

SEAHAM HIGH SCHOOL



Security Policy

| Review Date | Cycle | Reviewer | Adopted | Committee |
|---------------|----------|----------|---------------|--------------------|
| February 2020 | Annually | I Hardy | February 2020 | Finance & Premises |
| February 2021 | Annually | I Hardy | February 2021 | Finance & Premises |
| February 2022 | Annually | I Hardy | March 2022 | Full Governors |

Security Policy

1. Policy statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Seaham High School. The school's security procedures will operate within the framework described in this policy.

Where appropriate the Governors will 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.

2. Organisation

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

2.1. 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 their special interest visits
- Via the head teachers reports to governors
- By all governors observing its implementation when they visit the school.

Governors will annually review the school's security policy. Governors will delegate the day to day implementation of the policy to the Head Teacher.

2.2 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.

2.3 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:

| Security issue | Name | Specific Duties |
|---|--|--|
| Agreeing and reviewing the school security policy | Finance & premises Committee /bursar | <ul style="list-style-type: none">• Agree policy• Review every 12 months |
| Day to day implementation and management of policy. | Head Teacher / Health & Safety Officer | <ul style="list-style-type: none">• Inform staff• Monitor performance• Review arrangements |
| Securing school entrance/exits as detailed in this policy | Site Staff | Open and close gates/school as laid down by school policy |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences). | Site Staff | Part of normal duties to check physical integrity of security devices. |
| Control of visitors | Bursar & Admin Team | Issue badges, Check DBS and photo ID |
| Control of contractors | School Site Staff | |
| Security of cash/cheques etc | Bursar/Finance Officer | |
| Security risk Assessment | Head Teacher / Health & Safety Officer | Review annually and inform govs of findings to use as part of policy review |

2.4 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.

3. Arrangements

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

3.1 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 are aware of the school's security policy and its location on the VLE. All new staff will be expected to read the school's security policy as part of the induction process, a confirmation email will be sent to the H&S officer to confirm that this has been read.

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.

3.2 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. Seaham High School has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

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:

- All exterior gates are locked during normal lesson times. Vehicle access is controlled by electronic gates these gates are only opened when visitors identify themselves via an intercom. The main Reception has a reception desk and access control. Signage directs all visitors to this entrance. As a result of risk assessment security fencing prevents visitors from entering the premises except through the reception area. The building has internal and external CCTV. Unauthorised visitors will be challenged by staff.
- All visitors are checked and issued a visitor badge.
- All regular visitors must produce an enhanced DBS along with photo evidence of their identity before they gain access to the school as the head teacher needs to check all disclosures for risk assessment purposes.

Grounds

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

- Whole school grounds are enclosed by a steel security fence.
- Site staff regularly check fence for breaches
- Staff will challenge anyone who are found on the grounds without a badge.

3.3 Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 5ft high.

3.4 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 to site asked for DBS and photo ID. If they are working with children (more than one visit per month) or are in the company of a member of staff at all times.
- All visitors must report to the reception desk on arrival. – signage on site advises of this.
- All visitors are issued with a photo badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. 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 parking, fire safety and first aid.

3.5 Supervision of pupils

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

Locations where supervision is part of our safeguarding procedures:

Whole school site and all outside areas – staff have allocated duty points before and after school and for brunch and lunch times.

Times of the day when supervision is part of our safeguarding procedures:

Start of school day

0600 hrs Vehicle access gate opened

0600 hrs Pedestrian gate unlocked

0600 hrs Reception door unlocked

0750 hrs Pedestrian gate fully opened

0830 hrs Pupil entrance gate unlocked and fully opened

0845 hrs Vehicle access gate shut

0855 hrs Pupil entrance gate locked

0855 hrs Pedestrian gate closed but not locked and remains open throughout the day

1500 hrs Vehicle access gate is locked

1510 hrs Vehicle access gate is unlocked

- Lunchtime – Staff have designated duty points and no students are allowed off site or through the "Safe line" at all.

3.6 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. Below are the additional security measures that apply to the groups listed:.

Breakfast Club –The School runs its own Breakfast club and therefore all staff come under school safeguarding procedure. Breakfast club staff supervise access to school via The main pupil entrance. **This has been suspended.**

Early student access to site – A member of staff greets and records all students who enter the building before the designated start of school.

Community use – Due to the coronavirus pandemic the school is not offering community use at this time.

3.7 Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows:-

- All contractors will be given school photo badges and be expected to wear them.
- 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 if they do not have a DBS. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.8 Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

3.9 Physical security measures

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and students. 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 students.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements.

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

1500 hrs Vehicle access gate locked
1500 hrs Pedestrian entrance gate fully opened
1500 hrs Pupil entrance gates unlocked and fully opened
1510 hrs Vehicle access gate opened and remains open
1700 hrs Pupil entrance gates locked
1730 hrs Begin locking up whole building
1900 hrs Arm alarms
1900 hrs Lock Pedestrian Gate & Vehicle access gate put on auto

A contract has been set up with G4S to attend alarm call outs. Keys are left in key boxes at the front gate and at the main reception. G4S has been instructed of the key codes and all locking up procedure. The keys will be returned to the key locks when the building is secure. Keys are not to be removed from site.

3.11 CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage stating the presence of CCTV on the premises and the purposes for which it is installed is posted on the main reception entrance door. Further signs indicating CCTV use are displayed around the building.

3.12 Cash Handling

The school avoids keeping cash on the premises wherever possible and since Covid all payments for students meals and visits have been paid using the online payment system "Parentpay". We do however still take cash from students for fundraising activities/events. All cash is handled in the Finance Office and stored in the locked safe. The finance staff follow the Eden Learning Trust's Financial Procedures Manual in relation to Handling & Transporting Cash.

3.13 Valuable equipment

All items above the value of £100 will be recorded in the school stock book.

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.

3.14 Personal Property

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

Lost property should be handed to Student Guidance where it will be kept for 6 months before disposal.

3.15 Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools' medicine cabinet/fridge in Room G94 (Medical Room). The key is available from reception. The school has a digital safe affixed to the wall of the medical room for the safe storage of drugs needed by students. The spare key is held be the Facilities Manager.

Arrangements for the administration of medicines are detailed in the Supporting Pupils with Medical Conditions policy.

4. Risk Assessment

A security risk assessment will be completed annually by the Head Teacher/ Health & Safety Officer. The findings will be used in the review of this security policy.

The risk assessment will use the format in the CYPS School Health & Safety Policy & Procedures Manual.

5. Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Curriculum and Policy Committee.

Governors will monitor performance via the Head Teachers termly report to governors and when visiting school.

This policy will be reviewed annually by The Health & Safety Officer in conjunction with the Bursar.

| | |
|--------------------------------------|--------------------------------|
| Signed - (Chair of committee) | Signed - (Head Teacher) |
| Date - | Date - |
| Review completed by - | Review Completed by - |

Date -

Date -

Security Policy Addendum

School security risk assessment attached

This document expands upon the measures in the school security policy to ensure the safety and security of Pupils, Staff and Visitors whilst they are on site. It also takes into account the security of the building, equipment and personnel who attend the site outside normal working hours.

All visitors to Seaham High School are directed to go to main reception where their identification is checked. If they are to come into contact directly with pupils, then they must have a current advanced disclosure DBS document as well as some form of personal photographic ID.

If they are visiting a member of staff e.g. parent, then the member of staff chaperones them until they leave the building. If they are contractors, then a member of staff chaperones them until they leave the site.

The perimeter of the site consists of galvanised steel security fencing; its integrity is checked regularly by the site staff should any palings be found to be missing then they are replaced immediately. Larger breaches/damage would be repaired by Galliford Try A.S.A.P.

External CCTV

The exterior of the buildings is covered by CCTV which allows movement around the outside of the building to be monitored. Signage informing the public that CCTV recording is taking place is strategically positioned on the building.

External doors

All exterior doors are opened at 0600 hrs and locked by 1900.

Main Building

Pupil Entrance

Pupil entrance gate is opened at 0830 hrs to allow access locked at 0850 hrs and reopened at 1500 hrs and relocked at 1700.

Fire alarms

The school is covered by a fire alarm system monitored by IDS. The alarms are checked on a weekly basis to ensure that the system is functioning. Protocols exist on evacuation procedures and a PEEP (personal emergency evacuation plan) can be drawn up for any one who would require assistance in evacuating the building. Fire drills are carried out on a regular basis as outlined in our Fire risk assessment

Burglar alarm

The school has a burglar alarm system monitored by IDS and if staff should be called out after hours a protocol exists for entry into the school.

Emergency lighting

The school has emergency lighting and are checked on a planned maintenance programme to ensure the system is fully operational as outlined by the building owners – Galliford Try. Should any fault be reported, Galliford Try FM are immediately called in to repair any broken lights.

Outside lighting

The perimeter of the building is covered by outside lighting. This lighting is checked on a planned maintenance programme issued by the building owners Galliford Try and if any defects these are reported to Galliford Try FM immediately and called in to repair.

Holiday arrangements for staff

During holiday periods the school is open Mondays to Thursdays 0800 hrs until 1600 hrs and Fridays 0800 hrs until 1530 hrs; all staff who enter the building must sign in and out. Doors are only unlocked when necessary. Radios are available for staff who are working in areas on their own.

Seaham High School

Security Risk Assessment

| | | |
|---|--|---|
| Assessment carried out by – Ian Hardy | Job title – Facilities Manager | Date of assessment – 20/07/21 |
| Review interval – Annually | Date reviews carried out – | |

| | |
|--|---|
| Staff covered by this assessment – ALL STAFF AND STUDENTS | Duties being undertaken – ALL SECURITY RELATED ISSUES RELATED TO SCHOOL ACTIVITIES |
|--|---|

| Hazards / issue | Risk rating H/M/L (before) | Recommended controls (circle or ✕ / ✓ if in place) | ✕ or ✓ (Y / N) | Further Action needed to reduce risk in addition to controls ticked / any comments | By whom & when | Risk Rating H/M/L (after) |
|---|----------------------------------|--|-------------------|--|----------------|---------------------------------|
| Policy and Procedures | H | <ul style="list-style-type: none"> The school has written procedures for security of people and property. These were agreed by the governing body and reviewed annually. | YES | | | L |
| Staff training & communication | H | <ul style="list-style-type: none"> Staff has been given information, instruction and training on these procedures. | YES | <ul style="list-style-type: none"> Information to be given during a staff inset | | L |
| Access control including visitors | H | <ul style="list-style-type: none"> Access to the building is restricted to staff and authorised visitors. | YES | | | L |
| | H | <ul style="list-style-type: none"> Visitors are all issued with ID badges. | YES | | | L |
| | H | <ul style="list-style-type: none"> Staff challenge anyone without a badge and escort them to reception. | YES | | | L |
| Premises Security | H | <ul style="list-style-type: none"> The buildings are secured at night by the caretaker. The premises is secure from vandalism and burglary as far as is reasonable practicable. | YES | | | L |
| Grounds security | H | There is either – <ul style="list-style-type: none"> Physical barriers (fences etc) to prevent unauthorised entry to the grounds, | YES | <ul style="list-style-type: none"> Grounds fenced in. Electronic vehicle gates used for access (Open via intercom in the office) | | L |

| Hazards / issue | Risk rating H/M/L (before) | Recommended controls (circle or ✕ / ✓ if in place) | ✕ or ✓ (Y / N) | Further Action needed to reduce risk in addition to controls ticked / any comments | By whom & when | Risk Rating H/M/L (after) |
|--|----------------------------------|---|-----------------------|--|-------------------|---------------------------------|
| | | | | <ul style="list-style-type: none"> CCTV covers most areas of the site | | |
| Early Years Outside areas (if applicable) | | <ul style="list-style-type: none"> A separate secure early year's area is provided with minimum 4ft fence. Security is such that pupils cannot easily leave this area and easily abscond. Higher fencing has been considered if in location with easy public access such as adjacent to school boundary. | N/A | | | N/A |
| Contractors/ trade persons/ maintenance people | H H H | <ul style="list-style-type: none"> Are either DBS checked or supervised on school site. Are issued with ID badges and wear them. Their vehicles only use designated safe access and parking. | YES YES YES | <ul style="list-style-type: none"> All Contractors sign in and out of building via electronic sign in system located in the main office | | L L L |
| School Equipment | H | <ul style="list-style-type: none"> Valuable school equipment has been identified and reasonable measures taken to keep it secure. | YES | | | L |
| Personal Belongings | H H | <ul style="list-style-type: none"> Staff and pupils are discouraged from bringing valuables into school. Staff are provided with a secure place to keep belongings e.g. staffroom | YES YES | <ul style="list-style-type: none"> Staff are given access to a staff workroom, it is there responsibility to lock the door as they leave. | | L M |
| CCTV | H | <ul style="list-style-type: none"> Security cameras placed around the outside of the building to deter intruders etc. Security cameras placed internally to monitor any incidents. Signage warning people that cameras are operating are in place. | YES YES YES | | | L L L |

| Hazards / issue | Risk rating H/M/L (before) | Recommended controls (circle or ✕ / ✓ if in place) | ✕ or ✓ (Y / N) | Further Action needed to reduce risk in addition to controls ticked / any comments | By whom & when | Risk Rating H/M/L (after) |
|-----------------|----------------------------------|---|-------------------|--|----------------|---------------------------------|
| Community Use | H | <ul style="list-style-type: none"> Our security strategy includes community use of the building. Community use has been physically separated from pupils where practicable. In spaces shared with community use there are other procedures in place such as supervision. | YES | NOT in use during the COVID 19 pandemic | | L |
| | H | | YES | | | L |
| | | | N/A | | | |

Assessed by I Hardy

Date 20/07/21