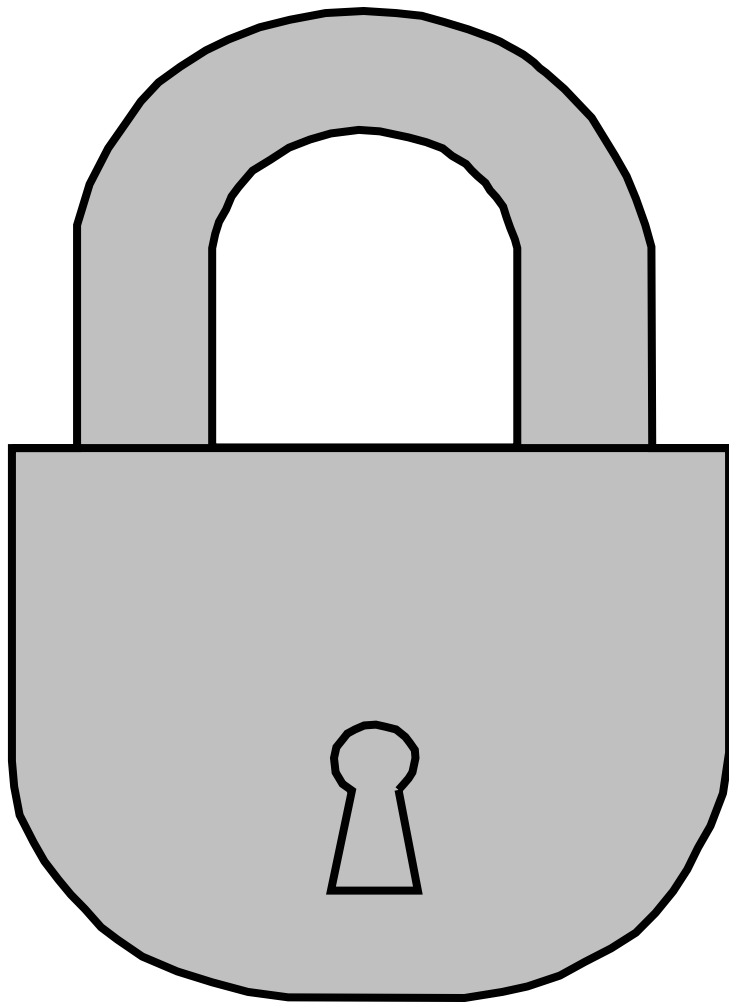


West Exmoor Federation



School Security Policy

Reviewed Dec 09

HEALTH AND SAFETY AT WORK etc ACT 1974 SECURITY POLICY

Lynton CE Primary School, Parracombe CE Primary School, Kentisbury CP School

1 General Statement of Policy

This policy is part of, and should be read in conjunction with, the school Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes place in a safe and secure environment.

The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the school governors.

2 Organisation

2.1 Governors

The school governors are responsible for:

- (a) ensuring that they are organised to exercise their responsibilities. To do this the Health & Safety/Premises Committee of Governing Body/Individual Governor is responsible;
- (b) arranging to consult and inform all staff about security;
- (c) resource allocation and approving training for security in consultation with the Headteacher/Principal
- (d) arranging to monitor and review the policy, including the frequency and nature of reports from the Headteacher;
- (e) ensuring that security is included within the Health and Safety Section of the Annual Reports to Parents;
- (f) identifying their own training needs to enable them to understand their responsibility for managing security.

2.2 Headteacher/Principal

The Headteacher/Principal is responsible for:

- (a) ensuring that this policy works, is understood by all staff and is revised annually;
- (b) ensuring that this policy is monitored as required by the Governing Body;
- (c) identifying training needs and arranging for training (see 3.3 below);
- (d) ensuring that regular routine security checks and annual/periodic survey/risk assessments take place;
- (e) raising awareness of pupils to security and personal safety issues (see 2.5 below);
- (f) developing and encouraging close links with others (see 2.4 below).

2.3 Delegation of Responsibility

(a) Senior Teacher/Health and Safety Officer

The following are delegated by the Headteacher to

Name	Functions
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In addition the responsible person(s) will

- i familiarise themselves with the necessary rules, advice and literature to ensure that they are able to perform the above duties;
- ii ensure that advice, support and information is obtained from the Director of Education and in particular will seek advice from the Education Department's Health and Safety Unit;
- iii ensure that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages;

(b) Individual Staff Members

All staff members have a responsibility for ensuring

- i the safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults;
- ii that property is safeguarded;
- iii that they know when to contact the police;
- iv how to implement the school's emergency plan;
- v their own actions do not expose themselves or colleagues to unacceptable risks

2.4 Involvement of Other Groups

The Headteacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

2.5 Pupils

The Headteacher is responsible for ensuring the raising of pupils' awareness in relation to:

- (a) their own personal safety and welfare and the safety of others in and out of school (eg swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug and health programme);

- (b) the safe use of the accommodation (eg anti-bullying campaigns, school councils);
- (c) the appropriate parts of this policy and the expectations the school has for the pupils to take responsibility and action.

2.6 Information

The Headteacher will ensure that the following key documents are available to all staff;

- 1 A copy of this policy, and the Devon County Council Policy on Violence and Aggression 2004.
- 2 Improving Security in Schools, Guide four in the Managing School Facilities services from the DfES 1996. ISBN 0-11-270916-8.
- 3 Devon Education Health and Safety Manual.
- 4 A legal toolkit for schools DfES 2002 ISBN 1.84 185 7726
- 5 Dealing with Troublemakers 1997 – DFEE and Home Office PP47D14/31050/1297/54
- 6 Education Service Advisory Committee 'Violence to staff in the Education Sector HSC ISBN 0-11-88558-1.
- 7 (to add any other documents as appropriate particularly resources available from the Suzy Lamplugh Trust).

3 **Arrangements**

3.1 Risk Assessment

The Headteacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs) and the current one to be attached as part of this policy as Appendix 1. The outcome of the assessment should be recorded as an action plan, presented to the School Governors for approval and attached to this policy as Appendix 2.

3.2 Incident Reporting

All security incidents should be reported to the Headteacher and recorded on the attached log (Appendix 3) which will be kept in the school office. A copy of this form should be sent to the Director of Education at his request and reported to the Governing Body.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug and solvent abuse.

In addition the Headteacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the completion of Form PO20, Report of Violent, Aggressive or Threatening Behaviour.

3.3 Training

As part of his/her responsibility for raising the Headteacher/Principal will ensure that opportunities will be provided for:

- (a) specific training on security issues within the school's overall development plan priorities; and
- (b) training of new staff including supply and temporary staff.

This is a restatement of the commitment contained within the school's Health and Safety Policy.

3.4 Personal Security

The Headteacher and governors will review measures for combating violence to staff and pupils. They will include:

- i ensuring priority is given to personal security training;
- ii fully co-operate and notify all assaults to the police, including full co-operation with the police in the exercise of their legal powers;
- iii ensuring appropriate legal advice is obtained from the County Solicitor following incidents in which the police will not prosecute;
- iv sending formal letters to people making threats or verbally abusing staff as appropriate;
- v fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the County Council Counselling Service;
- vi ensuring appropriate investigation of all incidents of violence that take place.

4 **General**

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instil into pupils and students a similar sense of responsibility for their own safety and that of others.

Signed: (Headteacher)
..... (Chair of
Governors)

Date:

APPENDIX 1

RISK ASSESSMENT

Use the standard risk assessment form from the Manual and use the notes below to produce your own risk assessment and include this as part of your policy (see 3.1 above).

Hazard Identification

1. Incidence of Crime in last 12 months. Consider trespass, vandalism, theft/burglary, fire, safety – look at your own accident reports, drugs/solvent abuse and make a judgement about overall risk – low, medium or high. Use your own records.
2. Consider what is happening in local area.
3. Look at your building and grounds and make judgements concerning
 - (a) adequacy of fences and gates
 - (b) are entrances clearly defined and direction notices clearly located
 - (c) access control to school for visitors
 - (d) car parks well lit and located
 - (e) condition and appearance of buildings e.g. graffiti, repair
 - (f) no recesses and internal court yards
 - (g) Secure exit doors
 - (h) Secure windows and roof lights
 - (i) Valuable equipment – is it safe from theft
 - (j) Fire precautions – look at Fire Precautions Guide and Log P43
 - (k) Extended schools – lettings arrangements
 - (l) Safety of waste bins

Security Measures/Controls in Place

Consider in addition to the above:

- school watch
- pupil involvement
- security lighting
- surveillance

intruder alarms
fire detection
property marking
cash handling
personal alarms

and make a judgement on improving the ones you have in place.

Consider

Training of all staff

Complete the Action Plan – Appendix 2

Review your policy

ACTION PLAN

Description of target	Time scale	Tasks for target	Person(s) responsible	Staff development	Target dates	Resources needed	Success criteria

Evaluation

Appendix 3

DEVON COUNTY COUNCIL EDUCATION DEPARTMENT: SECURITY INCIDENT LOG

SCHOOL NAME:

DATE	TIME	EXACT LOCATION ON SITE	NATURE OF INCIDENT e.g. trespass, arson, personal assault, burglary, vandalism, intruder WITH BRIEF DETAILS	DISCOVERED BY	ESTIMATED COST TO PUT RIGHT - time and money	STATE IF EQUIPMENT DAMAGED OR LOST (E) OR PREMISES DAMAGE (P) OR PERSONAL INJURY (A)	REPORTED TO POLICE YES/NO	COMMUNITY POLICE INFORMED YES/NO	CULPRITS KNOWN (K); CULPRITS UNKNOWN (U); CULPRITS ARRESTED (A)

NB Complete normal reporting forms BR 112 and F 2504