment

Incident reporting / recording
To gauge the effectiveness of security arrangements and to assist the monitoring and review processes, all incidents relating to security of premises and violence to persons shall be reported to the Security Officer and where necessary recorded in a security incident log. In addition, incidents of violent nature (physical and verbal) to staff members shall be reported to the Health and Safety Group using the HSW3 reporting form (see Appendix A)

Any significant security breaches / violent incidents must be reported to the Headteacher who should along with the Security Officer investigate the incident as soon as practicable. Consideration should be given to notifying the Police authorities. The findings of the investigation and the action to be taken to prevent a reoccurrence should be discussed with the staff group.

Signage
Sufficient clear and unambiguous signs will be placed at appropriate locations to indicating the fact that it is WSCC property, also visitor car parking, the direction to main reception, restricted access points and staff only areas.

Risk Assessment
The Headteacher and Security Co-ordinator shall ensure that risk assessments are undertaken to identify any hazards and to ensure that the appropriate control measures are implemented. These risk assessments shall be reviewed annually. In line with the WSCC guidelines for lone working (see appendix B) staff with supervisory responsibilities shall carry out risk assessments for their staff who may carry out lone working,

Staff Induction
All members of staff whether permanent or temporary will be briefed on the school's security arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.

Information for Pupils / Parents
Good security will involve the co-operation of all persons who use the school site. Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they effect them, in assembly or by their class teacher but in a manner relevant to the level security implications eg never open the door to strangers/parents.

Cash Handling
All sums of cash should be locked in the school office until banking – within safe's insurance limits. Large amounts of cash should not be allowed to accumulate in the safe or remain on the premises during holiday periods.

Training
The Head of Establishment will be responsible for identifying and arranging any training required as identified by risk assessment. All staff (teaching and non teaching) will receive training in 'recognition and defusion of aggression techniques' and the correct procedures for challenging unknown / unauthorised visitors on site.

Emergency Procedures
Pupils are not to confront/challenge strangers on site at any time, but to report the situation to a member of staff immediately.

The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.

Staff should never challenge any person unless it is safe to do so.

Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Head Teacher, Security Officer or Admin Officer immediately. They should observe from a safe distance/concealed position noting details of the intruder.

If approached by a person about to offer violence staff should move away and retreat to a safe distance. Staff should not attempt to detain or remove an intruder from the premises using force.

If it is considered an intruder is about to enter the premises and commit a violent act, access points should be secured to prevent unauthorised entry. (Fire escape routes must be maintained). The police should be called immediately. To contain the incident consideration for closing blinds or curtains should be considered necessary.

The Admin Office will contact the emergency services on 999 if assistance is required and follow the Authorities and School's Emergency Plan if appropriate.

The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary.

A Lockdown drill will be practiced yearly. Should the school alarm be activated staff must not enter the school until a member of the Alarm Monitoring Service (currently Security 201) arrives on site.

Security Contacts
An up to date list of contacts will be maintained and held by main office staff. This list will be distributed to:
a) Head Teacher / Deputy Head Teacher
b) Security Office
c) Site Premises Officer
d) Other members of staff as considered necessary

Monitoring and Review of Policy
The Governing Body will review this policy at least once a year or whenever significant changes occur.

The review will take account of the local accident/incident book and reports to the Health and Safety Group made on the HSW3 reporting form and insurance claim form.