



Site Security Procedure

Statement of Intent

The School Governors and Head of Dorin Park School, recognise that it has certain legal duties under the Health and Safety at Work etc Act 1974 and subsequent relevant legislation. The Governors and Head of Dorin Park School will endeavour to fulfil this obligation by ensuring the personal safety of every student, all members of staff – permanent or otherwise, and visitors to the school premises.

The School Governors and Head of Dorin Park School recognise the importance of protecting the school buildings, contents and environment by reducing the potential for theft, vandalism and arson.

We are committed, so far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of this policy.

Violence in whatever form and for whatever reasons is unacceptable. Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work or study. The School Governors and Head of Dorin Park School will be supportive to any members of staff or students who have been subject to violence within the workplace.

Risk assessments are undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, Codes of Practice, physical measures and legal guidance.

The effectiveness of this policy will involve every member of staff working together in a positive security and safety culture. We welcome suggestions for the improvement of policy or security arrangements from any member of staff, student or parent/guardian.

This policy will be reviewed every three years by the Board of Governors or sooner upon a significant change of circumstances.

Aim

Our aim at Dorin Park School is to provide a safe and secure environment for our students, staff and visitors. This policy ensures that we have in place effective procedures to enable us to achieve this aim and covers all indoor and outdoor parts of the school premises. This includes the buildings that create part of the school property, but are not directly connected to the Main Building, including Classroom 16, Classrooms 17 to 20, the Staff Room and the Site Building.

Roles and Responsibilities

Role of the School Governors

The School Governors are responsible for ensuring the overall effectiveness of the School Site Security policy by working closely with the Head and other members of staff whose role it is to implement the requirements of this policy.

The School Governors will:

- Approve a written Site Security Policy that reflects the particular security needs of the



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- Review this policy every three years or upon significant change of circumstances and will support and monitor its implementation by the School
- Identify training needs for Governors in respect of security and personal safety and ensure that these are fulfilled
- Consult and annually inform all staff, students, parents/guardians and other building/site users about the security issues and arrangements
- Allocate resources for security training and improvement works
- Determine how the Governors' responsibilities will be exercised

Headteacher

The Head is responsible for implementing this Site Security Policy agreed by the School Governors.

The Head will ensure:

- All staff appreciate the importance of security and understand the school's Site Security Policy and their responsibilities;
- Staff training needs are kept under review and training as necessary;
- All risk assessments are reviewed annually or sooner if there is a need;
- In addition, routine site security checks are carried out on an on-going basis by the Business Manager and the Site Supervisor;
- Termly reports are made to the School Governors;
- All crimes taking place on School premises are reported to the Police;
- Records of all security-related incidents are updated and maintained;
- ensure all staff appreciate the importance of security and understand the School's procedures and their individual responsibilities.

Site Manager

The Site Manager is responsible for implementing the security procedures in this policy. The Site Manager is also responsible for ensuring that the following are completed (unless noted otherwise):

- the level of gate security and access points to the School site is commensurate with the events or activities taking place on the School premises during term time, weekends and school holidays;
- the School's fire detection system and emergency evacuation procedures are tested on a regular basis and any deficiencies are corrected as necessary;
- testing the School's fire alarm system on a weekly basis and rectifying any deficiencies;
- parents are informed of the School's security protocols and are encouraged to adhere to them;
- formal risk assessments are conducted on an annual basis or as and when circumstances change, to ensure that security arrangements are still valid;
- routine security checks are carried out on an on-going basis;
- ensuring that a full review of the School premises and security procedures is completed on a termly basis;
- supervise and manage morning drop-off and afternoon pick-up traffic, ensuring suitably qualified and trained staff are performing these duties;
- ensuring the School is appropriately staffed with a member of the site team during all opening hours;
- ensure all contractors abide by the correct internal procedures and guidelines (see Appendix 1)



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Business Manager

The School Business Manager will be responsible:

- for assisting the Head with the day-to-day management and implementation of the Site Security Policy;
- for ensuring that security risk assessments have been undertaken and reviewed as required, and their findings implemented;
- for ensuring staff training needs are kept under review and training is carried out as needed;
- for the School's CCTV system.

Network Manager

The Network Manager is responsible for ensuring the School operates a safe ICT infrastructure. This includes advising the Business Manager on how to best protect the School's network and equipment from attack by viruses or hacking and maintaining robust firewalls to prevent inappropriate usage as per the School's *Acceptable Use of ICT for Students Policy*, *Online Safety Policy* and the *Staff Code of Conduct*.

All Staff

All staff are to take a shared responsibility to ensure the School's security procedures are implemented and must challenge any unidentified visitors who are discovered on the School site. In addition, staff are required to:

- sign in and out on the biometric system and wear their School ID badge (with green lanyard) at all times while on the School site.
- ensure classrooms and windows are locked at the end of the day and blinds are closed;
- turn off all electrical equipment at the end of the day;
- store personal and School valuable equipment properly and locking it away at the end of the day;
- ensure students do not have unsupervised access to any areas of the school;
- secure access points and locking all doors to maintenance, catering and caretaking areas of the School; and
- obtain prior permission from the Business Manager before borrowing or taking home School equipment.

Security Procedures

Parking and Building Access

- There is a barrier across the main school car park. This is opened at the beginning of the day and closed at the end of the day. It is secured by a padlock with keys managed by the Site Manager.
- The external entrances to the building are controlled by biometric access control devices. Only staff and approved visitors will be granted access to these doors.

Visitors

- All visitors and contractors are required to sign in at the School Office where they are issued



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with a visitor's badge (on a red lanyard) which must be worn at all times that they are on the School site.

- At the time of signing in, visitors are informed of the School's emergency evacuation procedures and the assembly point. Visitors are also given guidance on the School's safeguarding procedures and specifically what the procedure should be if they have any concerns about students or receive a disclosure during their visit.
- Visitors will wait in reception until they are collected by the member of staff who will accompany them throughout their visit to the School.
- Staff must ensure that visitors are returned to reception so they may sign out and return their badge prior to leaving the site.
- Contractors and staff working on the School site outside of term time must sign in on the visitor's register which is located in Reception. Those contractors who are well known to the School do not need to be accompanied or supervised at all times. Supervision by a member of the site team may be required if contractors are working in close proximity to any children who may be on the School site during the holidays.

Parents

- Parents are required to sign-in at reception at any time when visiting the School. Parents will be issued with a visitor's badge (on a red lanyard) and should be accompanied at all times by the member of staff they are meeting. They should sign out at reception at the end of the visit and return their visitor's badge.
- All parents are reminded of the security strategies in place on a regular basis.
- It is particularly important, not only for security purposes but also for fire safety purposes, that the School knows who is on site at any particular time.

Facility Hire

The School hires out facilities to external companies. The Site Security procedure will be shared with all companies or organisations who hire the School facilities.

Fire Detection & Emergency Evacuation Procedures

- The master fire alarm panel, showing the location of all alarm call points, is located in the reception area.
- The School fire detection system is linked to Chester Security and activation of the system will result in key School staff being contacted. The School operates a calling procedure that enables certain staff to be contacted at various times. This includes the Headteacher, Site Manager and Business Manager
- The School operates at least one full evacuation drill per term for all students.



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- Further details on the School's emergency evacuation procedures may be found in the *Emergency Evacuation Procedures*.

CCTV

The School operates a networked CCTV system, to view and record activity on the School site in order to maintain a safe environment for students, staff and visitors and to protect School property. Please refer to the School's *CCTV Policy*.

Intruder Alarms

The School operates intruder alarms located in various areas of potential access throughout the school. These are activated at all times when the school is closed. The alarms are networked to Chester Security and activation of the system will result in key School staff being contacted. The School operates a calling procedure that enables certain staff to be contacted at various times. This includes the Headteacher, Site Manager and Business Manager

Medical Support

- A number of members of staff are trained and qualified as first aiders, including paediatric first aiders for EYFS; this list is displayed throughout the school. There are first aid boxes at various points around the School site which are monitored and restocked by the site team.
- Further information on the School's first aid provision may be found in the School's *First Aid Policy*.

Disabled Visitors

The school site is fully accessible for disabled visitors. All School buildings are fitted with access ramps.

Deliveries

- Deliveries are discouraged during drop off (0845 to 0930) and pick up times (1445 to 1530).
- Deliveries that occur during the school day are to reception. Delivery drivers should not be asked to deliver to any other area, and should not be permitted to enter school without signing in and being accompanied.

School Minibuses

The School operates three minibuses for student transport. They are maintained to a high standard; usage and maintenance is closely monitored by the site team. For further information on minibus procedures, please see the School's *Minibus Policy*.

School Office / Reception

- The School Office is staffed between 0800 and 1600 during weekdays in term time.
- A member of the site team is on site between 0900 and 1500 during school holidays, apart from



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Bank Holidays and during the shutdown between the Autumn and Winter terms.

Personal Property

- Students **and staff** are discouraged from bringing valuable equipment into the School.
- **Any electrical personal property brought on site requires the approval of the Headteacher or Business Manager, and must be new (in packaging) or PAT tested.**
- Found property will be kept in the School until claimed. Items not claimed will be disposed of after a period of three months.
- The School will not be held responsible for the loss, theft or damage to property belonging to students, staff or visitors.
- Any person using or parking a vehicle on the School premises does so at their own risk. The School shall not be responsible for any damage or injury caused to other vehicles, property therein or thereon, or persons as a result of use or parking of such vehicles on the School premises.

Staff Training

As part of their induction training, staff receive a briefing on security and workplace safety within their first week at the School. This induction briefing includes advice on:

- fire safety and emergency evacuation procedures
- CCTV location and monitoring procedures
- data protection and retention procedures
- safeguarding the School's property
- challenging any visitors not wearing ID badges
- late and lone working procedures

Late and Lone Working

- Members of staff should not stay on the premises after 1730 during the work week, with the exception of planned meetings or events, apart from members of the site and cleaning teams.
- During the School holidays, all members of staff working in School must sign in and out on the register kept in the Reception. When lone working, staff are instructed to keep their mobile phones on their person to ensure they can call for assistance if required.

Security of Staff, Visitors, Students and Equipment during School events

Parents' Evenings

- Access to the school will be via a designated entrance only, normally the main reception entrance and will be supervised by members of the Teaching Staff who will direct parents/carers to the meeting areas.



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- All entrances, apart from those required for the meetings, will be secured to not permit unauthorized access. Emergency escape routes/exits will remain open.
- All portable equipment and personal possessions must be kept in a secure place. Where rooms contain valuable equipment doors will be locked.

Other functions/events

- Access will be restricted to designated areas where the function/event is taking place, with no relevant emergency exit route compromised.
- All portable equipment and personal possessions must be kept in a secure place.
- For outside events internal doors will be locked so that people have access to toilet facilities without having access to the wider school building.
- Where rooms contain valuable equipment and the doors to these rooms have vision panels; blinds fitted to these doors will be closed.

Emergency Procedures

- Staff should follow the School's approved lockdown procedures.
- Students must not confront/challenge strangers on site at any time, but should report the situation to a member of staff immediately.
- The level of staff response to an incident will depend upon the seriousness of the situation and the risks involved. Staff should never challenge any person unless it is safe to do so and must not attempt to detain or remove an intruder from the premises using force.
- The emergency services should be contacted on 999 if assistance is required.

Incident reporting and recording

All incidents relating to security of the school premises and violence to persons shall be reported to the Head, or Leadership Team member if the Head is unavailable, and recorded accordingly.

Arson

The School will take all steps to reduce the risk of arson including good housekeeping methods of work. Rubbish bins will be emptied daily and the inflammable waste stored in a secure location away from the buildings.

Key Holders

- Records of key movements will be maintained throughout the year. This includes who has been issued with the keys and why it is necessary. Keys will be issued on the basis of need not



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convenience.

- All keys must be stored in a lockable cabinet and located in a lockable room, which should be locked when the school is secured. A key audit will be undertaken once a year by the Business Manager for the issuing of the various keys i.e. School building, Departmental etc.

IT Network

Staff and students are bound by the School's IT Policy and agree not to put the School's IT network at risk or abuse their user rights. Personal passwords are not to be shared or written down. Computer screens must be locked when not in use and away from the immediate vicinity. Individual computers closed down at the end of the day.

Key administration and coursework computer data is backed up on a daily basis on both tape and drive. Staff should become familiar with the restore process for data in their user areas. In the event of a disaster recovery situation Virtue will be contacted in order to provide specialist consultancy assistance.

Risk Assessments

- The School Business Manager will ensure that risk assessments are undertaken to identify any hazards and that the appropriate control measures are implemented. Health and safety tours will identify daily issues which need addressing e.g. trips, slips and falls.
- Risk assessments will be reviewed annually or sooner should the need arise.

Examination Documentation

On arrival into the school, all examination correspondence/documentation is delivered to the Examination office by a member of the School Office team. In readiness for the examination sessions, all examination question papers are logged on arrival and immediately stored within a high security, fire resistant, three-way locking system cabinet which is situated in a secure room with full metal shutters, five bar lock, full wooden door and no windows. This room is kept secure at all times of the academic year.

Cash Handling

- Requiring or accepting cash for events and activities is strongly discouraged. The School has licensed School Gateway to allow parents / guardians to pay for events and activities using credit, debit or direct deposit.
- When cash is counted on school premises it should happen away from public view and preferably in a room with two people. Staff should be made aware that their safety must come before the security of cash under their control.
- All monies collected for school trips, class photographs, examinations etc. are to be deposited



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in the school safe as soon as possible and remain there until banked. Cash must never be left in desk drawers or filing cabinets, even if locked. Cash kept in the School safe overnight must not exceed £2,000 cash (x 10 valuables).

- Staff and students are discouraged from keeping cash in school other than on their own person.

Equipment

- The Asset Register is held electronically in the EVERY business management system. All assets and their location will be checked annually by authorised staff. Only authorised staff members have access to the register and must be approved by the School Business Manager.
- Equipment will be security marked and portable equipment kept in a secure location when not in use.
- Staff should ensure that portable equipment being taken off site/loaned to them is recorded and all such electrical equipment (e.g. laptops), is made available for annual PAT testing and used in accordance with the appropriate risk assessment.
- Any equipment/furniture disposed of must be recorded on the asset maintenance system and authorised by the School Business Manager.

Alcohol

- Alcohol is not permitted to be brought onto the school site and consumed other than at a licensed function or function approved by the Headteacher.
- Alcohol may be brought on site, and kept in the PTA storage cupboard, for use during events as part of a tombola or raffle. In these events all containers must remain sealed.

Mobile Phones

Staff and students are not permitted to use mobile phones during the school day in accordance with the Safeguarding Policy. The School's agreed policy and procedures must be followed by all staff.

Information and Communication

Please refer to the school's data protection policies.

Legal

Dorin Park School is required to exercise a duty of care whereby all reasonable steps will be taken to ensure the safety and wellbeing of students and staff.



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The development and implementation of individual school policies will be an essential part of this duty of care.

Monitoring and Review of Security Strategies

The Business Manager and Site Manager work in close contact monitoring the School security procedures and will flag any issues immediately to the Headteacher.

This policy and the procedures therein will be reviewed annually, at a minimum, and updated as necessary.

This is a ☐ *Policy Document* ☒ *Guidance Document* ☐ *Information Document*

Reviewer: SLT

Approver: Resources Sub Committee

Last Review Date:

Last Approval Date:

Next Review Date: