



# SCHOOL SECURITY POLICY AND PROCEDURES

Reviewed: July 2022

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Person responsible for policy: JMB

## **School Security Policy and Procedures**

### **1. Policy statement**

The Governors acknowledge their responsibility to provide a safe and secure environment for students, employees and visitors to Droitwich Spa High School.

### **2. Organisation**

The following groups and/or individuals have responsibilities for ensuring the security of the school and those within it.

#### **2.1 Governors**

- Governors will monitor the performance of the school security measures. This will be achieved
  - By the health & safety governor monitoring performance on his/her visits
  - Through the head teacher's reports to governors
  - By all governors critically observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher.

#### **2.2 The Headteacher**

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.

#### **2.3 Staff**

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of students, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

<b>Security issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school security policy	Resources Committee	Agree policy, review every 2 years.
Day to day implementation and management of policy.	Site Manager	Monitor performance. Review arrangements.

Securing school entrance/exits as detailed in this policy	Caretakers	Securing of all buildings and access gates as laid down by school policy.
Checking the condition and maintaining the safe operation of locks, gates, key pads, and fences	Caretakers	Part of normal duties to check physical integrity of security devices.
Control of visitors	Reception Staff	Maintaining a log of visitors entering and leaving the school issuing of I.D. badges.
Control of contractors	Premises Manager Caretakers Reception Staff	Signing in. Make aware of asbestos plan, evacuation plan, fire and first aid systems. Ensure correct level of supervision.
Carrying out and recording of safeguarding on the school's single central register	HR Manager and Payroll Administrator	Following DfE guidance to establish level of supervision required and providing Reception Staff with details of all individuals who need to be supervised whilst in school. Carrying our risk assessment for staff who do not have DBS check.
Security of money etc	Finance Manager Resources Manager	Counting and storing any cash within the school.
Security risk Assessment	Site Manager	Review annually and inform Governors of findings to use as part of policy review.
Secure storage of medicines	Student receptionists	Keeping accurate records
Students leaving the school site	Student receptionists	Signing out
Supervision of students not in classrooms	Staff on duty	Ensuring safe and sensible conduct

## 2.4 Students

- Students are encouraged to exercise personal responsibility for their own security and that of others.
- Students will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

## 3. Arrangements

The school has agreed the following arrangements to ensure the safety and security of students, staff and other people using the school premises.

### 3.1 Information and Communication

All staff must be familiar with the school's security procedures. Staff who have a specific role to play must be fully conversant with what is expected of them.

These arrangements will be communicated to all third parties that use the premises. All will be expected to comply with the school's security arrangements as a condition of sharing use of the premises.

### **3.2 Controlled access and egress during the school day**

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to students or staff.

When a visitor or contractor arrives at Reception, details of their name, car registration number and the purpose of visit will be recorded. A record will also be made of the time the person arrived and whom they are visiting. The badge which will be issued must be worn at all times. When the visitor leaves the badge will be handed into Reception and the visitor will sign out. This will enable the reception staff to maintain an accurate list of all visitors to the school in case of an emergency evacuation being needed. Visitors will wait in the reception area until the person whom they are visiting arrives to meet them. The member of staff receiving the visitor is responsible for ensuring that the visitor leaves the premises through the main exit and returns the badge to the receptionist.

Staff who wish to leave the premises during the school day must sign out at Reception and also sign in on their return.

### **3.3 Buildings & Grounds**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised contact with students, ensure the personal safety of staff and the security of the school's property.

Droitwich Spa High School is a multi-block school. The school is open from 7.00 am until 7.00 pm.

Signage directs all visitors to the main Reception. It is, however, impractical to supervise access to the other blocks. At lesson changes the corridors within these blocks are supervised and have internal CCTV. Visitors who appear to be unauthorised will be challenged by staff.

Other security measures

- The premises are well lit during the hours of darkness.
- The school has close links with local police and the Community Support Officer. The Police will patrol the front of school on request.
- The school operates an efficient electronic attendance/registration system which allows it to monitor absenteeism and truancy and respond promptly to unexpected absences.
- The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early.
- Students who wish to leave the site during the school day must carry written permission, signed by appropriate staff and authorisation must have been given by a parent or carer. Students who are taken ill during the day must be collected from school by a parent/carer or an adult nominated to collect the child by their parent/carer.

- Caretaking staff closely monitor the movement of vehicles on the school premises and supervise contractors on site.
- Contractors are required to comply fully with school procedures at all times.
- Access by waste disposal vehicles and most contractors' vehicles to the site is restricted to times when students and staff are not moving around.
- Access to the school field for PE is always under the control of staff. Staff are expected to challenge anyone not wearing a school visitor badge.

### **3.4 Supervision of students**

Students who are not in lessons are supervised by school staff at the following times:

- A team of teaching staff is on duty from 08:40 am
- Lesson changes – Due to the multi-block nature of the site, control of access is not possible for every individual building during lesson changes. At these times all staff supervise the corridors outside their classrooms while waiting for the next group of students.
- Break/lunch time – All parts of the school site are supervised by a duty team which includes senior staff
- End of the school day – A duty team is deployed to the front of school to manage the safe loading of students onto contracted school transport and to ensure the safe movement of students off the site.

### **3.5 Lettings**

The school facilities may be let directly to third parties during evenings and weekends. Access on these occasions is supervised by the onsite duty caretaker or staff from the Leisure Centre.

### **3.6 Supervision of contractors**

Contractors and maintenance personnel who are not DBS checked will be controlled as follows –

- They will be given a visitor's badge and be required to wear it.
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and during the times agreed.
- They will be made aware of fire safety, first aid and security arrangements.
- The location of asbestos in the building will be described and contractors will sign to confirm their understanding of this information and its implications.

Contractors on site during the school holidays should still report to Reception or the caretaker on duty before starting work.

### **3.7 Lone Workers**

The school has Lone Working Risk Assessments for staff where the need to work alone creates a security risk.

### **3.8 Physical security measures**

The governing body has considered the case for using measures such as fencing and electronic access controls to increase the safety of students and staff and will review this annually.

The review will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of security measures already in place or that could be implemented.
- The cost of security improvements and the availability of funding.

Where justified by consideration of the risk, governors will ensure that additional security measures are installed.

Where electronic systems are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 CCTV**

CCTV is part of the security system. It has the ability to record evidence which can be presented to the appropriate authorities.

### **3.11 Cash Handling**

Droitwich Spa High School will, wherever possible, avoid keeping cash on the premises. Cash is kept under lock and key in a safe. Staff should avoid handling cash in areas where they can be seen; any money requiring banking should be processed by the Finance Manager who will arrange for secure handling and banking.

### **3.12 Valuable equipment**

All items above the value of £100 will be recorded in the school inventory book.

Items of valuable portable equipment with a value above £250 should not be left unattended in rooms where there is public access. In such locations the room should be locked when it is vacated. Wherever possible, valuable items should not be left where they are visible from outside.

### **3.13 Personal Property**

The personal property of staff and students will remain the responsibility of its owner. They are discouraged from bringing any valuable personal property into the school.

Lost property should be handed to the reception staff who will store the property in the lost property store room.

### **3.14 Medicines**

Students may sometimes be prescribed medicines which have to be taken during school time. Parents will provide such medicines in secure and labelled containers. These containers will be locked

in the school's medicine cabinet in the first aid room. The Number and the spare key are kept in the HR Office. Arrangements for the administration of medicines are detailed in the school first aid policy.

Droitwich Spa High School and Sixth Form Centre takes its responsibilities as a data controller and data processor seriously and are committed to using any personal data collected and held in accordance with the law. The schools policies, privacy notices and forms in relation to personal data are available for you to view on our web site at [www.droitwichspahigh.worcs.sch.uk](http://www.droitwichspahigh.worcs.sch.uk) or by using the <https://public.droitwichspahigh.worcs.sch.uk/privacy>. The School's Data Protection Officer is the *Governance Manager* who can be contacted at Droitwich Spa High School and Sixth Form Centre, Briar Mill, Droitwich, WR9 0AA or by email at [privacy@droitwichspahigh.worcs.sch.uk](mailto:privacy@droitwichspahigh.worcs.sch.uk)