Security Policy

Palatine Primary School

Reviewed: July 2014

Ratified by the Management Committee:

Date of next Review: July 2017

STATEMENT OF INTENT

The Governing Body/Management Committee of Palatine School recognises the need to ensure the safety of every pupil, member of staff (permanent and temporary) and visitors to our establishment. We also recognise the importance of protecting the buildings and contents.

The Governing Body/Management Committee 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/Management Committee wish 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/Management Committee 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 Head of Establishment. A copy of this policy will be permanently held in the staff room. This document is supported by the WSCC document entitled 'Managing Security to Protect Users of Establishments'.

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, Business Manager 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 Business Manager, 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/Management Committee will also include information about security in the annual report to parents and will review this policy once a year or upon significant change of circumstances.

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/Management Committee 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 and 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 Premises Officer
The Premises Officer 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 7:30 am and shutting and locking at 6:00pm.

- 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 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.

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 classrooms and windows are secured when the classroom is not in use.

ARRANGEMENTS

Visitor/Access Control
Access to the building via the main access points will be controlled and supervised by the main reception staff. The Receptionist shall ensure that a record of all visitors to the establishment is maintained (with the exception of the peak am / pm reception and collection periods). All visitors shall wear an official visitor's 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 a meeting room and be made by appointment only. In such cases two members of staff should be present. When interviewing parents/guardians of pupils alone attack alarms should be worn and staff must position themselves between the parent and the door.

Lone Working

No member of staff should regularly be lone working and every effort must be made to avoid work alone. If it is not possible to avoid lone work then staff must seek approval from the Headteacher or Business Manager. Staff working late will:

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

- Make themselves aware of the essential contact numbers (Premises Officer).

- 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.

- Know where the nearest available telephone is.

- Lock external doors to buildings to prevent unauthorised access (subject to fire escape routes being maintained).

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

- Inform Premises Officer 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.

Any significant security breaches / violent incidents must be reported to the Head of Establishment 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.

Concerns of a child protection nature must be referred to the Senior Designated Professional for Safeguarding and dealt with in accordance with school child protection procedures.

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 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.

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 affect them in assembly or by their class teacher but in a manner relevant to the level security implications.

Cash Handling

All sums of cash should be locked in the school safe 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 Headteacher 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 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 Headteacher or Business Manager 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 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.

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 Officer
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 forms.