

Security Policy & Procedure

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Purpose

This policy and procedure outlines systems put in place in relation to security to improve security for students, staff and the school community. It assigns responsibilities for the implementation of security management measures.

Scope

This policy and procedure applies to the school premise, all activities on the school premise and all members of the school community.

Policy Statement

The School is dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures. The school aims to minimize security risks to its community by:

- Ensuring responsibilities for the security of the school are clearly defined and implemented;
- Obtaining professional security services providers and/or personnel who are suitably licensed, qualified, trained and experienced to perform security duties.
- Managing contracts for the provision of security services in accordance with all legal, procedural and ethical requirements.
- Allocating sufficient security resources to achieve suitable standards of operation.
- Ensuring that appropriate security patrols, escorts and crowd control are provided for the school premise and activities.
- Developing and implementing measures for the effective management of security related incidents and emergencies.
- Managing the proper use of the school's security systems, such as electronic access cards, CCTV, alarms, etc.
- Observing the effectiveness and efficiency of security management measures.
- Encouraging all members of the school community to immediately report security incidents.
- Appropriately recording and investigating incidents in order to prevent recurrences as far as practicable.
- Compiling, distributing and reviewing monthly, quarterly and annual security management reports.
- Actively managing behaviours of concern that arise on school premises.
- Applying principles of the Risk Management in the identification of security risks and the implementation of appropriate preventive/protective measures.
- consulting with members of the school community to encourage constructive participation in security management;

Actionable Items

1. Physical Security Arrangements

- The Facilities Management Team will undertake daily visual checks of the school fencing, gates and locks, ensuring that they are maintained to a high standard.
- Between the times of 7:00pm - 6:00am, weekdays, the school gates will be closed.
- The school gates will be closed on weekends and public holidays.
- School security systems are tested on a monthly basis.
- The Facilities Management Team or other member of the site team ensures that the school security systems are functional at all times.
- Confidential information is stored in locked filing cabinets.
- The school is secured whenever it is unattended.
- CCTV cameras will be in use and monitored by the Facilities Management Team and the Security Team.
- All visitors will be escorted to and from their destination within the school by a member of staff.
- The school premises security lighting will be maintained by the Facilities Management Team at all times.

2. E-Security

- For E-security see separate policy.

3. Equipment and Belongings

- All electronic equipment is stored in a secure location at the end of each day.
- After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.
- Staff members are responsible for any personal belongings, including teaching equipment, which they bring to the school premises.
- Students, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.
- Students are advised not to bring valuable items to school unless absolutely necessary.
- Sporting equipment, will be tidied away and secured inside the building at the end of use.
- Students are responsible for providing their own lock and effectively securing bags in their designated lockers. The school is not responsible for any loss or damage which may occur.
- Lost property will be stored in the school reception, where it will be kept until the end of the school year before disposal.

4. School Events

- During school events, all rooms except those required will be locked.
- Unless needed for the event, all equipment will be securely stored away.
- The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.
- The event organiser and the Head of Secondary will carry out an extensive risk assessment for each event.
- During off-site events, the school premises will be secured.

5. Access To The Premises

- The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.
- All staff members of the school will be issued with a staff ID badge during their induction process. Staff members must keep this on their person at all times.
- Upon arrival at the school, visitors will be directed to the school reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff.
- All visitors are made aware of, and are expected to act in accordance with, the school's Visitor Policy.
- 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 are 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.
- Individual staff members will not be left alone on the school premises or be able to access the school premises weekdays, 7:00pm – 6:00am, and/or weekends / public holidays. Where necessary, a lone worker risk assessment will be carried out and access must be granted by the school Principal.

6. Removing People From the Premises

- In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.
- Unidentified individuals who refuse to report to the school reception, become aggressive or are deemed to be a threat to the safety of students will be escorted from the school premises and, where necessary, the police will be called.
- In terms of barring particular individuals from the school premises, a proposal to do so will be made in writing and all parties involved will be given the opportunity to formally express their views.
- Letters and documentation concerning barring an individual will be signed by the School Principal.
- Following formal representations being made by the parties involved, the bar will either be confirmed or removed.
- All bars will be subject to review within a reasonable timeframe.
- The School has the right to take civil action through the courts in order to stop persistent trespassers.
- In the event that a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

7. Reporting Security Concerns

- Missing or stolen equipment will be reported immediately to a member of the Senior Leadership Team (SLT).
- Unidentified individuals will be challenged immediately and reported to the school reception.
- Concerns regarding the security of the school and the associated arrangements will be reported directly to the Senior Leadership Team (SLT).
- The Senior Leadership Team (SLT) will discuss security concerns in order to identify an effective resolution.
- Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

8. Emergency Procedures

- In the event of an emergency or a breach of security, the procedures outlined in the school's Lockdown and Evacuation procedure will be followed.
- Staff members are aware of when it is appropriate to implement the procedures, which are outlined in the policy named above.
- All staff members are made aware of the school's emergency procedures as part of their induction, including that in relation to security alerts, trespassers and unidentified objects.
- All staff members have received training in the school's emergency procedures and are aware of what to do.
- In the event that emergency procedures are carried out, the Senior Leadership Team (SLT) is responsible for ensuring that these are properly recorded.

9. Monitoring and Review

- A Site Risk Assessment will be conducted by the Senior Leadership Team (SLT) on an annual basis.
- This policy will be reviewed on an biennial basis by the Senior Leadership Team (SLT).
- Staff members will be notified of any changes made to this policy or to the school's security system.

Supporting Documents

- Security Policy & Procedure
- Safer Recruitment Policy & procedure (Draft)
- Safeguarding Policy & Procedure
- Health & Safety Management Procedure
- Health & Safety Policy & Procedure

- After Hours Work Procedure
- After Hours Working / Lone Worker Procedure
- Traffic and Parking Procedure (Draft)
- Risk Management Policy (Draft)
- Incident and Emergency Policy & Procedure

Responsibility

1. The Principal is responsible for:

- Undertaking necessary security risk assessments in conjunction with the Senior Leadership Team (SLT).
- Monitoring the performance of the school's security measures.
- Reviewing the School Security Policy on an annual basis, amending procedures where necessary.
- Delegating the day-to-day implementation of this policy to the Senior Leadership Team (SLT).

2. The Senior Leadership Team (SLT) is responsible for:

- Ensuring that all staff members are aware of the procedure and its accompanying policy and are provided with the required training.
- Informing parents, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments.
- Reporting any crimes to the police.

3. All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school reception.
- Challenging any unidentified individuals.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Acting in accordance with the school's Data Protection Policy, ensuring that data and information is secure.
- Reporting any security concerns to the Senior Leadership Team (SLT).
- Carrying their school ID with them at all times.

4. The Facilities Manager is responsible for:

- Maintaining the safe operation of physical and electrical security systems, including school fencing.
- Securing school entrances and exits.
- Liaising with the other members of the Site Team, ensuring that the school is effectively secured at the end of each day.
- Carrying out security checks on a regular basis and maintaining a record of these checks.
- Raising any security concerns with the Senior Leadership Team (SLT) immediately.

5. Students and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity which they believe to be suspicious or of a concern to a member of staff immediately.

Promulgation and Implementation

This policy and procedure will be communicated and implemented throughout the school in the form of:

- Distribution of e-mails to Parents / School Staff / School Principal / CEO and Regional Risk & Compliance department.