



School Security Policy and Procedures

Policy statement

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Brook Green Centre for Learning. The school's security procedures will operate within the framework described in this policy.

Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

The Board of Governors will provide staff with enough resources, information and training to implement the security procedures.

The Board of Governors will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

At the time of the Review (September 2020) the security of the pupils and staff at the school is impacted by the Covid 19 rules and regulations being issued by HM Government and the LA. The school will comply with all such regulations to ensure a safe, secure and healthy environment for everyone involved in the school.

Organisation

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

Governors

The Governors will ensure that the school has a security policy and that this has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved by–

- The health & safety governor monitoring performance on their special interest visits
- Via the Headteacher's Reports to Governors.
- By all Governors 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 and Business Manger.

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.

- Monitor the implementation of the policy and security arrangements.

This responsibility will be delegated to the Business Manager and Premises Manager.

Staff

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Board of Governors delegated to Health & Safety Governor	Agree policy Review every 3 years
Day to day implementation and management of policy.	Headteacher /Business Manager / Premises Manager	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Premises Manager /Cleaner / Business Manager	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices and cameras (locks, gates, key pads, and fences).	Premises Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff	Issue passes.
Control of contractors	Business Manager/Premises Manager	
Security of money etc	Business Manager	

Children

Children will be encouraged to exercise personal responsibility for the security of themselves and others.

Children 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.

Arrangements

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

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff health & safety induction will include the school's security policy.

All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.

Parents/carers will be informed about the schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

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. (Please see our procedures operated by The Hub including mobile phones policy and safety policies).

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Brook Green Centre for Learning has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our students and staff.

Buildings and Grounds

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff, parents/carers and governors.

The access control procedures for the building are –

- The main building has only single access entrance via reception desk. Only authorised visitors allowed access.
- The main building has a reception desk and access control. Signage directs all visitors to this entrance. Unauthorised visitors will be challenged by staff.
- Designated entrances, restricted for staff use are kept locked.
- There is lighting at the entrance and in the car park.
- The school has close links with local police and the Community Police Officer. K9 patrol the site out of hours.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
- The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early. Students out of lesson take their planner with them, duly authorised by their class teacher.
- Students who wish to leave the site during the school day must have written permission, sighted by appropriate staff.
- Caretaking staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- Contractors comply fully with school procedures at all times.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival. Staff are encouraged to use the Meeting rooms when conducting interviews with visitors.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person who is not school staff. LA staff will wear a PCC pass that will be visible at all times. LA staff include EP, EWO.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to “sign out” of school. Visitors are those people who are issued with a pass from Reception. This procedure does not apply for LA staff or Supply Staff who, like our own staff, have been enhanced DBS checked.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of Headteacher, Business Manager or Premises Manager.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.
- In the event of the Fire Alarms sounding all visitors must remain with their host.

Supervision of students

The school's overall safeguarding strategy requires that at all times the security of students is achieved by competent supervision by authorised school staff.

Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as therefore they should not have unsupervised access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them; LA staff to wear their own badges, visible at all times.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed generally when students are not on site.
- Will be supervised at all times by school staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Our school has a Lone Worker Policy and Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training. In the main there are two people on site at any one time when the school is open.

Physical security measures

The Board of Governors will consider the need to upgrade physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and students. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

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

- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the Board of Governors will ensure that other controls are implemented by the school to ensure the safety of staff and students. Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

CCTV

The CCTV system is in operation around the school for security. The Board of Governors will consider installing further CCTV systems where justified by consideration of the risk. Signage informs people of where CCTV is in operation. There is a CCTV Policy regularly reviewed and updated when necessary.

Cash Handling

Staff should avoid keeping cash on the premises whenever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at varied times, particularly where substantial sums are involved.

Valuable equipment

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

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated.

Wherever possible valuable items will also not be left where visible from outside or blinds will be closed.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and students personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Staff and students involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- guarding against assault and theft of personal belongings;
- safeguarding school property.

They should be told:

- the school's policy on reporting assaults, disturbances, theft, damage and burglary;
- the cost of crime in school.

Staff and students should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

Crime prevention – police/school liaison

Medicines

There are occasions when students may be prescribed treatment where medicines are needed during school time. Parents/carers will provide such medicines in suitable and labelled containers.

These containers will be locked in the school's medicine cabinets. Arrangements for the administration of medicines are detailed in the medication in school policy.

Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Board of Governors.

Governors will monitor performance via the Headteacher's Report to Governors and when visiting school.

This policy was reviewed by the school on January 2024.

Review date: Spring 2027