

HEALTH AND SAFETY – SITE SECURITY POLICY

STATUTORY CENTRAL POLICY

Version and Date		Action/Notes
1.0	September 2015	Policy updated
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Background

This policy applies to all Dean Trust sites. The policy is managed by The Dean Trust Board and delegated to the local governing bodies of each site to implement on a local basis.

This document should be read in conjunction with the Health and Safety Policy and its associated Procedures and Arrangements. Other relevant policies and procedures, include CCTV Policy, Lockdown Policy, Lone Working Policy and Premises Management Policy.

The Dean Trust health and safety related policies and procedures are available to staff on the Dean Trust Intranet.

This policy has due regard to national guidance including, but not limited to, the following:

- DfE (2018) 'Health and safety: responsibilities and duties for schools'
- DfE (2018) 'Controlling access to school premises'
- HSE (2014) 'Sensible health and safety management in schools'

All governing bodies have a responsibility under health and safety legislation (Health and Safety at Work Act 1974) to make sure that their school is a safe place in which to work. Schools must protect themselves from the risk of theft, have always been wary of theft and intruders and so there should be careful scrutiny and identification of all visitors to the school site. At the very least, a signing in book and visitor badges should be standard procedure.

It is advisable to have in place procedures for maintaining the security of the site and safety to those on site in the case of an emergency.

Safety and security includes the protection against violent behaviour and schools have a common law right to bar troublesome adults from the school premises. It is an offence under section 547 of the Education Act 1996 to cause a disturbance on educational premises, for which the (police/local authority) can prosecute. Alternatively, the school may apply to the (local authority/police) for an anti-social behaviour order. Legislation under the Education Act 2011 reinforces the powers of teachers to search without consent pupils suspected of carrying an offensive weapon or banned substance.

Introduction

The Dean Trust schools ensure, as far as is reasonably practicable, that staff members, pupils and other non-employees are protected from risks to their health and safety. The school expects that all staff and pupils pay high regard to the security of the school site and report any breaches or potential problems with security to the Headteacher. This policy augments our health and safety strategy and in addition addresses ways of helping to reduce the possibility of arson, theft and vandalism.

The governing body controls the use of premises both during and outside of school hours. The school is sympathetic to the needs of the local community when deciding out of hours use. This policy should therefore be considered in conjunction with the lettings policy and extended services policy.

Objectives and targets

The purpose of this policy is to outline the procedures taken to ensure security on the school premises in order to retain a safe environment for all who learn, work or otherwise attend the school.

Action plan

The overall responsibility for the buildings at The Dean Trust schools lie with the local governing bodies. Day-to-day management of the school building is delegated to the Headteacher under the terms of his/her statutory duties. The Headteacher works in consultation with the police and fire services, equipment providers (e.g. CCTV and access control) and maintenance contractors as well as consultants (e.g. for health and safety and risk assessments) on matters dealing with site security.

The Headteacher has determined that the principal key holder is the site supervisor. Contact details for the site manager are displayed at the main entrance and details are held by the emergency services. The leadership team ensures up-to-date risk assessments are carried out in relation to building security as part of the overall health and

safety arrangements for the school. The Headteacher and health and safety governor ensure school security is reported to the governing body as part of their overall health and safety updates.

Designated duties

In order to discharge his/ her duties in respect of building security, the Headteacher draws upon the expertise of designated members of staff. See Appendix 1 for the duties list which is prepared and distributed to the staff who have been allocated a duty for the current school year.

Supervision of pupils

Detailed arrangements for the supervision of pupils are set out in Appendix 2:

- Pupils entering school at the start of the day
- Pupils at break times
- Pupils at lunchtime
- Pupils leaving school at the end of the day

Breaches of security

If a breach of security occurs then the policy relevant to the incident should be implemented without delay.

Personal safety

In the event of a pupil known to be on school premises but 'missing', an immediate search is instigated and, if necessary, the Lockdown Policy and procedure will be invoked until the pupil is found.

The Lockdown Policy and procedure will also be used in, for example, an incident or civil disturbance in the locality with a potential to pose a threat to staff or pupils. If there is a warning of a risk of air pollution etc. a lockdown of everyone inside the school buildings may be necessary to protect pupils and staff in the safest places.

Safety and security includes the protection against violent behaviour and any Dean Trust school has a right to bar troublesome adults from the school premises. It is an offence under section 547 of the Education Act 1996 to cause a disturbance on educational premises, for which the (police/local authority) can prosecute. Alternatively, the school may apply to the local authority/police for an anti-social behaviour order.

Weapons and banned substances

Pupils suspected of carrying an offensive weapon or banned substance on school premises will be searched without consent (under legislation in the Education Act 2011).

Out of hours access for staff

Only in exceptional circumstances should staff members seek access to the school out of normal opening hours. Such access must be negotiated with the site supervisor.

Lone working

Lone working on site is strongly discouraged. It is recognised that under exceptional circumstances it may be that the completion of a task necessitates a staff member remaining behind after others have left. Such lone working is only permissible if the site supervisor is able to provide a member of the estates team to secure the premises on completion. Lone working should never continue beyond one hour and the lone worker must be able to access telephone communication at all times. The Lone Working procedure must be adhered to.

Valuable equipment

Personal electrical equipment must not be used in school unless it has been officially tested and tagged.

Items of school equipment are recorded on the school/department inventory, are security marked and must be stowed away in a secure area when not in use.

Personal property

Whilst everything possible is done to ensure the school is secure, the governing body does not accept responsibility for the personal property of staff and pupils. However, recognising that some normal items brought into school will be of value, the school encourages all staff members to make use of secure areas for any items not in use. Pupils are recommended to hand items in to the administration office. It must be noted that, as pupils are not permitted to have mobile phones on the school premises, the school cannot take responsibility or liability for their loss or damage.

Monitoring and evaluation

Matters of security are given appropriate priority and appropriate systems of communication are used to inform all staff of relevant matters.

Parents and pupils are involved in matters of safety through the school council, parents' forums, and the governing body.

Reviewing

The delegation of responsibilities for ensuring the security of the school building is reviewed on an annual basis, or earlier, should there be changes to personnel or incidents demanding that the procedures need to be revisited and amended.

Appendix 1

Staff Duties List

Area of responsibility	Specific duties	Staff responsible
Control of visitors	<ul style="list-style-type: none"> All visitors to our site are required to sign in as visitors and to wear an identity badge while on the premises. Any visitor who does not have full DBS clearance will wear an identity badge on a red lanyard and must be accompanied by a school member of staff, or another visitor who has full DBS clearance, at all time. Members of staff should question and report the presence on site of any visitor not wearing an identity badge. 	<p>Reception staff</p> <p>All staff</p>
Control of contractors	<ul style="list-style-type: none"> All contractors are required to sign in, be identifiable and be aware of relevant health and safety policies and procedures e.g. asbestos. The work of contractors will be supervised to ensure that the job is completed safely and to contract. Contractors must have full DBS clearance if they are working alone or if not, they must work under the supervision of someone who has full DBS clearance and not during times when pupils are present. 	<p>Site supervisor</p> <p>All Staff</p> <p>Site supervisor</p>
Opening and securing school entrances and exits	<ul style="list-style-type: none"> All emergency doors must be totally useable at all times. All other doors must be fully operational to allow the safe entrance and egress of personnel before, during and after the school day. All doors and windows must be secured when the school is not in use. The times of opening and securing the school site will be communicated to relevant staff on a routine basis. 	<p>Site supervisor</p> <p>Site staff</p> <p>Site staff</p> <p>Administration manager</p>
Site access and perimeter fencing	<ul style="list-style-type: none"> All vehicle and pedestrian entrances and exits must be fully operational to allow safe access to the school site. All entrances and exits must be secured during term times and after the building has been vacated. All perimeters must be checked to ensure security and safety. 	<p>Site staff</p> <p>Site staff</p> <p>Site supervisor</p>
Emergency evacuation procedures	<ul style="list-style-type: none"> Management of the evacuation of the school, in line with the 'Fire Safety Procedure' and the 'DfE Bomb Alert / Threat Guidance' (Appendix 3) . Weekly testing and logging of evacuation alarms. 	<p>Headteacher/Deputy Headteacher</p> <p>Site supervisor</p>

Area of responsibility	Specific duties	Staff responsible
First aid/accident procedures	<ul style="list-style-type: none"> • Access to the site for emergency vehicles must be maintained at all times • Maintaining fully stocked first aid provisions • Maintaining an up-to-date list of trained first aiders • Ensuring first aid training is up-to-date and sufficient for school needs • Maintaining high visibility of signage to identify first aid and accident points of contact 	Site supervisor First aiders Headteachers Headteachers Site supervisor
Area of responsibility	Specific duties	Staff responsible
Intruder alarms	<ul style="list-style-type: none"> • Intruder alarms must be set when each zone of the school is not in use • Unless otherwise directed, intruder alarms should be turned off for all zones when the building is first opened at the beginning of the day • Responding to an intruder alarm activated out of hours 	Site supervisor Site supervisor Estates rota established by site supervisor
Area of responsibility	Specific duties	Staff responsible
Security of money	<ul style="list-style-type: none"> • Progressively, the school seeks to reduce cash transactions • When cash is received in school, it must be accounted for, kept in the school safe and banked as soon as practicable 	Group Finance manager Finance assistant
Security of data held on computers and other electronic devices	<ul style="list-style-type: none"> • Ensure security of work on the network and elsewhere on site by maintaining a regular programme of backing-up, including mirrored hard drives, setting and monitoring access levels of all users, and ensuring that anti-virus software, systems and procedures are in place. 	Group IT manager

Appendix 2: Supervision of pupils - Designated duties

Enter details of the supervision provided for pupils at the start of the day:

Teaching and support staff supervise the gated entrances to the school.

Enter details of the supervision provided for pupils at break times:

Teaching and support staff have duty roster with defined and roving patrols of the school.

Enter details of the supervision provided for pupils at lunch-times:

Teaching and support staff have duty roster with defined and roving patrols of the school.

Enter details of the supervision provided for pupils at the end of the school day:

Teaching and support staff supervise the gated entrances to the school.



There are important differences between the fire (or other whole building) evacuation and bomb instructions. Most notably, in a bomb threat situation it is unusual to evacuate the entire building. To do so can be more hazardous than moving people within the building to areas away from the suspect package or incident.

Signals

Signal for bomb threat (This must be different to the fire alarm, or general evacuation alarm/signal.)	<i>Public Address (PA) announcement – [insert message]</i>
Signal for stand down / all-clear	<i>Public Address (PA) announcement – [insert message]</i>

Incident Control Officers & Response Team

Role	Name	Emergency Contact Number
Incident Control Officer		
Deputies		
Communications Officer		

Other useful contacts:

Name	Emergency Contact Number

It is important to remember that it is very much **the exception** to evacuate a building in the event of a bomb threat or incident. Unless the location of the bomb is known, a "blind" evacuation may be putting people in more danger (e.g. from a device at one of the entrances/exits) than if they had remained within the building.

Assembly points

- 1.
- 2.
- 3.

Secondary (alternative) assembly point / place of safety

(for example, partner school / college / leisure centre) must be pre-arranged

Name of venue	
Type of venue	
Contact name	
Contact telephone number	
Include useful info such as distance from school, directions, capacity, opening hours	

Suspicious Items, Packages or Envelopes

It is important that you do not move a suspicious item, package or envelope. Do not cover or encase it in any way. Be alert to secondary devices, there may be more than one.

If you think it's suspicious DIAL 999 – Ask for the Police.

Indicators of a Suspicious Item

- Is the item typical of what you would expect to find in this location?
- Has the item been deliberately concealed or is it obviously hidden from view?
- Does it have wires, circuit boards, batteries, tape, liquids or putty-like substances visible?
- Do you think the item poses an immediate threat to life?

What to do if you see a Suspicious Item

- Do not touch it
- Try and identify an owner in the immediate area
- Check whether the item has suspicious characteristics

If you still think it's suspicious (or in any doubt)

- Clear the immediate area and adjacent areas (look for possible secondary devices)
- Dial 999 ask for the police
- Follow police advice and provide as much information about the item as possible (see indicators above)
- Prevent others from entering these areas
- If safe to do so check CCTV

Indicators of a Suspicious Package or Envelope

General indicators that a delivered item may be of concern include:

- unexpected item, especially if hand delivered
- additional inner envelope or other contents that may be difficult to remove
- labelling or excessive sealing that encourages opening at a particular end or in a particular way
- oddly shaped or lopsided
- unexpected or unusual origin (postmark and/or return address)
- poorly or inaccurately addressed address printed unevenly or unusually
- unfamiliar writing or unusual style
- unusual postmark or no postmark
- more stamps than needed for size or weight of package
- greasy or oily stains emanating from the package
- odours, liquid or powder emanating from the package

What to do if you identify a Suspicious Package or Mail Item

- Do not touch
- If holding it, place it down carefully making sure it remains sealed
- Clear the immediate area and adjacent areas
- Dial 999, ask for the police
- Follow their advice and provide as much information about the package as possible (see indicators above)
- Prevent others from entering the area and adjacent areas

Bomb Threat

No matter how ridiculous or implausible the threat may seem, all such communications are a crime and should be reported to the police by dialling 999.

What to do if you receive a Bomb Threat on the telephone

- Stay calm and listen carefully
- Try to attract the attention of a colleague who should immediately dial 999
- Hold the caller on the line for as long as possible. Get as much information as you can and provide this to Security as this will assist the Incident Control Team in providing information to the police.

For example -

- When is the bomb set to go off?
- Where has it been planted?
- What does it look like?
- What kind of bomb is it?
- What will cause it to explode?
- Was the caller a man or a woman?
- Was a code word given?
- What was the exact wording of the threat?
- Did the message sound as though it was being read from a prepared text or was it a taped message?
- Did the caller sound intoxicated?
- Was there any indication of the callers' mental state - did he/she sound excited, disturbed, incoherent etc.?
- Was there any accent, was he/she well-spoken etc?
- Was there any indication of the type of telephone being used – for example a public call box?
- Was there any significant background noise - e.g. house noises, street noises, music?
- If displayed on your phone, note the number of the caller, otherwise, dial 1471 to obtain the number once the call has ended

What to do if you receive a Bomb Threat electronically (email, social media etc)

- Alert the police immediately
 - The police may be able to identify where the threat has come from
- Do not forward or reply to the message unless advised to do so by the police
- Do not delete the message
- Take a screenshot of the message, if possible
- Note any contact details in case the message is deleted (sender's email address or username/user ID for social media applications)
- Preserve all web log files for your organisation to help the police investigation