



## SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

*Our Vision:*

*To develop aspirational learners who strive for excellence academically, creatively and culturally, benefitting from a wide range of opportunities led by inspirational educators.*

### SCHOOL SECURITY POLICY

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#### Statement of intent

- Shirley High School recognises its duty, under the Health and Safety at Work etc. Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures.
- The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.
- This policy and the associated procedures apply to all individuals entering the school premises.



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## 1. Legal framework

- 1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
  - Section 547 of the Education Act 1996
  - Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
  - Health and Safety at Work etc. Act 1974
  - Management of Health and Safety at Work Regulations 1999
- 1.2. This policy has due regard to the following statutory and good practice guidance:
  - DfE (2018) 'Controlling access to school premises'
  - DfE (2019) 'School and college security'
- 1.3. This policy operates in conjunction with the following school policies and documents:
  - Premises Management Documents
  - Health and Safety Policy
  - Business Continuity Plan
  - Complaints Procedures Policy
  - Child Protection and Safeguarding Policy
  - Data Protection Policy
  - Data and E-security and Breach Management Plan
  - Surveillance and CCTV Policy
  - Lettings Policy
  - Records Management Policy

## 2. Roles and responsibilities

- 2.1. The governing board will be responsible for:
  - Monitoring the performance of the school's security measures.
  - Reviewing the effectiveness of this policy on a biennial basis.
  - Delegating the day-to-day implementation of this policy to the Principal.
  - Ensuring that the school's security is accounted for when considering requests to hire the premises, in line with the school's Lettings Policy.
- 2.2. The Principal will be responsible for:
  - Appointing one or more competent persons to lead on school security – the school's competent person is the Facilities Manager.
  - Establishing relationships with local security networks and working with the police, LA and others in the wider community to gather and share security-related intelligence.
  - Implementing behaviour management strategies to reduce the likelihood of negative behaviour escalating to a more serious incident.
  - Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
  - Informing parents, pupils, visitors and contractors of the school's security procedures.
  - Budgeting for security measures effectively.
  - Ensuring that security is taken into account when considering any proposed changes to the school premises.
  - Reporting any crimes to the police.



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- Reporting security incidents to the police or emergency services where appropriate.

#### 2.3. All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at Reception.
- Challenging any unidentified individuals and notifying the Principal of any unauthorised persons.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Acting in accordance with the school's Data Protection Policy and Data and E-security and Breach Management Plan, ensuring that data and information is secure.
- Reporting any minor security concerns to the Facilities Manager.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Wearing their school ID at all times.
- Any of their own property that they bring to the school site.

#### 2.4. As the competent person, the Facilities Manager is responsible for:

- Ensuring the school estate is well maintained, including the physical and electrical security systems.
- Securing school entrances and exits.
- Ensuring that the school is effectively secured at the end of each day.
- Carrying out security checks on a daily basis and maintaining a record of these checks.
- Raising any security concerns with the Principal immediately.
- Considering the type, frequency and probability of an incident or event, so that effective control measures can be established.
- Prioritising risks and, in line with the school's and locally agreed procedures, implementing control measures to mitigate priority risks.
- Reviewing CCTV systems to monitor activity, ensuring that CCTV is used in accordance with the school's Surveillance and CCTV Policy.
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.
- Seeking professional advice on security issues where necessary.

### **3. Working with other agencies**

- 3.1. The Principal will establish relationships with local services such as the police, the LA and others in the community.
- 3.2. The Facilities Manager will be responsible for maintaining these relationships to gather and share security-related information.
- 3.3. Strong links will be developed with the police to enable the school to put arrangements in place to share information quickly and to help with the review of this policy and related security plans.
- 3.4. The Facilities Manager will seek expert security advice where necessary and use this information when reviewing this policy.



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#### **4. Physical security arrangements**

- 4.1. Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, will be installed throughout the school estate.
- 4.2. The Site Manager will undertake daily visual checks of the school fencing, security glazing, gates and locks, ensuring that they are maintained to a high standard.
- 4.3. The school will be able to lock down parts, or all, of the school, in accordance with the Business Continuity Plan and Lockdown Procedure.
- 4.4. Chemical and biological materials will be stored safely and securely, in line with industry standards.
- 4.5. An intercom system will be used to minimise the risk of unauthorised people from entering the school premises.
- 4.6. Between the times of 08.30 and 15.00, the Site Manager will ensure the school gates are closed.
- 4.7. During term time the school buildings are opened at 06.00 and locked at 22.00.
- 4.8. School fire alarms are tested on a weekly basis by the site staff.
- 4.9. The on duty Site Staff ensures that the school alarm is set on a nightly basis.
- 4.10. Confidential information will be stored in locked filing cabinets, which only authorised staff have access to.
- 4.11. Classrooms will be locked when they are not in use.
- 4.12. Where possible, CCTV cameras will be in use and monitored by the Facilities Manager.
- 4.13. The school's security lighting will be maintained by the Facilities Manager.

#### **5. E-security**

- 5.1. The School's ICT Support Provider will be responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software.
- 5.2. The school uses a secure network that is password protected.
- 5.3. Staff members are aware of the school's Data and E-security and Breach Management Plan and the measures that are in place to effectively manage risks caused by internet use.
- 5.4. Students and parents confirm they are aware of the Shirley High School guidelines for internet & network use.
- 5.5. All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.
- 5.6. Staff members and pupils will not use their personal devices for school-related work.



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- 5.7. The school will only use CCTV cameras that are able to be remote access capability password protected.
- 5.8. The Data and E-security Breach Prevention and Management Plan will be reviewed in light of any new cyber security risks, e.g. a rise in arson incidents in the local area, or statutory guidance, and updated where appropriate.

## **6. Equipment and belongings**

- 6.1. After using school equipment, staff members will be responsible for ensuring that it is returned to the appropriate storage location and secured.
- 6.2. Staff members will be responsible for any personal belongings, including teaching equipment, they bring on to the school premises.
- 6.3. Pupils, parents, visitors and contractors will be responsible for their personal belongings and the school will not be liable for any damage or loss which may occur.
- 6.4. Pupils will be advised not to bring valuable items to school unless absolutely necessary.
- 6.5. Any equipment that someone wishes to take off the school site will be approved by the Principal in advance and a record of the loan kept.
- 6.6. Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that could carry viruses.
- 6.7. The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage that may occur.
- 6.8. Lost property will be kept for six months before disposal.

## **7. School events**

- 7.1. During school events, all rooms except those required will be locked.
- 7.2. Unless needed for the event, all equipment will be securely stored away.
- 7.3. The event organiser will be responsible for recording what equipment is being used for the event and ensuring that it is returned.
- 7.4. During off-site events, the school premises will be secured.
- 7.5. Individual staff members will not be left alone on the school premises with a parent or visitor. Where lone working is necessary, e.g. a parent meeting with a teacher, a lone worker risk assessment will be carried out.

## **8. Access to the premises**

- 8.1. The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.
- 8.2. All staff members will be issued with an ID badge during their induction process, which must be worn at all times.
- 8.3. Upon arrival at the school, visitors will be directed to Reception where they must sign in, giving a reason for their visit.



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- 8.4. All visitors and contractors who are authorised to be on the school premises will be provided with a visitor's ID badge, which will be kept visible at all times.
- 8.5. Contractors and visitors must sign out when they leave and return their ID badge.
- 8.6. Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.
- 8.7. Individuals who are hiring the school site will act in accordance with the Lettings Policy and their hire agreement.

## **9. Removing people from the premises**

- 9.1. In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- 9.2. Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.
- 9.3. Unidentified individuals who refuse to report to the Reception, become aggressive or are deemed to be a threat to the safety of the school community, will be escorted from the school premises and, where necessary, the police will be called.
- 9.4. Letters and documentation concerning barring an individual will be signed by the Principal.
- 9.5. The school has the right to take civil action through the courts to stop persistent trespassers.
- 9.6. If a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

## **10. Violent crime**

- 10.1. All staff will be made aware of the indicators which may signal that pupils are at risk from, or are involved with, serious violent crime. All staff will be made aware of the associated risks and will understand the measures the school has in place to manage these, which are outlined in the Child Protection and Safeguarding Policy.
- 10.2. The Principal will liaise with the local police, community safety partners and other educational institutions in the area on how to address youth violence.
- 10.3. Pupils will be taught about the impact of violent crime and how to protect themselves from becoming involved in criminal acts.

## **11. Reporting security concerns**

- 11.1. Concerns regarding the security of the school will be reported directly to the Facilities Manager.
- 11.2. The Facilities Manager will promptly risk assess and discuss security concerns with the School Business Manager to identify effective resolutions, e.g. installing CCTV systems.
- 11.3. Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.



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- 11.4. If the DfE is made aware of an extremist or counter terrorism-related incident at the school, it will work with the LA and other partners to ensure the school is provided with the relevant support.

## **12. Emergency procedures**

- 12.1. The school will draw on the expertise provided by the LA, police and other agencies when developing emergency procedures.
- 12.2. In the event of an emergency or a breach of security, the procedures outlined in the school's Business Continuity Plan will be followed.
- 12.3. The Principal will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures, e.g. the police or the LA.
- 12.4. If emergency procedures are carried out, the Principal is responsible for ensuring that these are properly recorded.
- 12.5. This policy, and all associated plans and procedures, such as the Business Continuity Plan, will be reviewed and evaluated following any incident, to ensure that they remain effective.

## **13. Testing security procedures**

- 13.1. The Principal will develop a schedule of testing the school's emergency procedures.
- 13.2. These tests will be used to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be.

## **14. Information security**

- 14.1. The DPO will be responsible for ensuring that there are policies and procedures in place to manage and monitor access to sensitive and personal information, including the Data Protection Policy and Records Management Policy.
- 14.2. Training for staff on school policies and procedures in relation to information security will take place annually.
- 14.3. Policies relating to information security will be reviewed in light of any new information on security risks or statutory guidance, and updated where appropriate.

## **15. Monitoring and review**

- 15.1. This policy will be reviewed on a biennial basis by the School Business Manager.
- 15.2. Staff members will be notified of any changes made to this policy or to the school's security system.

We want all at SHS to believe in and maintain the values of our school:

