



The Castle Partnership Trust
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School Security Policy

Date: January 2015

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 Premises Committee) has been established.
2. The Premises Committee will meet at least once each term (and more frequently as appropriate).
3. The Premises Committee will liaise with Officers from the local Police, the Fire Service, the Local Authority and the County Council as necessary, in the pursuit of developing risk reduction strategies.
4. A single central register of security incidents will be introduced and maintained by the Trust. This will contain details of any situation, incident or potential problem which will require consideration by the Premises Committee.
5. An analysis of the potential risks will be carried out by the Premises 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 Premises 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 pupils 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 visitors 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 School 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 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 be supervised by a member of staff and details should be given to the caretaking staff.

At the Castle School, nearly all community 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 normal areas (above), then he/she is either lost or may have an ulterior motive for being on the site. Lunchtime supervisory staff are asked to be particularly vigilant looking out for trespassers on the site.

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.

The caretakers themselves 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.

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 visitors badge and b) not obviously accompanying or escorting a young child.

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

THE SAFETY OF PUPILS ON SCHOOL TRIPS

The LA has provided further advice on Somerset iPost. 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 alarm system.

All staff cars should have agreed and approved identification. This is available from the HR Manager's 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 School Leadership Team should be called immediately. Separate procedures apply in the case of fire and this is covered in the School 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 automatically called by the alarm monitoring company (Southern Monitoring). The Facilities Manager or the senior member of the Site Team will call the Fire Brigade to confirm the emergency or to cancel the call in the event of a false alarm. A précis of the situation will then be given to a member of the School 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 the LA 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. Only respond if absolutely necessary and 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 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 School Leadership Team immediately - a member of the SLT will then 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 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's 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 School 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' Premises 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.

The Castle School (579)

Site Management

Risk Management - Assessment Report

Risk Area: Security
Assessment Framework: SECURITY AND VIOLENCE: SECURITY MANAGEMENT
Work Area or Activity: Security
Competent Person: Brendan Slade
Groups Affected: all school users
Notes: Reviewed 21/02/13
Assessed on: 06/11/2008
To be Reviewed on: 21/02/2014

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings										
Are boundary fences maintained in order to establish a "line of defence"?	Gaps in fence line between site and SCAT need to be secured as are being used as a short cut	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4										
Changes made			Implemented on	Monitored for	Revised Ratings								
<i>Much better fencing has been put in place since the original risk assessment.</i>			12/03/2012	7 days	<table border="1"> <tr> <td>Severity</td> <td>2</td> </tr> <tr> <td>Likelihood</td> <td>2</td> </tr> <tr> <td>Risk Rating</td> <td>4</td> </tr> <tr> <td>Acceptable?</td> <td>Yes</td> </tr> </table>	Severity	2	Likelihood	2	Risk Rating	4	Acceptable?	Yes
Severity	2												
Likelihood	2												
Risk Rating	4												
Acceptable?	Yes												
Are walls, fences and gates effectively maintained and managed?	Walls, fences and gates are inspected regularly and repairs made as needed.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4										
Are playgrounds and walkways sufficiently lit during evening and winter months?	Yes. Site team report defective lights.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2										
Are outlying buildings, courtyards or school/centre car parks presenting any identifiable problems?	Limited car parking - the car parks are patrolled when possible and any cars not displaying a parking permit are given a notice reminding	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4										

	them not to park on the school site.		
Are entrances/exits providing adequate security?	The school site is very open but we have good CCTV coverage. Staff are encouraged to be vigilant and a signing in / out procedure is in place.	Yes	Severity: 2 Likelihood: 3 Risk Rating: 6
Are there any restrictions placed upon entrances/exits which may impinge upon other safety factors?	No restrictions that would compromise safety are put on entrances / exits.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Are windows monitored on a regular basis and maintained in working order?	Yes - staff report defective or broken windows to the premises manager.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Are sealed windows likely to impinge upon other aspects of safety and welfare?	No - sealed windows do not impinge on safety or welfare.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Whenever possible do visitors give advanced notice of their visit?	Yes - whenever possible visitors make an appointment in advance.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Do all visitors report to reception on entering the school/college/centre?	Yes - all visitors are directed to reception where they sign in and are given a visitors badge.	Yes	Severity: 1 Likelihood: 2 Risk Rating: 2
Are all visitors provided with	Yes - visitors sign in and	Yes	Severity: 1

identification to be worn at all times within the school/college/centre grounds?	are given a visitors badge.		Likelihood: 1 Risk Rating: 1
Do all visitors sign in on arrival and out when leaving the school/centre?	Yes - all visitors are directed to reception where they sign in and are given a visitors badge. They sign out when they depart.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Are signs for visitors clear in order that they can find directions to reception?	Yes - reception is well signposted.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Do you provide training for staff to deal with visitors?	Yes - reception staff are trained to deal with visitors.	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Do you provide training for staff to deal with situations of unwanted visitors?	Staff contact Caretaker, Premises Manager, and Headteacher if they have any concerns. Premises Manager is Special Constable with Avon and Somerset Constabulary.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Do you provide instruction for pupils/students/clients for the reporting of unfamiliar faces?	Staff contact a member of SLT and the Premises Manager or Caretaker if they have any concerns. Students are given guidance in PSHE lessons.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

Do you provide for the induction of supply teachers and new members of staff into security arrangements?	Covered by Personnel Manager in Induction Booklet	Yes	Severity: 1 Likelihood: 1 Risk Rating: 1
Does the school/centre have a satisfactory system for monitoring regular visitors to the school/centre? (E.g. mothers, relatives, who may collect students/clients and cars which park outside the school or within the school/centre whilst waiting for students/clients)	School staff are on duty at drop off and collection times.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Does training for all staff provide a clear knowledge of security procedures?	Covered by Personnel Manager in Induction Booklet	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4
Are panic buttons or security telephones provided for outreach classrooms or off site events? (Security telephones should be separate to school telephones to avoid assumptions when the phone rings)	We have no outreach classrooms. Off-site events have contact details of a senior member of staff who they are to contact in an emergency.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Are personal alarms available for staff/students/clients during off site trips?	Mobile phones are provided for off-site trips.	Yes	Severity: 2 Likelihood: 1 Risk Rating: 2
Are pupils/students/clients encouraged to play their part by being alert to the presence of strangers and aware of security and evacuation procedures?	Yes this is covered by staff induction and in PSHE lessons for students. A fire drill is conducted each term.	Yes	Severity: 2 Likelihood: 2 Risk Rating: 4

<p>If security devices are introduced into the school/college/centre are they based upon sound monitoring and advice?</p>	<p>Yes advice is sought from the relevant people before introducing new security devices.</p>	<p>Yes</p>	<p>Severity: 1 Likelihood: 1 Risk Rating: 1</p>
<p>Are security devices monitored to ensure that their effectiveness is maintained? (checking that security doors are closed as students and staff move between buildings and that security numbers are not common knowledge)</p>	<p>Yes security numbers are kept secret and changed at appropriate intervals.</p>	<p>Yes</p>	<p>Severity: 3 Likelihood: 1 Risk Rating: 3</p>
<p>During alterations or new buildings, is security given sufficient priority during the design/discussion stage?</p>	<p>Yes sufficient priority is given to security during the design of new buildings.</p>	<p>Yes</p>	<p>Severity: 1 Likelihood: 1 Risk Rating: 1</p>
<p>If sharing a site with another school/college or centre, are arrangements for security discussed across management groups?</p>	<p>Yes - security is discussed with 1610 during regular meetings.</p>	<p>Yes</p>	<p>Severity: 2 Likelihood: 2 Risk Rating: 4</p> <p>Brendan Signed Dated</p> <p>Slade</p> <p>Co- Signed Dated</p> <p>ordinator</p>



Court Fields School (552)

Risk Management - Assessment Report

Risk Area: Security
Assessment Framework: Security Management
Work Area or Activity: SITE SECURITY RISK ASSESSMENT
Competent Person: Phil Cox
Assisted by: Paul Van Koutrik
Groups Affected: Staff & students
Notes:
Assessed on: 19/01/2015
To be Reviewed on: 19/01/2016

Risk Rating:	Below 9 - Low Risk 9 to 14 - Medium Risk 15 or above - High Risk
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What are the Hazards?	What is already being done?	Is this considered satisfactory?	Risk Findings
Are boundary fences maintained in order to establish a "line of defence"?	Fencing & hedgerows provide partial security	No	Severity:4 Likelihood:3 Risk Rating:12
<i>Changes made</i>	<i>Implemented on/ (Monitored for)</i>	<i>Revised Ratings</i>	<i>Acceptable</i>
<i>Fencing should be added at northern tip of the site and existing fencing should be raised along the black path and Courtland road boundaries</i>	<i>01/01/1900(7)</i>	<i>Severity: 4 Likelihood: 2 Risk Rating: 8</i>	<i>Yes</i>
Are walls, fences and gates effectively maintained and managed?	These areas are subject to ongoing maintenance/management	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are playgrounds and walkways sufficiently lit during evening and winter months?	They are not lit as sufficiently as the fire risk assessment officer recommends but the school considers that they strike the correct balance between safety and the need to deter intruders, who in the past have sometimes benefited from lighting being available	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are outlying buildings, courtyards or school/centre car parks presenting any identifiable problems?	Storage units sometimes attract smokers and others in the evenings & at weekends	No	Severity:3 Likelihood:3 Risk Rating:9
<i>Changes made</i>	<i>Implemented on/ (Monitored for)</i>	<i>Revised Ratings</i>	<i>Acceptable</i>

<i>Add no trespassing and no smoking warning notices in the most sensitive areas</i>	<i>01/01/1900(7)</i>	<i>Severity: 2 Likelihood: 2 Risk Rating: 4</i>	<i>Yes</i>
Are entrances/exits Providing adequate security?	Vehicles are limited to one entrance and this helps to maintain security. In addition, all visitors are required to report to reception and every entrance/exit is covered by CCTV.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are there any restrictions placed upon entrances/exits which may impinge upon other safety factors?	Students are prohibited from entering/exiting via the vehicular entrance/exit but this does not impinge upon safety. In fact, it enhances it.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Are windows monitored on a regular basis and maintained in working order?	There is a robust maintenance regime.	Yes	Severity:2 Likelihood:1 Risk Rating:2
Are sealed windows unlikely to impinge upon other aspects of safety and welfare?	There are no longer any sealed windows in the school, although many are now lockable. These should not impinge upon safety & welfare because of the existence of doors and fire exits i.e. it would not be necessary to escape from danger via a window - nor would it be appropriate on the first or second floors of B Block.	Yes	Severity:3 Likelihood:1 Risk Rating:3
Whenever possible do Visitors give advanced notice of their visit?	All visitors are required to make advance appointments if meeting with a member of staff.	Yes	Severity:4 Likelihood:2 Risk Rating:8
Do all visitors report to reception on entering the school/college/centre?	All except Pre-School visitors. The Pre-school does however operate its own rigid protocols in relation to who is permitted to collect/drop off children and this helps in greatly reducing the number of unknown/unfamiliar visitors.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are all visitors provided with identification to be worn at all times within the school/college/centre grounds?	All except Pre-School visitors, who tend to be on site for a matter of just minutes.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Do all visitors sign in on arrival and out when leaving the school/centre?	Yes. A badge system is in operation throughout the school day.	Yes	Severity:2 Likelihood:1 Risk Rating:2

Are signs for visitors clear in order that they can find directions to reception?	Signs make this clear for those arriving by vehicle via the main entrance but this may not be clear at present if a visitor is arriving on foot/ by bicycle via an alternative entrance.	No	Severity:3 Likelihood:3 Risk Rating:9
<i>Changes made</i>	<i>Implemented on/ (Monitored for)</i>	<i>Revised Ratings</i>	<i>Acceptable</i>
<i>Add signage at the non-vehicular entrances and strategically elsewhere in order to direct visitors to reception</i>	<i>01/01/1900(7)</i>	<i>Severity: 2 Likelihood: 2 Risk Rating: 4</i>	<i>Yes</i>
Do you provide training for staff to deal with visitors?	Training is provided for reception staff upon appointment and also via ongoing refresher training.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Do you provide training for staff to deal with situations of unwanted visitors?	Training for dealing with situations of unwanted visitors is provided for reception staff upon commencement and via ongoing refresher training.	Yes	Severity:3 Likelihood:2 Risk Rating:6
Do you provide instruction for pupils/students/clients for the reporting of unfamiliar faces?	Students do not currently receive formal guidance for the reporting of unfamiliar faces.	No	Severity:3 Likelihood:3 Risk Rating:9
<i>Changes made</i>	<i>Implemented on/ (Monitored for)</i>	<i>Revised Ratings</i>	<i>Acceptable</i>
<i>Start to make regular reference at appropriate forums on the correct procedures for students to follow.</i>	<i>01/01/1900(7)</i>	<i>Severity: 2 Likelihood: 2 Risk Rating: 4</i>	<i>Yes</i>
Do you provide for the induction of supply teachers and new members of staff into security arrangements?	This is covered in the induction documentation for new staff and in the guidance issued to newly-identified supply teachers	Yes	Severity:2 Likelihood:2 Risk Rating:4
Does the school/centre have a satisfactory system for monitoring regular visitors to the school/centre? (E.g. mothers, relatives, who may collect students/clients and cars which park outside the school or within the school/centre whilst waiting for students/clients)	Teaching staff on duty cover the relevant dropping off and collecting areas	Yes	Severity:2 Likelihood:1 Risk Rating:2

Does training for all staff provide a clear knowledge of security procedures?	Training in this area may not be as consistent as necessary.	No	Severity:3 Likelihood:3 Risk Rating:9
<i>Changes made</i>	<i>Implemented on/ (Monitored for)</i>	<i>Revised Ratings</i>	<i>Acceptable</i>
<i>Establish a method by which security training is provided more consistently for new staff and is repeated on a regular basis.</i>	<i>01/01/1900(7)</i>	<i>Severity: 2 Likelihood: 2 Risk Rating: 4</i>	<i>Yes</i>
Are panic buttons or security telephones provided for outreach classrooms or off site events? (Security telephones should be separate to school telephones to avoid assumptions when the phone rings)	Panic buttons are in operation within dedicated SEN facilities and all other buildings are considered close enough together that messages/calls for help can always be effectively instigated.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are personal alarms available for staff/students/clients during off site trips?	Mobile telephones are provided as necessary for staff overseeing students engaged in trips/activities. Possession of a mobile is compulsory in such cases.	Yes	Severity:2 Likelihood:2 Risk Rating:4
Are pupils/students/clients encouraged to play their part by being alert to the presence of strangers and aware of security and evacuation procedures?	Re security, this is only covered informally for students, so implementation of the additional control measure identified earlier in this risk assessment will help to improve matters. Fire drills take place at least termly for the benefit of staff & students.	Yes	Severity:2 Likelihood:2 Risk Rating:4
If security devices are introduced into the school/college/centre are they based upon sound monitoring and advice?	New devices are only introduced with the involvement of competent qualified professional contractors/advisers.	Yes	Severity:2 Likelihood:1 Risk Rating:2

Are security devices monitored to ensure that their effectiveness is maintained? (checking that security doors are closed as students and staff move between buildings and that security numbers are not common knowledge)	Any relevant security numbers are kept confidential and periodically changed	Yes	Severity:2 Likelihood:2 Risk Rating:4
During alterations or new buildings, is security given sufficient priority during the design/discussion stage?	Security is always high on the design criteria when new building designs are being considered.	Yes	Severity:3 Likelihood:2 Risk Rating:6
If sharing a site with another school/college or centre, are arrangements for security discussed across	Security is periodically reviewed with the involvement of Pre-School representatives.	Yes	Severity: 3 Likelihood: 2 Risk Rating: 6

Phil Cox Signed:.....

Dated:

Co-ordinator Signed:

Dated: