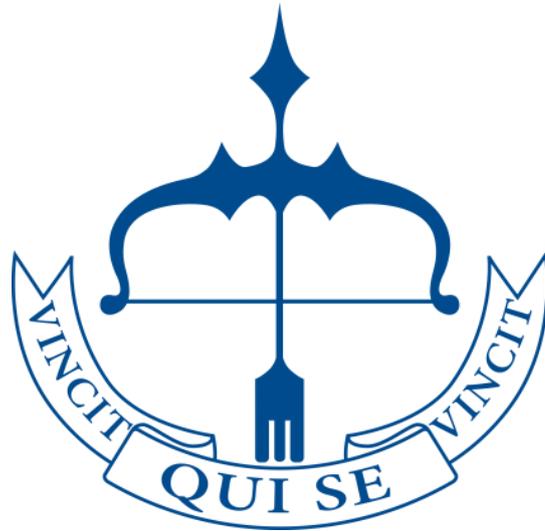


# THE SANDON SCHOOL



## SECURITY POLICY

LAST ADOPTION DATE: July 2016

NEXT REVIEW DATE: Summer 2019

## Introduction

1. The aim of this policy is to ensure that all practical steps are taken to safeguard the wellbeing and security of all people and property at The Sandon School or participating in activities off-site, where the school is responsible.
2. Staff, Students, Governors and Visitors should at all times consider and take action to ensure the personal safety, security and wellbeing of themselves and others.

## Aims and Objectives

3. To improve the physical security of the School premises and the personal safety of staff, Students, Governors and Visitors by creating an environment in which all users of the school site feel safe.
4. To have security measures in place which are proportionate, unobtrusive where appropriate and tailored to the needs of the School.
5. To ensure the provision of information, instruction, training and supervision to enable all people to maintain a secure environment.
6. To provide control measures to ensure that all people do not wilfully misuse, neglect or interfere with things provided for security.
7. To identify and evaluate risks and risk control measures relating to security and school activities.
8. To provide an effective system for recording and reporting potential and actual breaches of security.
9. To undertake a termly security audit as part of the Health and Safety inspection process.
10. To ensure that Visitors (including parents on the school premises during the School day) follow the guidelines laid down for their visit to the School.

## Responsibilities

### The Governing Body

11. The ultimate responsibility for ensuring a safe and secure environment with the School rests with the Governing Body. The Governing body will monitor this policy via the Health & Safety governor monitoring meetings, Head teachers' report to Governors and Governors' own observations when visiting the school. They will wear a pass clearly visible during school hours.

### The Headteacher

12. The Headteacher has overall responsibility for the application of this policy and will ensure that safe and secure conditions, practices and procedures exist for the safety

and security of Staff, Students, Governors and Visitors using the School premises and property of the school, including those used for off-site activities.

13. The Headteacher will take appropriate action immediately any breach of security is reported.

#### The Business Manager

14. The Business Manager has responsibilities delegated by the Headteacher and will be the focal point for day to day references on security and give advice on matters relating to security.
15. Coordinate the security procedures to be used when the School is open or closed.
16. Arrange inspections of the School's boundary, access points, external doors and windows, CCTV and alarm systems and check security practices within it, including risk assessments, to identify defects or deficiencies and take the necessary remedial action. To have overall responsibility to ensure that all security devices function satisfactorily.
17. Ensure that breaches of security, including threats, are recorded and reported to the Headteacher and then to the police if appropriate.
18. Where appropriate seek any necessary expert advice to determine any security risks and precautions to deal with them.
19. Ensure new staff are aware of security issues at induction
20. Ensure that named staff hold external keys or alarm fobs to the building and their names are entered into a register.
21. Ensure staff pass cards are issued to named staff and Governors as agreed.
22. Ensure keys to the school safe are only held by the Headteacher, Business Manager and Finance Manager. Keys to the catering safe are held by the Catering Manager and the Finance Manager.

#### Staff holding a position of responsibility

23. Staff holding a position of responsibility in school will be responsible for the application of the School Security policy to their team or areas of work and must observe and disseminate instructions given by the Headteacher or the Business Manager under their delegated responsibilities.
24. Recommend changes and improvements to School security to the Business Manager where appropriate.

25. Ensure, as far as is reasonably practical, the provision of sufficient information, training, resources and supervision to enable other Staff and Students to avoid danger and contribute positively to security at the School.
26. Follow procedures regarding asset management and undertake an asset check on an annual basis.
27. Ensure that Staff borrowing school property, sign it out in the appropriate register kept on reception.
28. Ensure that valuable and portable equipment is marked to assist identification.
29. Ensure that all School property/keys are returned by Staff who are leaving.

#### All Staff

30. It is the duty of every member of staff to take reasonable precautions and be responsible for the safety and security of him/herself, the Students, Governors, Visitors and school and students' property within their care. Staff are not obliged to look after students' unnecessary valuable items. Students should be directed to Student Administration office where items will be stored safely until the end of the school day.
31. Ensure that booking forms (obtainable from Finance) are completed for events so that appropriate security arrangements can be made.
32. Ensure that sums of money, collected for all School activities, are recorded through the school till and stored in the safe in the Finance department in accordance with the Financial Regulations.
33. Ensure Staff know the security procedures and arrangements, as outlined in the staff handbook, and adopt them in their own working area.
34. Report any security concerns to the Business Manager eg lost keys, lost staff pass, broken windows, locks or security lights, theft etc.
35. Use and not wilfully misuse, neglect or interfere with things provided for their security and the security of others, eg lending out School keys, staff passes, disclosing security codes etc.
36. Maintain the confidentiality of staff/student data.
37. Cooperate with colleagues in promoting and maintaining security measures at the School.
38. Wear a staff pass at all times and in a clearly visible manner.

39. Take responsibility for personal items brought into school
40. To ensure rooms are locked and be responsible for keys where appropriate

#### The Site Team

41. In addition to the arrangements outlined above, the site team will close/lock all external doors, roof lights and gates and set the intruder alarm system at the end of each day and unlock these each morning.
42. The team will ensure rubbish and waste is removed to bins in the bin compound so that materials cannot be used for vandalism or arson.
43. The team will undertake checks on the perimeter fencing, external doors and gates, fire and intruder alarms and external lighting and act on any concerns.

#### The Students

44. All students are expected to exercise personal responsibility and take reasonable precautions for their own safety and security and also for their possessions by labelling/marketing them. The school cannot take responsibility for personal items brought into school.
45. Students should only bring to School equipment required for their learning and not large sums of money, unnecessary (valuable) items or items which can be deemed as offensive or contrary to our Behaviour Policy.
46. Students should securely lock bicycles or motorcycles brought onto the School premises.
47. Use and not wilfully misuse, neglect or interfere with things provided for security.

#### Visitors (including parents, Contractors and Hirers)

48. Visitors will take reasonable precautions for their own safety and security.
49. Visitors of the School premises when it is open will be required to sign in at reception, be aware of the visitor's information booklet and wear a visitors badge at all times.
50. All visitors will be responsible for their own possessions and Contractors or Hirers have the appropriate insurance cover.
51. The school's security policy will be available in reception and on line

52. We require that all visitors conduct themselves and carry out their activities in a manner which will comply with School policy and not affect the security of the School.

This policy will be well publicised. It will be reviewed at least every year. It was adopted by the Governing body on 11 July 2016.