

ST. ANNE'S CATHOLIC PRIMARY SCHOOL, BUXTON SECURITY POLICY 2013

General Statement

The Headteacher and Governors of St. Anne's School aim to safeguard the school, both building and users, from the effects of crime and ensure the optimum use of available resources.

Crisis Action Plans

We have adopted the Critical Incident Management Plan as set out by Derbyshire County Council, modified to reflect the School's circumstances as a Voluntary Aided School. Reduced size copies of the Guidance Action Sheets have been laminated and one copy is kept in the Risk Management Handbook. Everyone who could be expected to leave the school with a group of children also has a copy. The Senior Management Team also have a copy of the plans for those left in charge at school.

Visitor and Access Control

Entry to the school is restricted by the use of an entry lock on the internal door from the entrance lobby to the main school area. Anyone entering the school must establish their identity via a member of staff or report to the Reception desk, where a member of the administration staff will issue badges to visitors etc. to establish their right to be in the school. Any visitor requiring computer access must request login credentials from the Network Manager and must have signed an 'Acceptable Use Policy' prior to using any ICT equipment. Children are prohibited from admitting anyone into school by any entrance, unless authorized to do so by a member of staff. A visitors' book is kept in the entrance lobby to aid monitoring and as an aid to visitor control, as well as a record in the event of any evacuation of the premises, e.g. for fire. Pupils are accounted for by registers, which are monitored by staff.

Secure Doors and Windows

Staff are responsible for ensuring that doors in their area are unbolted each morning and that windows are kept closed whenever possible. The Caretaker is responsible for ensuring that everything is locked and bolted each evening, and for opening the school each morning.

Keyholder/Keyfob Controls

Keys to external doors are held by designated personnel authorised by the Headteacher. Kitchen staff have access to their own entrance. No keys are allowed to be out of the control of said keyholders unless permission has been given by the Headteacher, e.g. due to illness. Regular checks, to ensure the location of all keys, will be conducted by the Headteacher.

The Headteacher is responsible for the allocation of keyfobs to staff and for setting appropriate access to the areas covered by them. Only designated staff will have programmed access to the main Administration Office and Medical Room, due to issues of confidentiality and Data Protection. Staff will be held responsible for the keyfob allocated to them. They will be expected to ensure that the fob remains secure at all times and is only used by them, personally, unless authorisation has been granted by the Headteacher. Misuse of the keyfobs will be considered as extremely serious and the matter will be dealt with following the guidelines set out in the Catholic Education Service's Grievance and Disciplinary Procedures – Misconduct Section as well as being recorded in the School Incident Log.

Reporting of Incidents

Two Log Books have been established in school:

- one to record call-outs, break-ins and incidents affecting the premises kept by the Caretaker;
- one to record losses in school (both staff and pupils), destruction of equipment or property, aggressive behaviour or verbal/physical abuse, incidents occurring in classrooms/playground (both staff and pupils), security issues and issues regarding ICT misuse. All incidents/losses are recorded and monitored during the Health and Safety Audit.

Property Marking / School Property

All school equipment is security marked or etched using the Securimark system recommended by the LA. The administration computer equipment is insured by the LA and each piece is numbered and logged. An inventory of valuable school equipment is kept by the Administration Manager. This inventory is checked annually and Governors will be asked to approve any items that need to be written off.

Cash Handling

The school has a media protection/fire proof safe for the secure storage of administration computer discs, portable storage devices and money. Any cash not banked is kept either in the safe (where large amounts are involved) or in the locked cupboard in the Clerical Office. The Classroom Administration Support Assistant or Pastoral Welfare Assistant collect all money (dinner money, trip money etc.) from class teachers every morning. Dinner money is counted on the first and last day of each week by the Administration Clerical Assistant, and the LA makes arrangements for it to be collected by a security firm every week. In line with the County's Financial Regulations, money for class trips etc. is first counted by the Classroom Administration Support Assistant and then passed to the Clerical Assistant for weekly banking. All staff have been directed by the Governors to ensure that all monies and valuables are locked up securely, either in the school safe (for large amounts) or in the lockable cupboard in the Clerical Office.

Security Fencing

Following a survey of the property by the Risk Management Committee, the school was found to be a low risk area, so no security fencing was felt to be necessary at the time. This survey is repeated annually as part of Health and Safety Audits/Self-Evaluation. The school site has clearly defined boundaries of walls, fences and gates. Side gates open on to the public footpath to Palace Road and the main gates, for vehicles and pedestrians, open on to Lightwood Road. There is also gate access to St. Thomas More School.

Intruder Alarm System

The alarm is checked every six months and tested regularly. The Caretaker has a list of keyholders and people who know the alarm code. Buxton Police and the alarm maintenance firm, ASI, also hold a list. (See Appendix 1 in the main school copy of the Security Policy.) Batteries should be checked on a regular basis and replaced as appropriate. PIRs to be checked and cleaned regularly to ensure optimum efficiency. The response to alarm call-outs is now stated as part of this policy: Individual members of staff should not attend call-outs by themselves if at all possible. Any staff attending call-outs should remain in their vehicle until the Police arrive.

External Lighting

The school has external lighting, to ensure that most walkways can be lit for night events.

Glazing

All glazing in school has been surveyed and Derbyshire Corporate Resources carried out remedial action on all high-risk glazing identified in the survey, to make it safe and secure. Where possible, school grounds will be kept free of material that could be used as ammunition.

Secure Storage

The school, as previously mentioned is alarmed. Valuable equipment is only kept in securely locked and alarmed areas. All computers are security marked, and back-up administrative data is maintained and kept both in the media safe and off site. The Administration Office has a lockable storage area for archiving of school records etc.

Staff Training

Staff training on security and safety awareness is ongoing with the use of staff meetings, input by the Risk Management Committee and any external courses that are available. All training is recorded.

Personal Safety

The personal safety of staff and pupils is of paramount importance, and any pupil or member of staff has a duty to inform the Headteacher of any incident or knowledge which may lead to a breakdown of this safety.

Out of Hours Security and Access

Access is restricted to the main school entrance to allow the alarm system to be maintained on alert out of school hours. Where possible, staff who use the building out of hours should not work alone to minimize the risk to personal safety. Any such staff should maintain the security of the building by ensuring entrances are locked behind them to prevent any unauthorized access. Adequate levels of cover must be provided during any out of school activity out of hours, such as social activities, concerts etc. and numbers must be regulated (see Health and Safety Policy).

Security Versus Fire Safety

Although security is of major importance, in any potential conflict between security and fire safety precedence will be given to fire safety.

Personal Property

Children are instructed not to bring valuable, personal property to school. Children are allocated space for personal clothing, shoes, coats etc. in cloakroom areas. Kitchen staff have lockers in the Cook Supervisor's room. The Caretaker has a locked cupboard in his room. The Clerical Office, Headteacher's Office, Medical Room and Administration Office contain lockable drawers. The Medical Room and Clerical Office both have lockable cupboards and the Administration Office has a lockable storage area.

Contractors

Contractors must follow access control procedures and check in before starting work. They must also be asked to sign the relevant 'Permit to Work' forms. These are available from the Reception desk in the Medical Room and include Asbestos and Hot/Cold Permit to Work forms. Security risks must be checked with regard to materials brought on to site, having particular regard to:

- Access control
- Pupil safety
- Potential weakening of physical security e.g. via scaffolding

Pupil and Community Involvement

The school participates in a neighbourhood watch scheme. Pupils are instructed not to open doors to allow anyone in to school, but to report to a member of staff. Pupils are also instructed to inform their parents if they see anything suspicious after school hours, and parents are asked to 'phone the police and not to get involved personally. The school is fortunate in having good relations with neighbours to the school, and a mutual watch scheme is well established.

Car Parking and Vehicle Security

Persons bringing vehicles onto school premises are responsible for their own vehicles. The school provides car-parking facilities on the side of the school not used by the pupils, which includes a disabled parking bay. These facilities are directly overlooked at all times, and there is external lighting provided when appropriate.

Good Housekeeping

In order to maintain a safe and secure environment, we have the following procedures in place:

Keyholders' Procedure - this is outlined under Keyholder Controls

Inventory - this is kept up to date, checked annually and is kept by the Administration Manager

Waste Bin Security - this is monitored by the Caretaker and Risk Management Committee

Loose Materials on site - these will be kept to a minimum with the aid of Caretaker and staff

Security Survey

The Security Policy Survey is carried out annually by the Risk Management Committee and results are recorded. The objective for this survey is to identify and assess:

- The type and scale of risks faced

- Trends/patterns in incidents occurring

- Selection and efficiency of security measures

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