



Learning at the heart; igniting possibility!

SECURITY POLICY

Introduction/context

As a school with substantial ICT and other equipment, the potential for thieves to strike is great together with the threat from vandalism and the potential for arson. Theft and vandalism impacts on the school financially, have a disruptive impact on the premises and its users including diverting staff time to deal with the consequences of crime. Temporary loss of resources also has an adverse effect on learning and teaching.

Home Office research has shown that, after suffering a crime such as burglary, the likelihood of being targeted again increases considerably - often a second burglary occurs within a few days of the first. The same thief, or a different one, may return to steal property left on the first occasion or the items bought to replace those which were stolen. Delays in repairing damage caused during the burglary and neglecting to install additional security improvements may also lead to a repeat burglary.

Regular review of the security of the site

Staffordshire Joint Schools Property Division has developed a Fire and Security Checklist (see Appendix I). This will be checked six monthly at or around the time of the completion of the Health and Safety Checklist. The responsibility for completion lies with the Premises Manager/Site Supervisor in consultation with the Headteacher and a member of the Premises Committee of the Governing Body.

When upgrades or repairs to building and equipment are required, advice is sought from the Schools Property Division on the correct standards for building security e.g. when replacement doors, windows and fencing are required.

Valuable equipment marking

Marking property has been shown to deter criminals and prevent theft. The following methods are employed/will be considered for use within school:

- Engraved marking using diamond tipped pen
- Ultraviolet sensitive ink permanent UV marker
- SmartWater. *This is a new crime prevention initiative that identifies property without being visible to the naked eye, it cannot be erased or washed away and it lasts for up to 120 years. All articles that have been marked with SmartWater have a unique, identifiable way of being recognized.*

Building Closures

Prior to school holidays advice on Risk Management from the Joint Schools Property Division is actioned. It is the responsibility of the Premises manager/Site Supervisor to ensure the following are adhered to:

- All combustible waste should be removed from the building
- All dustbins and skips should be empty and secured well away from the building. If a lockable bin store is available it should be used
- Contractors skips should be specified as lockable/sealed if on site overnight
- All fire doors and internal doors should be fully closed to prevent any spread of fire
- All windows should be locked shut
- Turn off all electrical and gas appliances which will not be used during the holidays. Isolate gas supplies in kitchens, workshops and laboratories. Unplug non-essential electrical appliances.
- Valuable equipment should be placed in secure stores. Blinds should be closed so that equipment cannot be seen
- Meter rooms, boiler rooms and electrical switch rooms must be kept locked shut and not be used to store any combustible materials. Any store rooms containing combustible materials should be locked
- The intruder alarm should be set
- Schools emergency contact details and holiday dates for key members of staff should be up to date
- Any external items that could be pushed up to the school building and used to gain access to flat roofs or first floor windows should be secured in position or removed
- If staff are working during the holiday period, arrangements must be made to ensure that the premises remain secure at all times
- If site supervisors or contractors are undertaking any hot work (e.g. paint stripping, welding or hot cutting) this must cease at least one hour before leaving the premises and checks made on the safety of work zones and adjacent spaces/voids
- Staff in charge of holiday clubs/fun clubs/play schemes on school premises must ensure that access to the premises is restricted at all times.
- School gates should be locked shut whenever the premises are not occupied.
- Additional security risks are introduced where external scaffolding has been erected for maintenance purposes. Always ensure that any ladders, steps or other access equipment are removed or locked up at the end of each day to prevent access to floors above ground level.
- Site supervisors should make regular checks of the school site and take extra care to ensure that fire prevention and security precautions are maintained. Suspicious circumstances should be reported immediately to the police.
- CCTV system records ongoing images (overwritten in 30 days unless saved). The system is checked weekly to ensure all cameras are unobscured and is properly recording.

Incident Reporting

Should an incident occur or staff be suspicious, contact is immediately made via the call centre with the local police station –101 or in the case of an emergency –999.

The local beat officer or PCSO can be contacted via their digital Airwave radio. Simply:

- dial **101** and listen to the instructions
- when prompted enter their Airwave number (shown next to their photo)
- a recorded message asks you to 'state your name so the call can be announced' - just say your name so the officer knows who is calling

If the officer is on duty, their radio rings like a mobile phone and you will be connected. If they are unavailable to take your call, your call goes to the officer's individual voicemail box.

Details of local Police:

Police Sergeant MARRIOTT

Police Sergeant STRETCH

PC Edward FORD; Collar No. 5102

Police Community Support Officer:

Deborah HARRISON; Airwave No. 79508885; Phone 07970693574

Jordan HAYES ; Airwave No. 795023803; Phone 07890323104

Tamworth Police Station
Spinning School Lane
Tamworth
Staffordshire
B79 7BB
Tel: 0300 123 4455

Staff involvement

Fast, accurate information is the key to dealing with suspicious activity and catching offenders. All staff (and school pupils) need to be vigilant in identifying suspicious behaviour or activity.

In addition to the above, the following security measures have been determined for staff and pupils:

- **Staff identify badges** are worn at all times.
- **All unknown adults** on the school site are asked for identification by all staff.
- All outside doors are **closed** when pupils are in lessons.
- Doors are **not** propped open.
- **Pupils** are regularly reminded they **must not leave the school premises except**; when being collected by a parent/carer, when accompanied by staff or at the end of the day.
- A member of staff remains on a gate whilst children enter and leave the school site.
- **Pupils** are regularly reminded they **must not let adults into the school** including those known to them without a member of staff's permission. **Attendance registers** must be completed at the beginning of the day and the afternoon session.
- **Pupils** are regularly reminded **not to enter the school car park.**
- **Pupils** are regularly reminded they **must not go home with anyone other than the person arranged to pick them up.** If in doubt they must report to the main office staff.
- **All I-Pads and their cases must be returned to the ICT suite every evening for secure storage and charging.**
- Digital cameras/other ICT equipment must also be returned. ***Staff should read and follow the relevant ICT Security points detailed below.***
- **Teachers/support staff** should **draw curtains and blinds** on leaving at the close of the day.
- **Teachers/support staff** on leaving at the close of the day **should turn off lights.**
- **Staff are not allowed to remove any equipment for home use** without first completing the off-site register kept in the main Office.
- **All items above the value of £250 are entered on the school inventory database.** Subject leaders are responsible for periodically (at least once/year) checking this list against a visual check of equipment.
- **Teachers/support staff are personally responsible for pupil supervision at all times including lunchtimes and playtimes.** Pupils should never be left unattended.

Protecting our premises

Key holders and alarm system:

The school has a monitored alarm system (Fire and Intruder Alarm systems). This is set at the end of the day by the Site technician, Site supervisor in his absence, the Headteacher or Deputy Headteacher (all authorised key holders). Profile Security is the initial on-call key holder.

Access to most areas of the building is via coded locks. Staff are required to keep keys safe. Any losses should be immediately reported. School security is seriously compromised should keys be mislaid.

Consultation with AJ Gallagher (insurance brokers) will be consulted if we should plan to install anti-climb equipment. The County Council Insurers have issued guidelines on the fitting of anti-climb equipment and these **must** be taken into consideration during the discussions with Insurance Services and AJ Gallagher.

Security of ICT Equipment

The following points are considered when looking at the security of the premises with regard to the security of ICT equipment:-

- **Ensure that the equipment is not clearly displayed out of school hours.** *This can be achieved most simply by having blinds fitted to windows and ensuring that they are closed out of operating hours.*
- **Ensure that all windows and doors are locked out of hours** and provide locking devices if none are currently fitted.
- **Ensure that the school alarm system is functioning correctly.**
- **Ensure that portable equipment is stored securely at all times when not in use, including during the school day.** *A number of sneak-in thefts have taken place at opening/closing times when a school is vulnerable due to doors being open etc. Ask for official identification before letting anybody remove any ICT equipment from site.*
- **Consider providing security marking to our equipment.** Display a notice in windows stating that ICT equipment is security marked.
- **Do not give any publicity to new ICT equipment wherever possible** to avoid unwanted attention.
- In terms of wider security measures, **site perimeter security fencing** is always the first line of defence and will prevent most casual intrusion and minor vandalism.
- Digital CCTV is installed to observe unauthorised access to the perimeter of the school. Images are kept for a period of 30 days before being either; saved or overwritten.

The policy was revised, updated and approved by the Governing Body: *November 2018*

Date of next review: *Autumn Term 2019*