



The Castle Partnership Trust
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School Security Policy

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Lead Person: Business Manager

Introduction

The staff and children of The Castle Partnership Trust need to work and learn in a safe environment. This document is the policy of The Castle Partnership Trust and represents measures agreed between staff and governors to promote the security and personal safety of staff, students and visitors, together with the protection of the school premises on both sites.

Whilst responding to potential threats is very important, it is also important to strike the correct balance between providing a welcoming environment and turning the school into a fortress. Bearing in mind the geography (open fields, shared campus, etc) of The Castle School and the open nature of the Court Fields campus, it would be most difficult to totally eradicate all threats to security. Notwithstanding these difficulties, there is a need to ensure that security is improved and that it is an on-going concern.

Aims

People come first and therefore the aim of the Trust's security policy is the protection of staff, students and visitors first, followed by the protection of the school building and equipment.

Policy details:-

1. To ensure effective and efficient management of the Trust policy, a security sub-committee of Governors (the Business Committee) has been established.
2. The Business Committee will meet at least once each term (and more frequently as appropriate).
3. The Business Committee will liaise with Officers from the local Police, the Fire Service, and the County Council as necessary, in the pursuit of developing risk reduction strategies.
4. A register of security incidents will be introduced and maintained by each school in the Trust. This will contain details of any situation, incident or potential problem which will require consideration by the Business Committee.
5. An analysis of the potential risks will be carried out by the Business Committee. This will include the completion of a Risk Analysis Questionnaire which will examine the Trust under the following headings:-

Management Information and Practice

Fire Precautions

Security of Premises

Special Risks

**** Important note -**

This analysis is separate from the Health & Safety risk assessment that is required by law for many aspects of the same risks.

6. A report will be prepared, following the risk analysis, for consideration by the full Governing Body who will consider what resources are, or will be made, available to deal with the recommendations.
7. Where considered appropriate by the Business Committee, staff, students and parents at the relevant school will be made aware of what measures are being taken, together with the reasons why. The support of staff, students and parents will be encouraged.
8. All matters affecting the well-being of staff and students within the Trust will be subject to on-going review and therefore this policy will evolve according to the Trust's needs. However, this policy will be reviewed regularly.
9. The process of developing and operating a comprehensive security policy will be supported by training for staff and governors.
10. The chosen solutions will be kept under review for their effectiveness.

SECURITY MANAGER

The Governors have agreed that the respective Business Managers should take on the role of Security Manager and report to the Governing body on a regular basis regarding monitoring, effectiveness and recommendations.

PERSONAL SAFETY

Staff

Employers have a duty, under Health & Safety legislation, to ensure that employees, so far as is reasonably practicable, are provided with a safe place of work. The responsibility includes the need to ensure that each person is safe from assaults. Vulnerable staff may include:

- Caretaking staff/cleaning staff
- Staff working alone
- Home visitors
- Those engaged in evening working
- Those working with students with behavioural difficulties
- Those involved in supervising and disciplining students
- Those dealing with angry parents or relatives of students

Whilst training (techniques for preventing and avoiding violence, calming, acceptable methods of restraint and communication skills) is very important, policies should be set in place to minimise the opportunity for staff to be put in these difficult situations.

Governors have agreed that the following must take place:-

1. All legitimate visitors to both schools are clearly identified by means of a visitor's badge obtained from Reception. **All visitors are required to sign in and out of the school and are to provide details about their car registration (if applicable).**

Visitors' badges or ID badges must be visible and worn at all times.

2. Work in isolated rooms late/before the normal school day should be minimised. It is recommended that staff inform caretakers where they are so that routine checks can be made.
3. To inspect signage on an annual basis to ensure that visitors know that they are expected to call at Reception.
4. Provide training on how to deal with people exhibiting disturbed behaviour.
5. Caretaking staff are required to lock off areas of the school as soon as they are no longer in use, and partially set the alarm system accordingly.
6. All incidents and 'near misses' should be reported to the Premises Manager for recording in order to update security provision.
7. Intruders should only be approached when staff are accompanied by another adult. Staff to be given details of their powers in law.
8. When responding to a call out, duty staff should await the arrival of the police/alarm response company. Under no circumstances should they attempt to enter the school until the police have arrived. (At the Castle School, there should no longer be a need for staff to be called out to respond to burglar alarms. This responsibility now rests with Walford Security.)
9. Caretakers on duty have a mobile phone. This phone should be 'on' at all times to allow the two-way communication in times of emergency.
10. If a member of the public is showing signs of extreme agitation and refuses to calm down, seek help from a member of the Strategic Leadership Team. A decision will then be made whether or not to call the Police (999).
11. Students should be encouraged to inform a member of staff if they see anyone who is not wearing identification. This will be the subject of a session within the PSHE programme.
12. That staff wear identification at all times to aid all of the above processes.

Students

The risk to students comes from intruders as well as from fellow students (the latter is covered in the school anti-bullying policy). Students in both schools should be encouraged as part of the PD/PSHE programme to report to the nearest member of staff if they see anybody on site who is not wearing a visitors' badge. They should never approach intruders themselves. Students should not remain on the school premises unsupervised and if they do stay late they must wait inside the school buildings and be supervised by a member of staff until parents pick them up. Details should be given to the caretaking staff.

At the Castle School, nearly all sports centre users will have been issued with a membership card and staff could request to see this card if they have any suspicions. If a 'visitor' is seen outside the designated 1610 parking area or 1610 painted walkway, then

he/she is either lost or may have an ulterior motive for being on the site. Break time and lunchtime duty staff are asked to be particularly vigilant looking out for trespassers on the site. Visitors leaving the school site when Reception is closed are asked to leave their visitors' badges in the secure box provided.

At Court Fields School, there are extensive lettings during weekday evenings and weekends. In each case, there is an agreed nominated point of contact for each group. This person is expected to remain on site throughout the duration of the letting, and is required to take personal responsibility for ensuring that only legitimate participants are involved in the relevant letting. If they are unable to do so in a specific case, they are required to report this immediately to the duty caretaker.

An additional problem at Court Fields relates to the presence of the Court Fields Community Pre-School. This poses considerable difficulties during the school day in terms of identifying those on site, and in response to this, all staff are encouraged to report the presence on site of anyone who is both a) not wearing a visitor's badge and b) not obviously accompanying or escorting a young child.

Visitors to the Pre-School must comply with the school's visitor signing in procedures and the Pre-School's waiting and collection procedures.

School staff, including site staff, are under strict instruction to challenge any individuals on site who they have reason to believe are not engaged in a valid activity and/or are acting in a suspicious manner.

If any member of staff at either school has concerns about a 'visitor' they should report these immediately to a member of the Strategic Leadership Team.

THE SAFETY OF STUDENTS ON SCHOOL TRIPS

Staff involved with offsite trips must ensure that sleeping accommodation is as secure as possible without compromising the ability to escape in case of a fire. If possible, this kind of information should be sought prior to departure.

A risk assessment should be made for each activity held offsite. All elements of the activity should be included in the risk assessment, ie:-

- Notification to parents
- Early arrival time at school
- Modes of transport
- Precise timetabling
- Freedom of movement during the activity
- Toilet safety
- Returning home after school hours.

If a problem does occur, then the keeping of precise records will help, ie an itinerary, attendance lists and the name of a senior contact point for each activity.

BUILDINGS

Perimeter security is most difficult to maintain, but it is vitally important, therefore, that there are good signs as well as a known policy about wearing visitors' badges. Visitors should not only sign in, but should sign out also. Visitors should always be escorted around the site.

Because of the size of both schools and the fact that there are numerous external doors, there is a considerable security risk posed. Fire security access is required during all session times and therefore, they cannot be locked or indeed have a punch code entry system built in. At the end of the school day it would be useful if the last user of a room could ensure that all windows are closed. In any event, caretaking staff have responsibility for securing the school and this includes closing windows, locking doors and setting the intruder alarm system.

All staff cars should have agreed and approved identification. This is available from the HR Manager's school office. No vehicles should be parked immediately next to either school in such a way as to provide a 'ladder' onto other parts of the building.

All tools and ladders should be locked away each day – if they are not, the opportunist thief will use them. Caretaking staff will check all rooms to ensure that there is no-one concealed in the building when it is locked up. Caretaking staff will also carry out regular (daily) checks of security fittings to ensure that they are working properly.

Cupboards should always be locked – this will help to minimise the threat of both arson and theft.

Both school sites have CCTV cameras, which act as a deterrent to potential security breaches.

DEALING WITH AN EMERGENCY

If there is an intruder on the premises and there is a hint of danger to individuals or property, the Police should be called (999) to escort him/her off the premises and a member of the Strategic Leadership Team should be called immediately. Separate procedures apply in the case of fire and this is covered in the Trust Health & Safety Policy Statement. If any of the fire alarms are activated, all staff on site must evacuate the buildings and assemble on the tennis courts.

At The Castle School, when the alarm sounds the Fire Brigade are not automatically called by the alarm monitoring company (Southern Monitoring) unless this happens out of normal school hours. The Premises Manager or the senior member of the Site Team will call the Fire Brigade in the event of a false alarm. A précis of the situation will then be given to a member of the Strategic Leadership Team (Headteacher, Deputy Head, Business Manager and Assistant Head).

At Court Fields School, when the fire alarm sounds, the Fire Service is only called if this is necessary following the completion of all steps detailed in the "Fire Alarm Information for Key Staff" procedural document.

BOMB THREATS

The Trust policy follows advice received from Somerset County Council concerning bomb threats received by telephone. As soon as any such message is received, the respective Headteacher, Business Manager or a Deputy Head (dependent upon availability) should be told immediately.

As soon as it is clear that a bomb threat is being made, the caller should be allowed to finish his/her message without interruption. Take down exact details of what is being said, listening for clues to the following:-

- The caller's sex and approximate age.
- Noticeable condition affecting speech, i.e drunkenness, laughter, anger, excitement or incoherency.
- Background noises, i.e music, traffic, talking or machinery.

When the caller has given his/her message, try to keep him/her in conversation and ask, if possible, the following key questions:-

- a) Where exactly is the bomb located?
- b) What time will it explode?
- c) What does it look like?
- d) When was it placed there?
- e) Why was it placed?
- f) Who are you?
- g) Where are you?

Staff are requested to note whether the caller repeated his/her message or any part of it. Note the exact time of the call. Write the message down and then contact a member of the Strategic Leadership Team immediately and notify the Police immediately. Repeat the message exactly as you received it and then fill in the other details you were able to get.

KEEPING STAFF AND STUDENTS INFORMED

All new employees of the Trust should be informed of its policy on security. Just because a new policy has been formed, it does not mean that in 5 years a new member of staff will know it. A copy of the policy should be kept with induction documents and regularly updated.

The student handbook should also include details about security and the role that students take in helping to keep the site secure.

All staff should be given access to a copy of the policy. A copy will be kept on the respective school websites, and staff are encouraged to make recommendations about improvements to the Security Policy. Students are welcome to make comments about security and this could be a standing agenda item at meetings of the school council/peer parliament at both schools.

CRISIS MANAGEMENT

A more detailed summary of the actions to be taken in the event of a Critical Incident occurring can be found in the Trust Critical Incidents Policy Document.

A central point of contact helps to deal with a crisis (major fire, assault, death, etc). Normally, this will be the respective Headteacher or, in their absence, a member of the respective Strategic Leadership Team. At his/her discretion the central contact will,

1. Initiate emergency procedures.
2. Prepare a press release.
3. Inform all staff of the extent of the situation.
4. Inform students not involved with the crisis and reassure them.
5. Inform parents of the student(s) involved.
6. Ensure, where possible, that the school continues to operate.
7. Ensure that the school telephone lines are staffed and that notes are taken of all conversations.
8. Inform the Governors.
9. Involve, if necessary, specialist services, ie counselling.
10. Inform parents that children may be upset, even if not directly involved.
11. Visit the injured in hospital/attend funerals/organise a memorial/special assembly.
12. Devise strategies for easing pupils back into school after lengthy absences.
13. Establish a detailed log of all related matters.

ANNUAL REVIEW AND MONITORING

Security issues should be considered on a regular basis and reported to the Governors' Business Committee. Recommendations on policy changes as well as spending should form part of the Premises Development Plan. Details of thefts and security breaches should be monitored at these meetings.