

# Security & Safety Policy

May 2020



Sam Fuell

Considered by Governors:  
Ratified by Governors:

May 2020  
June 2020



## 1. Statement of Intent

Priestlands School wishes to ensure that adequate on-site security and safety measures are in place to protect information, people and property. Priestlands School also wishes to ensure that adequate procedures are in place to protect staff undertaking home visits either planned or unplanned. Governors recognise and accept their corporate responsibility to provide a safe and secure environment for students, employees and visitors. The school's security procedures will operate within the framework described in this policy and DfE guidance on Keeping Children Safe in Education 2016.

## 2. Organisation

- 2.1. Priestlands School is an open, relatively large campus with the buildings well set back from the roads.
- 2.2. The northern boundary of the site is totally screened by 2 metre railings beyond which is a woodland area with lakes. This area has been leased by Hampshire County Council to Lymington Town Council on a 99 year lease. Rowans Park housing estate is beyond the woodland.
- 2.3. The eastern boundary is screened from the main road by trees, hedging and a 2 metre fence. The western boundary joins Pennington Infant and Junior Schools playing fields.
- 2.4. The southern boundary is screened by trees and high hedging looking onto North Street and the main entrance onto the site is via a shared drive from North Street. To the left of the drive is the car park and at the end of the drive is a barrier that is kept closed in term time between the hours of 8.15am – 4.30pm each day.
- 2.5. CCTV cameras are situated strategically around the school site. Gates are locked during the school day to restrict access onto the school site.
- 2.6. The school shares the site with Lymington Health & Leisure Centre. This means parts of the site are open to community users accessing the Health & Leisure Centre. CCTV and staff vigilance are important to ensure the safety of staff, students and visitors to the site. The Sports Hall is part of a Joint Management Agreement between Priestlands School and the Health & Leisure Centre and is used by the public throughout the year during evenings, weekends and school holidays.
- 2.7. Our facilities are used during school holidays for our Community Programme and for private hire

## 3. Responsibility

- The Headteacher and governing body, through the Health & Safety Committee are responsible for overall management of School security. Day to day management of security is delegated to the Business Manager.
- 3.2 The School will take all appropriate measures to promote the security and protection of its staff, students, visitors and of its premises. All staff have a responsibility for security and vigilance is an essential attribute.
  - 3.3 This policy will be reviewed every three years or sooner if required. This policy should be read in conjunction with those relating to Behaviour, Health & Safety and Safeguarding children.

## 4. Arrangements

### Security of Information

The school will abide by the Data Protection Act. Staff with access to ICT systems containing confidential data (i.e. SIMS and SAP) are to ensure that when logged on to a computer, either the room should be occupied by a member of staff, or if staff leave the computer unattended, the computer should be locked using the staff password to re-enable.

A physical server exists in the Robert Hole building for the purpose of making and retaining the system backups. The physical servers that operate the network are located in Main Building. There is no current ability to move data off-site.

### Data Recovery

- 4.1 “The virtual servers are regularly backed up. These backups are stored in a daily, then weekly, then monthly rotation system and data is retained for 6 months”
- 4.2 The school has prepared a disaster recovery plan in the event of loss of accounting facilities or financial data.
- 4.3 During lesson times, the Internet will normally be continuously available to pupils. Content filtering is in place to prevent access to unsuitable websites. Internet activity is logged and records can be stored for up to 3 months. During break, lunch and after school, some ICT rooms are available to pupils with staff supervision.
- 4.4 Staff and pupils’ private addresses and telephone numbers will be withheld from people and organisations outside school, unless specifically authorised, (i.e. SLT or the Police). In the event of an enquiry, the enquirer will be asked for their name and telephone number, which will be given to the relevant member of staff, for them to return the telephone call. Staff personal files will be kept in lockable cabinets, which are to be secured when not in use. All confidential wastepaper will be shredded. Only SLT and HR staff will have access to personal data relating to staff.
- 4.5 Parents have a right to see, on request, their children’s school records. The school will abide by the legislation on this matter.

### Security of Property

- 4.6 The school accepts no responsibility for the safety of individuals’ personal property (including cars and other means of transport, mobile phones, IPODS, and MP3 players), whether they be staff, pupils, parents, contract workers or visitors. CCTV has been installed to assist in the protection of their property. The school will endeavour to ensure such facilities are effective, but accepts no liability for any breach of the system. Lockers are available for staff use to secure personal items if requested.
- 4.7 Staff must not accept responsibility for the security of pupils’ personal items
- 4.8 The school will maintain a register of all major items of equipment (those over £250 purchase price or replacement value), All portable assets and (e.g. PCs and laptop computers, projectors, mobile telephones, TVs and DVD players etc) are to be marked indelibly with the school’s name. Inventory registers for subject departments are updated annually. When a member of staff wishes to take an asset off site, they are to obtain prior permission from the Business Manager

- 4.9 Items classified as assets should always be secured when not in use or the room in which they are located is insecure. Such equipment may be secured by a combination of physical security measures (e.g. CCTV, alarm systems, deadlocks, PIN coded locks, window restrictors, opaque window film). The school will maintain a security alarm system which will report to a central monitoring station. Each room will have a detector installed including all of the ICT suites. Full use will be made of the zoning capability of the alarm system, so that when parts of the school are open after normal school hours, other buildings or parts of the school not in use will remain alarmed
- 4.10 The school will maintain a security alarm system which will report to a central monitoring station. Most rooms will have a detector installed including all of the ICT suites. Full use will be made of the zoning capability of the alarm system, so that when parts of the school are open after normal school hours, other buildings or parts of the school not in use will remain alarmed.
- 4.11 All members of the site team are nominated key holders and can be contacted by the alarm monitoring company. All are to be fully conversant with the alarm codes and system-operating procedures. The alarm system is to be set to give a local audible warning 10 minutes after it is activated, and the alarm monitoring company is to be instructed to contact one of the key holders. The Site Team will contact the police if required.
- 4.12 The school will maintain a security camera system, the prime roles of which are both deterrence and detection. CCTV cameras will be used to cover external aspects of the school grounds and key entrance points. Each system will be Data Protection compliant and recordings will be monitored locally. The areas surveyed by the external cameras are to be lit at night. Other areas, not monitored by cameras will only be illuminated to facilitate safe access or may be covered by lights activated by PIR sensors.
- 4.13 The school will maintain a fire alarm system and appropriate fire safety precautions following the advice and guidance of the local authority and Hampshire Fire & Rescue. The fire alarm system will sound a local alarm and will be monitored by a monitoring company who will contact the school when the alarm sounds. The school will inform the monitoring company whether the Fire Service is required. The Site Team are the nominated system users and are to be fully conversant with the alarm codes and system-operating procedures including the replacement of call point break glasses. The Facilities Coordinator is the nominated Fire Co-ordinator and is responsible for organising termly practice sessions. The Site Manager is to arrange for at least one call point to be tested every week and for the test to be recorded. The Health and Safety Coordinator is responsible for maintaining the Fire Safety Manual in accordance with the Fire Safety Order 2005 regulations.
- 4.14 At the end of the School day each member of staff should ensure that windows are secure and IT equipment is switched off. The Site Team will check each room is clear and secure before locking up and setting the alarm. Buildings are to be kept clear of materials that increase the risk from fire or might be used for Arson or Vandalism. Waste disposal areas are kept in a locked metal container.
- 4.15 After school, evenings and weekends the Sports Hall and ATP become the responsibility of the Health & Leisure Centre who have access to these areas for community use. Other areas of the school site become the responsibility of the Site Manager.

- 4.16 In conjunction with the Business Manager, the Site Manager will ensure that there are adequate procedures in place to ensure that buildings are properly secured, and that there is adequate staff coverage to carry out security tasks. The school is responsible for the security of the Astro turf pitch up to 1730 hours Monday to Friday, and the PE staff are to ensure that it is kept locked except where supervised games or training are taking place.
- 4.17 The site is surrounded by 2 metre metal fences and gates to the “Bunny Run”, Stanford Hill, and rear of Health & Leisure Centre which will be kept locked during the school day. They will be unlocked in the morning and after school to enable pupils to leave by these routes. The only access during the school day onto the site is by the main shared drive leading to Reception and the main building. Staff are on duty before school, during break and lunch and after school to ensure the safety of pupils. Vigilance is important and staff will report immediately any suspicious visitors, packages, or incidents which may occur.
- 4.18 Cash is to be handled only by the Finance staff with the exception of non-uniform days when tutors will collect contributions in a marked envelope. The kitchen has a biometric system and cash will be put on to their own account by students or remotely by parents. Cash is only to be stored overnight in the school safes, up to the limits specified by the insurance company. It is to be banked twice a week.
- 4.19 Cash is to be banked regularly. Two members of staff are required to carry income to the bank. They will ensure they vary parking arrangements and days of the week to avoid repetition
- 4.20 The buildings will be maintained regularly through a Service Level Agreement. A system for reporting maintenance and Health & Safety issues is in place with the Facilities Co-ordinator and Site Team. Repairs to means of access will be carried out as a matter of urgency.
- 4.21 The Site Manager is to arrange for all alarm and security systems and the emergency lighting arrangements to be properly serviced and maintained and a log kept to this effect.

#### **Security of Staff, Pupils, Visitors & Contractors**

- 4.22 Many of the security measures listed above help to provide a reasonable level of personal security.
- 4.23 During school hours, and whilst on organised trips, members of the school staff act as “in loco parentis”, and they have a duty of care. Their actions should thus be commensurate with this position. Staff must read the school leaflet Safeguarding on School trips and comply with the procedures contained within the Educational Visits Policy.
- 4.24 All new staff, including volunteers who have regular access to pupils or records, will be required to apply for an enhanced disclosure through the Disclosure and Barring procedures (DBS). Cleaning staff will be checked by Brayborne as their employer. All staff are required to attend annual safeguarding training delivered by either the Designated Safeguarding Lead or a member of SLT who is CPLO trained. The Recruitment and Retention Policy outlines procedures for safeguarding within the recruitment process.

Visitors and Contractors must be given a copy of the H & S and Safeguarding leaflet available in Reception.

- 4.25 All staff are required to wear a photo ID badge. Visitors are required to sign in at reception and wear a visitor’s badge. Staff are instructed to accompany visitors at all times. Staff employed by Hampshire County Council who regularly have access to children will be DBS checked by the local authority. The school will follow procedures laid down in the Child Protection and Safeguarding Policy relating to procedures for visitors. A log of DBS numbers must be maintained by the school. Copies of individual DBS will not be kept.

- 4.26 In line with DfE guidance on Keeping Children Safe in Education, the school will check the identity of supply teachers provided by an agency. The id check will either be provided by the agency or by the supply teacher and will take the form of a photo provided by the agency or photo driving licence containing name and address of supply teacher.
- 4.27 Where possible, the school will use Hampshire County Council approved contractors. It is recognised that it is impractical to insist that all irregular contractors such as builders, heating engineers, and electricians apply for DBS disclosure however, the risk should be minimised wherever practicable by:
- Arranging for as much work as possible to be undertaken outside normal school hours.
  - Escorting contractors to their workplace and remaining with them if they need to work within the proximity of pupils.
  - Ensuring that all contractors sign in at Reception and are met by a member of the site team

For contractors who are considered to be in regulated activity, the school will ensure that DBS checks are carried out on a sole trader or a contract supervisor who will then be responsible for the security of individual staff in their employ.

There is no requirement for the school to complete the Single Central Record for contractors.

- 4.28 Signs to direct all visitors to reception are clearly displayed. Boundary fencing has been erected to restrict access and exit during the school day.
- 4.29 All unknown and unescorted people on site during the school day are to be challenged, and asked to report to reception. Outside the school day, when visitors are attending activities on the school premises, it is recognised that this is impractical, but challenges must be made if someone is acting in a suspicious manner.

#### **Police Liaison & Incident Recording**

- 4.30 The school maintains a close liaison with the police. The School may decide that incidents in and around the campus, which might technically amount to committing offences (e.g. Trespass, Public Order offences such as the use of threatening behaviour and language, and petty theft or criminal damage by pupils), are best dealt with internally without involving the police. However, all offences committed on or around the campus, which involve assault, offensive weapons, theft or criminal damage not involving pupils, and burglary will invariably be reported to the police. In addition, reports of intruders acting suspiciously will also result in police assistance being sought.

## **5 Lone Working (before/after school hours and school holiday workshops)**

### **Control Measures**

- 5.1 In order to minimise and manage risks, we have introduced the following control measures:
- Buildings are on key pad after 4pm and during school holidays.
  - Staff must not arrange meetings with parents or members of the public when lone working.
  - All meetings must be arranged during school occupancy times or when there is more than one member of staff on site for the duration of the meeting.
  - Staff are not allowed to handle cash when lone working.
  - Staff must not approach, or let into the buildings, unauthorised persons when lone working and will check the identity of visitors/contractors prior to allowing access to school buildings
  - All staff are required to give 24 hours' notice to the headteacher before lone working, either

after hours or through holiday periods. The school will be locked during these periods.

- Staff attending alarm activations will either contact a second member of the site team or the police at night when it is dark. An outside check of the premises must be carried out, to ascertain if entry has been gained, before entering the school. If there is sign of an entry police support **must** be gained before entering the school.
- Site team must always carry a walkie talkie for communication with paired colleague
- Site team must not use machinery or chemicals unless directly working with paired colleague
- Staff must use the signing-in/out book during school holidays

**Communication: Staff must:**

- 5.2 Avoid lone working wherever possible by arranging to work in pairs or as a group.
- 5.3 Carry either a mobile phone, school telephone or Walkie Talkie at all times when lone working or when leading or attending a community workshop
- 5.4 Let someone know you are coming into work, how long you expect to be and when you are leaving.
- 5.5 Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.
- 5.6 Comply with fire evacuation procedures and attend fire assembly points, ensuring that you are cleared to leave the site in the event of an incident.
- 5.7 Sign in/out of the diary during school holidays
- 5.8 Take a register of all visitors on site who attend a workshop outside of the school day

**First aid:**

- 5.9 For those working on our premises, trained first aiders are limited during times of lone working, first aid kits can be found in the Main Office, Science, Food Tech, Technology, Art, PE and the Maintenance / Site Office. The portable defibrillator machine is located in the Main Reception
- 5.9 For those delivering intervention, catch up sessions or workshops, the lead member of staff must be first aid trained. First aid kits can be found in the Main Office, Science, Food Tech, Technology, Art, PE and the Maintenance / Site Office. The portable defibrillator machine is located in the Main Reception.

**Emergency procedures:**

- 5.10 In the event that a lone worker or visitor to the site falls ill outside of the school day or during school holidays either on or off the school site, they are to use the school phone/mobile phone or Walkie Talkie to contact the Site Team/Business Manager or emergency services.

**Unacceptable Lone Working**

- 5.11 The following activities are not to be carried out by lone workers under any circumstances:
  - Working at height.
  - Manual handling of heavy or bulky items.
  - Transport of injured persons (must be 2 members of staff)
  - Use of machinery
  - Use of chemicals

### Lone Worker Duties

- 5.12 All lone workers are expected to cooperate fully with instructions given by the Headteacher. They are also expected to follow the school's Health & Safety policy. Failure to do so may be a disciplinary offence.

## 6 Home Visits by Staff

Visits to a pupil's home may be required for a number of reasons such as to support improved attendance or at the request of a parent / carer to support with specific aspects such as emotional and behavioural needs. Staff may, on occasions take a child home if they are unwell, or following an after school or residential activity, therefore the following procedures must be followed to ensure the safety of staff:

### 6.1 Planning a visit

Make an appointment with pupil and parent/carer. Home visits can only be undertaken with the permission of a parent / carer

### 6.3 Transporting pupils home

This should only happen in exceptional circumstances ie pupil has missed a bus or parents are unable to collect. In these situations staff must follow the guidance set out in the safeguarding policy.

### 6.2 Risk assessments

Before any initial visit is made sufficient background information should be obtained and an initial risk assessment undertaken (Safeguarding policy Px). The risk assessment will be completed by the staff member making the home visit together with the lead member of staff who knows the family well and will consider aspects such as:

- Is there a history of violence in the home?
- Are any family members using illegal drugs?
- Are any family members suffering from known mental illness, epilepsy or other relevant medical condition?
- Should the member of staff follow any health precautions due to health problems in the home?
- Who will be present in the house when the member of staff is working at the home?
- Who is aware that the member of staff is working at the home?
- How would the member of staff notify the school in the event of an issue / emergency?
- Any other risk to consider, i.e. pets?

Where advice is received from any source which suggests caution or states that no individual should visit alone then this advice must be followed and if there are any concerns then a second professional should be asked to accompany during visits. In some circumstances it may be more appropriate to hold initial appointments at school or alternative premises.



### 3 The Visit

- If, as a result of the risk assessment, 'yes' is recorded in response to any Questions 1 – 4, a discussion will take place with the Line Manager to consider all risks before a visit takes place.
- Staff must sign out and inform their line manager and school reception of meeting details, included timings and time expected back at school. This visit should NOT go ahead without a parent/carer being present.
- Staff must wear their ID badge when making home visits
- Staff must carry either a personal mobile phone or a school mobile phone and ensure they leave the number with reception staff
- Staff should carry a personal alarm
- The staff member should meet the adult / child in a visible and safe area of the house. Do NOT enter a child's bedroom.
- If a staff member uses their car, they should try to ensure that it is parked securely to allow easy exit and that the route to the house is safe. If they travel by public transport, staff need to be aware of the environment that they find themselves in and take appropriate precautions.
- If staff are using their own car, they must ensure they have appropriate business insurance
- If staff feel threatened in any way, they should leave immediately and ensure their own safety first before reporting the incident to SLT.

#### 6.4 Records of the visit

A record of the visit must be kept and should include:-

- a. Date and time of the visit
- b. Who was present
- c. What was discussed
- d. Agreed actions
- e. Any concerns

## 7 Visitors to School

### Unknown/uninvited visitors to school

- 7.1 Staff should politely challenge any visitor on the school site who is not wearing a visitor's badge by enquiring who they are and their business on the school site. They should then be escorted to Reception to sign in.

- 7.2 In the event that the visitor refuses to comply, they should be asked to leave the site and the Headteacher informed immediately.
- 7.3 The Headteacher and/or members of the Senior Team will consider the situation to decide if the police should be called.
- 7.4 If an unknown/uninvited visitor becomes abusive or aggressive, they will be asked to leave the site immediately and warned that if they fail to leave the school grounds, urgent police assistance will be called for.

#### **Visiting speakers**

- 7.5 Priestlands has a system for vetting all visiting speakers to ensure students are safeguarded and the content does not contradict the values and ethos of the school. Details are outlined in the school safeguarding policy Section 29.
- 7.6 Priestlands has a system for managing all visitors who are working with students to ensure they are safeguarded. Details are outlined in the school safeguarding policy Section 29.

#### **Staff Development**

As part of their induction, new staff will be made aware of this policy and will be asked to ensure compliance with its procedures at all times.