

SHIRLEY HIGH SCHOOL PERFORMING ARTS COLLEGE

SECURITY POLICY

Mission Statement: We deliver high quality teaching and learning in an environment that meets the needs of our students so that all achieve and enjoy.

Policy and Intent

1. The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for the students, teaching and non-teaching staff of Shirley High School. The Governors consider the achievement and maintenance of a high standard of security throughout the School to be a primary objective.
2. The Governors intend that, for security purposes, the School will operate within the structure and framework laid down in this policy statement and the School's Health and Safety Policy.
3. The Principal will undertake the necessary arrangements to ensure that all arrangements and information regarding safety and security is circulated to all existing and future staff and to the Governing Body, and subsequently to monitor the implementation of these arrangements.
4. Where appropriate, the Governing Body will seek any necessary expert advice to determine security risks within the School and the precautions required to deal with them.
5. The Governing Body will provide staff with sufficient information to carry out their duties in a safe and secure manner and will provide such training for staff as is necessary.
6. Where appropriate, the Governing Body will refer incidents where breaches of the policy have occurred to the police for further investigation.

Organisation

1 **Governors**

The Governing Body have expressed a commitment to the provision of a safe and secure workplace. However, it delegates the day to day responsibility for, and management of, security to the Principal, who should ensure that there is:

- good communication with staff and students
- control of risk through the clear allocation of responsibilities

2 **Principal**

In particular, the Principal will:

- set up arrangements within the School that comply with current security advice and produce a written policy that is brought to the attention of all staff
- establish a system for the reporting, recording and investigation of breaches of security, using the guidelines contained in this policy and ensure reasonable steps are taken to prevent recurrence
- ensure that all visitors, including maintenance personnel and contractors are informed of security arrangements in operation of which they may be unaware
- identify staff training needs

3 Responsibility of Post Holders

The Principal delegates the day-to-day administration of security, together with health and safety procedures to the School Business Manager. The Principal delegates to Heads of Department, the Facilities Manager and Principal's PA the responsibility for the day to day management of security within their areas. In particular they will ensure that any member of staff for whom they have management responsibility is aware of their duty to comply with the arrangements as set out in this policy and ensure that all new employees are informed about security arrangements and given a copy of the School's security policy.

4 Staff

The Principal delegates to all other staff the day to day management of security in accordance with the School policy. In particular they will:

- check that their classroom or work area is safe.
- check that all valuable equipment is considered secure

5 Students

The Principal and staff of the School will encourage students to:

- exercise personal responsibility for the security of themselves and classmates
- not to bring to School any item of significant value.

ARRANGEMENTS

Security of Personnel

6 Disclosure & Barring Service (DBS)

All staff, including peripatetic teachers and tutors, temporary staff, agency staff and supply staff will hold an Enhanced Disclosure and Barring check obtained specifically for their role at Shirley High School before taking up their post. In some circumstances, employment may commence before receipt of the Enhanced DBS Disclosure but such staff will be supervised at all times by another member of staff and will not be granted unsupervised access to children at any time until an Enhanced DBS Disclosure is received. In addition a Children's Barred List Check will be carried out.

Portability of DBS Disclosure Certificates

Portability refers to the re-use of a Disclosure certificate obtained for a position in one organisation and later used for a position in a new organisation.

Shirley High School only accepts portable Disclosures where the individual has subscribed to the DBS Update Service. In relation to the Update Service, the type of disclosure required must be the same and the status check must be satisfactory to the School.

Enhanced DBS Disclosures obtained through another employer may be accepted for temporary staff at the discretion of the Principal. If accepted the following must be checked:

- the applicant's identity matches the details on the certificate
- the certificate is of the right level and type for the role applied for
- to see if anything has changed since the certificate was issued

Any contractors and regular users of the school premises who are left unsupervised will also be expected to provide evidence that all their staff hold an Enhanced DBS Disclosure.

7 Staff and Student ID

All members of staff are issued with a photo ID card which should be worn at all times whilst on school premises. A photo ID card is also issued to all students in the 6th Form. All other students are recognisable by their uniform. Anyone seen on school premises without recognisable ID should be challenged and asked to report their presence on site to Reception who can issue a temporary ID badge.

8 Supervision of Students

The School accepts responsibility for the welfare of students under direct supervision of a member of the teaching staff or whilst on site between the hours of 08.20 and 15.00. Students in the playground are supervised by duty teams of teachers between 08.20 and 08.30, during break time 10.50 to 11.10 at lunchtime between 13.10 and 13.55 and at the end of school until 15.00.

Rules governing the supervision of students in areas of greatest risk are outlined in individual department Health and Safety policies. At no time should a student be left in an area of recognised risk unsupervised.

9 Supervision of Contractors on Site

Before any work is undertaken on site by an outside contractor all necessary discussions relating to the security implications associated with the work and appropriate safety arrangements will be held between a representative of the School and the contractor.

10 Personal Safety and Security of Isolated Staff

Responsibility for the safety of individual staff is shared between the management of the School and each individual. The internal telephone system enables all staff to communicate with each other within the School. In the case of any emergency, staff may choose to contact Reception or use the paging facility (feature 60 on telephone handsets) to seek immediate help.

Any member of staff isolated on the school field should carry either the cordless handset from the PE Office, a mobile phone or radio.

It is the responsibility of the duty Team Leader to ensure that no member of staff is left isolated on gate duty at the end of the school day. At least one member of staff on duty should be in possession of a radio to enable help to be summoned if required.

If physically assaulted, the Governing Body will (with the support of the member of staff) prosecute their attacker.

SECURITY OF PREMISES

11 Locking arrangements

The main gates to the site are kept open at all times until locked by the site team at night.

During term time the school buildings are opened at 06.00 and locked at 22:00. The doors to all teaching blocks will be unlocked between 8:10 and 08.20 with access prior to that time via Reception.

The school buildings are protected by 104 fully functional Closed Circuit Television Cameras with 24 hour video recording both externally and internally around the School. The equipment was supplied by and is serviced by ADT and 1st ACE. These cameras are

controlled from the School Business Manager's Office and 5 of them can be panned to view the entire school perimeter and the outside of the majority of the school buildings. There are monitors in Reception, the School Business Manager's Office and the Site Office. External lighting has been fitted on the buildings to provide sufficient light for night-time video recording of most incidents.

When not in use the school buildings are protected by an alarm system maintained by and central station monitored by ADT and in the event of an incident ADT will contact staff according to a priority list supplied by and regularly updated by the School. Key fobs to operate the alarm are supplied to staff on this list. All spare key fobs are kept in the main safe.

12 Visitors on Site

All visitors on site should report to Reception and complete the visitors log before being issued with the necessary official badge.

Any visitor without an official badge should be challenged and regarded as an intruder with Reception being notified immediately of their whereabouts.

13 Vehicles on Site

All vehicles should be parked in the designated area and separate from pedestrians and students in the playground. Registration numbers of all motor vehicles brought on site should be kept with Reception. The Governing Body accepts no responsibility for any damage to vehicles whilst on site.

Any student wishing to bring a bicycle to school must have passed their cycling proficiency test and should complete the necessary documentation available from the member of the Senior Leadership Group with responsibility for cycle permits in advance of bringing their bike to school for the first time. All bikes should be securely padlocked while in the cycle store, which will remain locked between 08.50 and 15.00.

The School mini-bus should remain locked at all times while not in use on the site. Keys to the vehicle are kept secure in the Facilities Manager's office.

At all times access should be kept free for emergency vehicles to gain access to all areas of the school site. The site team are responsible for ensuring that no vehicle is blocking access to Russell Square or the school field.

SECURITY OF PROPERTY

14 Personal Belongings

Personal belongings remain the responsibility of their owner. The School can only consider compensating for loss if every effort has been made to secure possessions under lock and key.

Each individual student will be provided with a locker upon entry to the School, for which they must provide a padlock to secure the locker.

Changing rooms are kept locked during timetabled Physical Education lessons but students should hand in all valuable items to a member of the PE staff for extra security before the start of the lesson. At all other times students are responsible for the security of their personal property.

15 School Equipment

Every teacher has a responsibility for the security of all equipment allocated to their classroom and should report any losses immediately to the School Business Manager.

All equipment valued at over £250 is asset tagged, allocated a security number and entered on the Asset Register. Items of a lower value (such as computer monitors), deemed to be a security risk, are similarly tagged and recorded.

16 Lost Property

All lost property should be given to the School Receptionist although sports clothing will normally be left in the Sports Hall for collection. All lost & found school clothing is to be handed in to the Reprographics / Medical Room for storage.

17 Handling of Cash

All official monies will be dealt with as outlined in the School's Financial Handbook.

18 Medicines

There are occasional circumstances in which school children may be prescribed treatment where doses of medicine need to be taken during school hours. It is the responsibility of parents to provide drugs in suitable containers which should be carefully labelled with the child's name and tutor group. For safety and security, all such drugs should be kept in a locked cupboard. The key will be held by The Principal's PA and Medical Assistant in the Reprographics Room.

Arrangements for the administration of such drugs are laid out in the School Health & Safety procedures.

ARRANGEMENTS AND IMPLEMENTATION

19 School Visits

Teachers and/or any accompanying adult are by law considered to be acting in Loco Parentis for the whole period of the trip and this responsibility cannot be delegated to anyone else.

School journeys and visits are extremely important co-curricular activities in the life of Shirley High School. There is a separate policy covering all aspects of school visits.

20 Dissemination of Information

Matters relating to security will be communicated via the most appropriate means, be it notice board, bulletin or staff briefing/meeting. If appropriate each member of staff will be contacted individually via email or pigeonhole.

21 Monitoring

A record should be maintained by the member of the Senior Leadership Team with responsibility for premises of incidents involving students which may give cause for concern.

The Governing Body delegates to the Resources & Finance Committee responsibility for monitoring and evaluating the effective working of the system within the School.

Approved July 2017