

School Security Policy

Policy Number: N127

Policy Owner: Facilities Manager

Governing Body Responsibility: Resource Management Committee

Version: 5.0

Date: June 2022

Policy to be reviewed on or before June 2024



Kesteven and Grantham Girls' School

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1. Aims

To do all that is reasonably practicable to ensure the security of students, staff, visitors, buildings and resources.

2. Objectives

- To promote awareness of security issues.
- To promote the active participation of staff and students in maintaining security.
- To comply with all relevant legislation.
- To provide support at all levels within the school regarding security matters.
- To devise and implement systems which are known and accepted by staff and students.
- To provide supervision to ensure the security of all staff, students, buildings and resources.
- To identify security risks, then assess and control them as far as possible.
- To monitor and review security policy at regular intervals.
- To review the current political and security situation and implement additional measures as appropriate.

3. Responsibilities

4. The Governing Body

The Governing Body is responsible for ensuring that a security policy is established, valid and operated effectively.

5. The Headteacher

The Headteacher is responsible for:

- The general application of the arrangements and the communication of relevant information to staff and students.
- Ensuring that arrangements are in place for identification, assessment and control of security risks.
- Reporting to the Governing Body on the results of security monitoring and any security risk which is detected.
- To seek advice from specialists when necessary.
- Monitoring and reviewing of effective implementation of the security policy.
- Initiation/implementation of any measures deemed necessary or mandated by higher authority in respect of changes to the political or security situation.

6. Facilities Manager

- To act as the coordinator of the school security policy, and in conjunction with the Headteacher to oversee its implementation and application to the school staff and students.
- To review the policy every year, or as required, and to present the amended policy to the Headteacher and Governors for approval.
- Ensuring the regular servicing and testing of all alarms and emergency lighting.
- The opening and locking of buildings at the beginning and end of each day.
- Responding to call outs when the alarm is triggered. The school has recently employed A1 security to become first response to all out of hours alarm callouts; this is to improve the safeguarding of lone worker attendance by the site team.
- Briefing and monitoring of contractors on the premises and ensuring that they comply with KGGS and National Health and Safety legislation.
- Responding to all security incidents and informing the Headteacher, or management team.
- Arrange any premises changes deemed necessary or mandated by higher authority in respect of changes to the political or security situation and liaise with the Headteacher and resources committee in respect of funding for same.

7. Staff

Staff are required to familiarise themselves with this policy and take care for their own security, for others on the school premises or on out of school activities in which they are involved.

Staff are also required to

- Perform supervision duties and report immediately any security matter they cannot deal with themselves to the Headteacher, Facilities Manager or a member of the SLT.
- Carry out risk assessments when going on school trips and supervising after school events, and report any findings to the Head Teacher, Facilities Manager or a member of the SLT.
- Actively co-operate with the management in implementing the policy.
- Report defects or incidents to the Facilities Manager/Site Team and Headteacher as appropriate. Sign out if leaving the premises during the school day and sign in on returning.
- Sign in and out when visiting the school during school holidays.

Follow the new signing in/out protocol for the electronic register when booking in and out during the school working day.

8. Students

Expectations of students are set out in the School Behaviour Policy

9. Health and Safety Committee

The Health and Safety Committee is made up of members of the management team, staff. The Chair is the Facilities Manager. The Health and Safety committee has responsibility for monitoring and reviewing of security policy through the Facilities Manager.

It is also responsible for the communication of relevant information to and from staff and students and the reporting of findings and recommendations from risk assessments to the Headteacher. The Committee is also responsible for liaising with site staff and the monitoring and recording of defects and incidents. The committee meets at the start of every full term to discuss any ongoing or new issues that may have arisen.

10. Intruder Alarm

The intruder alarm has been extended to cover all parts of the school including all new buildings. A confirmation system [microphones] has also been added allowing the alarm company to listen in and to confirm either an intruder or false alarm. When triggered the alarm company will either call the police, A1 security or one of the site staff first depending on what they have heard through the microphones.

11. CCTV

There are CCTV cameras around the school, which cover the majority of unsighted areas, this system has been upgraded to a full digital format in 2021 with new cameras and extended cover of areas. This system records but is not routinely monitored.

12. External Security

Improved security and safeguarding has been added to the school with the addition of a new gated system

- The school is now fitted with automatic gates for vehicle access and exit controlled via reception via intercom or staff pass.
- The pedestrian gate is fitted with a maglock system to allow access via reception intercom or the use of staff/student pass.
- All other access gates are coded or key access.

13. Reception Security

- All visitors are to sign in at reception and will be issued with a dated visitor pass, produced with picture ID if they are to enter the school. All visitors to present picture ID prior to admittance.
- Any visitor without a badge should be directed and accompanied to reception.
- Confrontation should be avoided at all times
- All incidents should be reported to the Headteacher or Facilities Manager and an incident form filled in and the record kept on file in the main office.
- If a person is suspected of committing an offence or refuses to leave, the Facilities Manager or Office Manager will call the police.
- If a member of staff on reception feels threatened there is a panic button under the reception counter which sounds in the Main Office.
- Old hall entrance doors are now fitted with a maglock system, this allows authorised access only via staff passes. Reception also have an access button to allow entry.
- Some external doors will be left unlocked outside normal school hours for lettings, cleaning staff or for teaching staff working late, these doors will be locked by the site staff.
- Staff should approach all strangers and ask their business if they feel safe to do so, or report them to Reception.

14. Internal Security

- All members of staff and students should be security minded.
- Money and personal property should be kept on the person, or locked out of sight in their vehicle, if available.
- Valuable items should not be brought into school.
- Students are provided with lockers in which to keep books.
- All school property should be visibly marked.
- Dangerous substances are to be kept either in locked poison cupboards or designated storerooms.
- Staff teaching in science or technology rooms are to lock rooms at the end of lessons.

15. Personal Safety

- Staff should take care to consider issues of personal safety if working alone on site, especially outside normal school hours. Staff should take reasonable security precautions such as informing Site Staff, the Facilities Manager or other persons as to where and for how long they will be working.

- Staff should only work unaccompanied in a workshop or in a laboratory if they know other members of staff are in close proximity, and are able to summon help in the event of an accident
- During lessons students should not be left unsupervised in a classroom for any extended period of time by a member of staff.
- Students should not arrive before 8.00am. Should they do so, they need to go directly to Roberts Hall and remain there.
- Students must not work unaccompanied or unsupervised in classrooms beyond 4.00pm. Should they still find themselves in school beyond this time, they must locate themselves in Old Hall/Library. All students should make arrangements to depart the school by 5.00pm if not in an accompanied and supervised classroom activity.
- Should they require access to a computer to complete school work, they should use the IT facilities available in the Library.
- Staff and students should report all incidents of verbal abuse, threats or actual assaults to the Headteacher, a member of the Senior Management Team, or a governor.
- Appropriate support should be provided where it is anticipated parental interviews could be contentious, abusive or if there is any potential for violence.
- Staff should be aware of the potential dangers of being alone with a student for an extended period of time. Staff should therefore take appropriate precautions to ensure that doors are left open, blinds are not drawn or the area is adjacent to human traffic.

16. Monitoring, Evaluation and Review

Security is reviewed by the Headteacher, Health and Safety committee and governors as part of the annual Health and Safety check. In addition it is also part of the Facilities Managers routine school inspection programme. Health and Safety is a required agenda item at each full GB meeting and every Governors Welfare meeting.

Supporting documentation School Health and Safety Policy

DfES guide 4 –Improving security in schools

17. Configuration History

Version:	Date:	Author	Contributors
1.0	January 2010	Support Services Manager	
1.1	March 2010		
1.2	January 2011		
1.3	January 2012		
1.4	June 2014	Facilities Manager	
1.5	June 2016	Facilities Manager	
2.0	June 2018	Facilities Manager	
3.0	June 2020	Facilities Manager	
4.0	September 2020	Facilities Manager	
5.0	June 2022	Facilities Manager	

Audit trail of change

Version	Date	Reason for Change
1.0	January 2010	Policy Review
1.1	March 2010	Policy re formatted
1.2	January 2011	Updated, reflects Facilities Manager replacing SSM
1.3	January 2012	Minor correction to Section 9
1.4	June 2014	Minor amendments to sects 2 & 6. Deletion of Sect 10. Re-numbering 12-16 as 11-15, Minor Amend to Sect 12, Amendment to Section 14
1.5	June 2016	Policy Review - Minor amendments to sections 1, 6, 12, 14.
2.0	June 2018	Policy Review – Amendments to sections 2,5,6,7,9,11.
3.0	June 2020	Policy Review
4.0	September 2020	Update Required
5.0	June 2022	Policy Review

Authorisation

Name	Date	Signature
Mr N Boddington	June 2022	