DOVE HOUSE SCHOOL ACADEMY TRUST

SECURITY POLICY

Policy issued January 2016
Approved by: Tom Pegler, Headteacher and Annie Benton, Chair of Governors
Signed: ……Tom Pegler & Annie Benton……
Approved at Governing Body on 21st January 2016 Next Review to be January 2017

POLICY STATEMENT

1. Introduction

The Governors recognise and accept their responsibility to provide a safe and secure environment for students, employees and all visitors to Dove House School. The premises security procedures will operate within the framework described in this Policy.

Where appropriate the Governors and/or Headteacher will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Governing Body will delegate the day to day implementation of this Policy to the Headteacher who in turn will provide staff with enough resources, information and training to implement the security procedures.

The Headteacher will set up arrangements in school:

- To establish a system for reporting, recording and investigation of any breaches of the Policy.
- To take reasonable steps to prevent reoccurrence.
- To ensure that all visitors, contractors etc. adhere to this Policy.
- To monitor implementation of Policy and security arrangements.

These tasks will be carried out by the Health & Safety Committee.

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 members of the Dove House community.

Responsibility for security at Dove House School is held by Tom Pegler who is the Responsible Manager.

All staff have a statutory obligation to co-operate with the requirements of this Policy.

1.1 Aims and Objectives

Our security Policy requirements will be achieved by:

- Ensuring students and all those who work at or visit the premises feel safe and secure.
- Ensuring focus is strongly on personal awareness and responsibility.
- Keeping up to date with and implementing as appropriate the latest recommendations/guidelines of the HSE, DfES, Government guidelines and Hampshire County Council.
- Identifying and minimising the risk as far as reasonably practicable and sensible.
- Controlling access to and movement within the premises and its grounds by people and vehicles.
- Responding effectively and in good time to identified security issues.

1.2 Scope

This Policy covers the following areas:

- Site access, general building security, movement around and outside of the premises.
- Lock up and unlock procedures.
- Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
- Emergency procedures including Fire Evacuation & Lockdown Procedures.
- Visitors, contractors, helpers or other persons involved with students.
- Cash handling.
- Medication.
- Lone working.

2.0 Roles and Responsibilities

2.1 Governing Body

will:

- Ensure that the school has a Security Policy and that this has been implemented.
- Will monitor the performance of the site security measures. This will be achieved by:
  - Monitoring performance on visits via the Headteacher.
  - By all Governors observing its implementation when they visit the school.

2.2 Headteacher (Responsible Manager)

will:

- Implement the Security Policy approved by the Governors.
- Ensure that staff receives 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, contactors and agency staff adhere to the Security Policy.
- Consider particular risk situations (e.g. home visits, lone working).
- Monitor and review the implementation of the Policy and security arrangements.

2.3 All Staff

will:

- Comply with this Policy and the arrangements made by the Headteacher to ensure the safety of students, staff and others on the premises.
- Report any shortcomings to the Headteacher or Site Manager.

Governors will periodically review the Premises Security Policy.
Governors will delegate the day to day implementation of the Policy to the Headteacher.

2.4 Students

will:

- Be encouraged to exercise personal responsibility for the security of themselves and, and to co-operate with the arrangements made for the security of the school.

2.5 Students, Parents, Contractors and Visitors

will:

- Be expected to respect the measures taken by the school to improve and ensure security.
- Be encouraged to report ideas and problems to the Headteacher or any member of staff.

3.0 Arrangements

3.1 Controlled Access and Egress during the School Day

Controlled access is a combination of measures to ensure that the risk to students and staff from unauthorised visitors is minimised.

The extent of physical controls (i.e. perimeter fencing and main gate) has been decided after an assessment of the premises, taking into account the risk presented by visitors/general public/contractors. The security measures put into place at Dove House School have taken into account the need to balance the need to remain a welcoming environment whilst ensuring the safety of all our students and staff.

3.2 Buildings and Grounds

Dove House School will take all reasonable efforts to control access to the building and grounds to prevent unauthorised access to students and ensure the personal safety of staff.

The access control procedures for the building are:-

- The main building has only single access entrance via the reception area operated by Paxton Security door system. All staff have id cards. All other entrances to the rear of the main building are controlled by security keypads.
- Unauthorised visitors will be challenged by staff.
- Dove House School has close links with local police and the community police officer. Police will patrol the site on request.
- Dove House School operates an efficient attendance/registration system which allows us to monitor absenteeism and truancy.
- Dove House School operates a signing in/signing out system for all parents, visitors and students who are late/leaving early.
- Site Manager monitors the movement of vehicles whilst present on the premises and is responsible for contractors on site.
- Contractors comply fully with site procedures at all times.

- Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when students and staff are moving around the site.

The only area accessible by the public is via the Main Gate (only) and the risk is controlled with our site supervision arrangements (incl CCTV) and visitor procedures.

The access arrangements for the grounds are:

- Playing fields – access by students always under control of staff. Staff would challenge any person not wearing a photo ID or visitor badge.
  - Playground – the main access route to the reception is adjacent to the playground. This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing a photo ID or visitor badge.
  - Auxiliary blocks – these cannot be secured by electronic means. Supervision is in place for breaks and lunchtimes.

3.3 Control of Visitors

The control of visitors is a fundamental part of our site security Policy for the safeguarding of both people and property.

Our Policy is that:

- All visitors must report to the reception desk on arrival.
- As far as possible staff use non-teaching rooms when conducting interviews with visitors.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not Dove House School staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to “sign out”.
- 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 Headteacher.
- Any acts of violence or aggression will be reported to the police.
- Visitors will not remove any items of the Dove House School property without the express permission of site staff.
- For their own safety authorised visitors will be given appropriate information on the Dove House School Health & Safety procedures such fire safety and first aid when they sign in.

3.4 Supervision of Students

The Dove House School overall safeguarding strategy requires that at all times the security of students is achieved by competent supervision by authorised site staff. Dove House staff will wear Staff ID Badge at all times for ease of recognition.

3.5 Locations where supervision is part of our Safeguarding Procedures

- Playground, Sports Hall and Fields – Students are always supervised when on the playing fields during break/lunchtimes.

3.6 Times of the day when supervision is part of our Safeguarding Procedures

- On arrival (start of the school day at 8.45 am) at school and departure (end of last class or last after-school club (whichever is the later) duty staff are deployed in designated areas.
- Lesson changes – due to multi-block/nature of the site, access control is not possible for every individual building during lesson changes. At these times staff will be on duty rota.
- Lunchtime – all parts of the site without access control are supervised by duty teams.

3.7 Co-operation with Third Parties, Extended Services and Community Groups

Dove House School does not let or allow the school buildings or grounds to be used by any third parties who use the building or grounds for any purpose.

3.8 Supervision of Contractors

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

- All contractors will be expected to sign in at reception and will be issued with an ID badge which will be clearly displayed whilst on site.
- Contractors will park in areas authorised by the Site Manager.
- Contractors will only carry out work agreed at the start of the contract and at the times agreed.
- Contractors will be supervised by the Site Manager.
- Contractors will comply with the Contractor's Risk Assessment.

3.9 Lone Workers

Dove House School has Lone Working and Home Visit Risk Assessments in place and procedures for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

3.10 Physical Security Measures

CCTV cameras are in operation with monitors in the Headteacher's and Business Manager's offices. Floodlighting is in place to cover the entrance doors and car park area. The perimeter of the school grounds is secured with steel palisade type fencing and the only access is via the main gate. Intruder alarms are in operation with a connection to Custodian who has a call out register of names.

The Governing Body 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.

3.11 Security of the Building

- An effective intruder alarm is in operation. This is always set when the site is not in use/unoccupied and is monitored by Custodian.
- Kestrel Guards patrol during the evenings, weekends and during the school holidays.
- Security lights are on whilst the premises is occupied after dark.
- A separate list with the names of the key holders who are responsible for the security of the buildings is available at Reception, all keys are stored in a locked cupboard in the school office.
- It is the responsibility of the class teacher to make sure that their classroom is secure windows closed and equipment switched off before leaving the premises but the Supervisor Cleaner also does a check of all windows & doors before departure.

3.12 Unlocking and Locking Arrangements

The main gate and main school building will be unlocked during term time on school days (Monday to Friday) by the first to arrive of the following:

- Headteacher, Deputy Headteacher(s), Site Manager or Supervisor Cleaner.

Locking up during term time on school days (Monday to Friday) will be carried out by the last person to leave the school from the following:

- Headteacher, Deputy Headteacher(s), Site Manager or Supervisor Cleaner.

At weekends or out of term (e.g. for building work etc.) the responsibility to lock/unlock the site will be with the relevant key holder.

The normal hours for access by students, their parents or carers and any contractors or other visitors to the buildings will be 8.45 am to 4.00 pm (or end of latest after school club or other authorised activity e.g. parents evening).

3.13 Emergency Call Outs

If a key holder is contacted as a result of a “Person Present”, they will wait outside the building until the police arrive. If necessary, additional key holders should be contacted for support. Staff should never enter the site alone.

3.14 Cash Handling

Staff will avoid keeping significant amounts of cash on the premises as far as possible. A safe is used and kept locked. Handling of cash is only carried out in the Finance Office and is locked away in the safe at the first opportunity. Banking is carried out as necessary and at irregular times. Due to the nature of the school no substantial sums are involved (i.e. dinner/club/trip money) and the terms of the school’s insurance Policy in this respect are observed.

3.15 Medication

Procedures are to be in place for ensuring medication is kept safe against risk of theft or abuse by students or visitors. A locked cabinet for storage is be kept in Admin Office.

3.16 Valuable Equipment

All items above the value of £50 will be recorded in the stock book/asset register. Although there is no public access to rooms within the school buildings and all visitors/contractors are accompanied while on school premises, wherever possible valuable items will 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.

3.17 Vehicle Movement

The car park is primarily allocated for staff use but specific spaces have been marked for use by disabled persons, visitors and contractors.

Procedures are in place to cover arrival/departure of school transport at the beginning and end of the school day.

3.18 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil's personal property. Both are discouraged from bringing any valuable personal property to Dove House School.

Lost property should be handed to the Admin Office where it will be kept for 6 months before disposal.

3.19 Staff and Pupil Involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings.
- Safeguarding Dove House School Academy.
- Being aware of the procedure for reporting assaults, disturbances, theft, damage and burglary.

3.20 Risk Assessment

A security risk assessment will be completed and reviewed annually (or earlier if deemed necessary). The findings will be used in the review of this Security Policy and shared with staff.

(Emergency) Evacuation / Closure Plan

This emergency evacuation plan is compiled to cover the following incidences/scenarios:
The following list is by no means exhaustive, but is an example of the events requiring possible school evacuation.

1. Unexploded bomb
2. Flood / Storm / Excess Snowfall
3. Power Cut
4. Localised atmospheric contamination (smoke; gas etc)
5. Ground subsidence (sink holes etc)

If appropriate, the fire evacuation procedure will be followed. SLT will inform teaching staff.
Please Note: In this instance, the Fire Alarm will not be activated.
All Teaching Staff will be informed by the SLT as to the level of emergency. TP/SLT will contact the relevant agencies; authorities for advice / action that should be taken.
All parents and carers will be informed by Parentmail of the situation and the plans arranged for children returning home.
Transport companies will be contacted to arrange for buses and taxis to collect children if necessary before the end of the school day. Maple Ridge will be advised of the situation; and joint arrangements/agreement concerning the shared transport will be followed.
Useful Nos:

Floodline:	0345 988 1188
Hampshire Fire:	023 8064 4000
HCC Highways:	0300 555 1388
Electricity:	08000 727282 (Npower)
Gas:	01737 275587 (Total Gas & Power)