



Building Security Policy

**Tankersley St
Peter's Primary
School**

Date for Sept 23

*Issued by the Corporate Health, Safety and
Emergency Resilience Unit
(01226) 772274*

October 2009

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Section 1 – General Policy Statement

Tankersley St Peter's Primary school will ensure, so far, as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their health, safety and welfare.

Measures will be adopted to aid the safety and security of staff, pupils, visitors and unauthorised visitors to the school as well as helping to reduce the potential for arson, theft and vandalism. Building security procedures will include arrangements to ensure, as far as is reasonably practicable, that unauthorised visitors are prevented from entering the school premises and that, should these systems fail, procedures are in place to deal with unauthorised visitors should they gain access. Furthermore, the school will review security controls to prevent a reoccurrence of the unauthorised entry.

Management responsibility for school security is shared between Barnsley Metropolitan Borough Council, the schools' Governing Body, and the Headteacher.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility is the Headteacher.

A summary of the School Security arrangements will be included in the School Prospectus and Annual Report.

Personal Security is considered in the guidance document 'Personal Safety in Schools' and should be considered and completed in conjunction with this document.

Signed: V Harrison (Headteacher)

Date: 17.07.23

Signed: Col G Kilburn (Chairperson)

Date: 17.07.23

Section 2 – Organisation

2.1 The Governing Body

The Governing Body must ensure that:

- this building security policy is implemented;
- there are arrangements for consulting and informing staff about security;
- there are arrangements for adequate financial resources to implement the policy;
- there are arrangements for monitoring and reviewing the policy;
- the school complies with the statutory requirement to report all security matters in their annual report to parents;
- they will inform parents of the school's security in the Prospectus.

2.2 The Headteacher

The Headteacher is responsible for implementing the building security policy agreed by the governing body. The Headteacher is responsible for:

- determining which tasks and functions are delegated to which members of staff;
- providing information to employees on the importance of building security and understand the schools policy and their own individual responsibilities;
- implementing training to those employees for whom it is appropriate;
- ensuring that parents are informed of the Building Security Policy;
- ensuring that incidents are reported using the form [HS3](#) or [HS2\(V\)](#) form;
- producing regular reports to the Governing Body on building security as part of monitoring health and safety;
- obtaining advice from the Authority, Police and Barnsley Community Safety Partnership;
- ensuring there is an established method of contacting the police in the event of an emergency;
- ensuring that all breaches of building security are reported to the police where relevant;
- ensuring that a risk assessment is undertaken on school building security and reviewed annually (See section 5 for template risk assessment);
- ensuring that a procedure for regular routine building security checks is put in place.
- ensuring that risks posed to specific staff members are assessed in line with the 'Personal Safety in Schools' document

2.3 Employees

All staff members need to be aware of their role in ensuring building security measures are maintained. These include:

- reporting potential hazards;
- reporting incidents using the form [HS3](#) or [HS2\(V\)](#);
- making staff aware of the procedures required to maintain building security;
- implement the schools' emergency procedures.

2.4 Specific Duty Holders

The following employees know and accept their responsibilities for ensuring the security of the school building:

SECURITY ISSUES	NAME	SPECIFIC DUTIES
Perimeter fencing, access routes	Caretaker	Daily visual checks as part of normal duties
Securing school entrance/exits	Caretakers	Unlock / lock procedures
Control of visitors	Office Staff	Signing in procedures/ DBS checks / issue badges
Control of contractors	Caretaker /Office Staff	Signing in procedures/ DBS checks / issue badges / authorisation to work / CHAS check
Security of money etc	Office Staff	All money should be banked weekly and kept in safe
Emergency procedures (fire, first aid, accidents)	Health & Safety Officer/ Headteacher/ Caretaker	Risk Assessments / appoint First aiders / fire wardens –practices / record keeping
Building security risk assessment	Health & Safety Officer/ Caretaker	Daily visual checks as part of normal duties – review periodically
Intruder alarms	Caretaker	Security contract in place
Completion of Premises Fire Log Book including Fire Risk Assessment*	Caretaker	Completion of paperwork
Fire Alarm (which meets	Caretaker	NPS SLA when required

* See Corporate Strategic Assurance Standard on [Fire and Emergency Preparedness](#)

BS5839)		– periodic service
Agreeing and reviewing the school security policy	Personnel committee	<ul style="list-style-type: none"> • Agree policy • Review every 12 months
Day to day implementation and management of policy.	Head Teacher / Health & Safety Officer	<ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements
Checking the condition and maintaining the safe operation of physical and operational security devices (locks, gates, key pads, fences).	Caretaker	Part of normal duties to check physical integrity of security devices.
Mobile Classroom	Head Teacher/Caretaker/All school staff	All staff/user groups working in the mobile classroom must inform the school office when they enter and leave using the communication system present. They should ensure that the key pad security system is in place at all times.

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school.

2.5 Risk Management

The Risk Management Section is able to carry out site specific Loss Control Surveys, to assist in identifying potential threats to the School. The scope of these surveys includes:

- Review of the current security provision of the building;
- Comment on the adequacy of current security provision of the building;
- Discuss with school representatives issues of concern with regard to the site and buildings;
- Draw conclusions with regard to any improvements required;
- Recommend priorities for improvement to current security provision;

Should a survey be required please contact the Risk Management Section on 773199.

Section 3 – Arrangements

Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the school's security policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building.

Parents will be informed about the school security arrangements and any part they are expected to play. For example, when visiting the school during the school day or at handover times.

Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Tankersley St. Peter's Primary school has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

3.1 Physical Security Measures

3.1.1 Clearly Defined Boundaries

It is important that members of the public know the extent of the school grounds. This does not always mean that the grounds are fenced, but where practical some form of boundary is necessary to mark the perimeter and to act as a visual indicator of trespass. At the same time care needs to be taken that landscaping does not act as a screen for potential intruders. It is helpful to have one main entrance, preferably visible from the reception area. Separate entrances for pedestrians are commonplace, but to increase security they should only be opened at peak arrival and departure times and wherever possible a member of staff on duty to prevent unauthorised access.

The access control procedures for the building are –

- The main building has only single access entrance open during school hours via the reception desk. Only authorised visitors allowed access via intercom on wall outside.
- All external doors are unlocked during the school day but secured via a key pad system from the outside. These doors cannot be locked as they are fire exits.

- The main building has a reception desk with access control. Unauthorised visitors will be challenged by staff. Entrance into school from this holding area can only be gained by the key pad system.
- The mobile classroom is unlocked during the school day but secured via a key pad system from the outside. Any person working within this area will inform the school office of their presence on entering and inform them when leaving.

Buildings

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of pupils, staff and visitors.

The access control procedures for the building are –

- The main building has only single access entrance open during school hours via the reception desk. Only authorised visitors allowed access via intercom on wall outside.
- All external doors are unlocked during the school day but secured via a key pad system from the outside. These doors cannot be locked as they are fire exits.
- The main building has a reception desk with access control. Unauthorised visitors will be challenged by staff. Entrance into school from this holding area can only be gained by the key pad system.
- The mobile classroom is unlocked during the school day but secured via a key pad system from the outside. Any person working within this area will inform the school office of their presence on entering and inform them when leaving.

3.1.2 Security Fencing

The purpose of security fencing is to prevent intrusion. Casual intruders and dog walkers are usually deterred by a 1.8 – 2m high fence. To deny access to determined intruders the fence must present a formidable obstacle at least 2.4m high and be able to withstand a high level of physical attack. In very high risk schools 3-3.5m may be needed. Several types of fence are available with varying levels of durability and effectiveness including palisade, weld mesh and chain link. For guidance and advice on which fencing may be appropriate to the needs of the school, please contact the Risk Management Section.

For schools with larger sites, where it is virtually impossible to fence the entire site, fencing could be supplemented by dense thorny hedgerows or may be supplemented by other existing natural boundaries.

Where parts of the site are not owned by the local authority, such as a public right of way or right of access to private land, alternative strategies would need to be examined which could involve moving the right of way.

Appropriate Planning Consents should always be gained, before any fencing can be erected.

Any Fencing must be constructed and erected to the appropriate British Standard.

The following parts of the school have been secured by means of physical restrictions such as fencing and Keypad access control.

- Playground
- Field
- Nursery

The access arrangements for the grounds are –

- Lunchtime – children use school playground which is surrounded by a fence, and the gate is kept closed and locked. The children are always under supervision of staff.
- Playground – Access to the playground is only until 9.00 a.m. when the gate is locked. It is opened again at 3.20 p.m to allow parents to bring and collect their children. Outside of these times the perimeter is secure and access can only be gained through the main school entrance.
- The Nursery has a separate secure entrance which is unlocked and locked by the nursery staff during session time.

Early Years Outside Areas

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence typically 7ft high. The access to this area is through a double gate system, which are kept locked during session times.

When the pupils access this outside area they are always supervised by members of staff.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Supervision of pupils

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Locations where supervision is part of our safeguarding procedures –

- Playground – this is secure from 9.00am until 3.20pm. During the school day the children are always supervised in this area.

Times of the day when supervision is part of our safeguarding procedures – Main School

- Start of school day – the main playground gates are opened to allow access at 8.45am and are locked at 9.00am. Parents are responsible for their children before school begins at 8.55am. The Main Reception gate will be open between 8.45am and 9.00am to allow the operation of a one way system.
- Breakfast Club is available from 8.00am to 8.45am for children. This club is supervised by staff during this time. Children accessing this provision will do so via the main school office.
- Lunchtime and playtime – all parts of the school site with access control are supervised
- End of the school day - the main playground gates are opened to allow access at 3.20pm and are locked at 3.40pm. The Main Reception gate will be open between 3.20pm and 3.40pm to allow the operation of a one way system.
- After School Clubs – Pupils attending the after school clubs will be supervised by school staff or any other outside provider. The school will oversee the welfare of the children whilst in the care of the outside provider. The school will ensure that the outsider provider is vetted and checked in line with Safeguarding procedures. The school will ensure that all the children attending these clubs are handed over to a responsible adult at the end of the session. The ASC co-ordinators hold keys to the main playground gate and will unlock and dismiss to parents.

EYFS

- The external New Road Electronic gate is open / closed as follows:

Open at 8.30am, Locks at 9.00am
Open at 11.40am, Locks at 12.00pm
Open at 12.40pm, Locks at 12.55pm
Open at 15.05pm, Locks at 15.45pm

- The internal manual gate to the EYFS playground is managed by EYFS staff as follows:

Opened at 8.40am by FS1 Teacher, Locked at 9.00am by FS2 TA
Opened at 11.40am and Locked as soon as children are dismissed by FS1 Teacher
Opened at 12.40pm and Locked as soon as afternoon children arrive by FS1 TA
Opened at 3.30pm by FS2 Teacher and Locked at the end of the school day by Caretaker

Our security arrangements also include the handover arrangements for the end of the school day.

- Collection procedures – Early years and Key Stage 1 are collected by an adult (at least 16 years of age) whose identity the staff know. Parents are asked to inform school of any changes to whoever is collecting the children and to use a password which should be left with a member of the staff.

3.1.3 Lighting

External lighting should be provided to:

- illuminate pathways and external car parking areas;
- deny intruders the cover of darkness by illuminating their access routes.

To be successful both types of lighting must be reliable and provide adequate levels of illumination.

Although security lighting with a passive infrared (PIR) sensor can be installed, where possible, the Police favour security lighting which is activated on a 'dusk to dawn' setting.

Lighting units are vulnerable to attack and security lighting is particularly prone to deliberate damage. All lighting units and associated wiring should be located and installed in such a manner as to reduce the risk of deliberate damage.

If areas lit by security lighting are not protected by fences and under surveillance there is every likelihood that they will become informal floodlit play areas.

Lighting where possible should be accompanied by other security measures such as the use of CCTV, neighbourhood watch or security patrols.

External technical advice should be sought before installing any external security lighting.

3.1.4 Secure Doors and Windows

There are a number of options available to schools to provide door and window security. Some of these may be:

- Shutters (if Available) to be used when the school is not in operation
- Window opening restrictors (stops trespassers climbing into low level window openings)
- Upgrading fire exit doors with a higher level security closer (in no circumstances should fire escape routes be locked while the school is occupied).
- Fitting exit doors with localised alarms to warn of unauthorised use during normal school hours. (If available)
- Fitting extra locks to windows as well as to doors.
- Strict control of keys with key storage boxes in alarmed areas. (All schools must provide the Authority with a register of authorised key holders in the event that the police or the local authority need to access the school out of hours. Main school keys should never be given to pupils or parents.)
- Doors can be fitted with push button combination locks/ ID badge entry systems to give additional security to office and staff rooms used by large numbers of staff. This is always recommended at reception points where entry into the main school building needs to be controlled. However, in the event of a fire alarm these doors should automatically default to the open setting (i.e. be fitted with a 'fail-to-safe' mechanism).

- All door and window security improvements should confirm to appropriate Loss Prevention Standards (LPS). The suitable standard for classifying the intruder resistance of building components, strong points, security enclosures and free-standing barriers is detailed in LPS: 1175.

Many schools have internal access control systems such as digilocks to store rooms and rules requiring classrooms to be kept locked when not occupied. However, since part of the cost of a break in can be attributed to door locks being smashed or doors broken through it is advisable to leave classroom doors unlocked but closed. It is essential that a regular check is made to ensure that any such rules are being followed. Doors with access controls to them should not be wedged open and staff should not allow anyone to pass through any such doors unless they can be identified as a legitimate visitor.

Glazing

Glazed panels are a means of access for thieves as well as a target for vandals. Repairing broken windows can be a major drain upon building maintenance budgets. Options need to be considered to reduce the incidence of broken windows:

- Keeping yards and grounds free from any material that could be used to break windows
- Reducing the amount of glazing if practicable
- Use of laminated glass in vulnerable areas. This assumes the schools incident reports are sufficiently detailed to identify the area most at risk
- Use of polycarbonate glazing in vulnerable areas
- Use of adhesive safety film to maintain the integrity of the window if attacked
- Use of shutters or grilles to protect the glazing

Windows should be shut at the end of each day and checked within the schools 'lock-up' procedure.

Safety Glazing

The school should have a safety glazing survey to ensure that all glazed surfaces including mirrors comply with the requirements of standard BS6206.

BS6206 states that any glazing from floor level to waist height (800mm) in walls and partitions, and shoulder height (1500mm) in or near doors should be safety glazing. This is indicated by an etching, usually located in a corner of the glazed panel. Alternatively, a safety film can be adhered to non-safety glazing which provides protection should the integrity of the glass be compromised.

There are several safety glazing companies who will carry out a survey free of charge and provides the school with an estimate to rectify deficiencies. It is the responsibility of the school to prioritise the work and meet the costs of rectifying the substandard glazing.

Safety glazing extends to any glass ornaments or equipment such as fish tanks which should be removed or replaced with an alternative material such as Perspex.

3.1.5 Building Structure, Plant and Equipment

The building structure itself may make access easier for trespassers to reach dangerous areas such as fragile roofs, plant rooms and areas which may be under construction. This may be able to be prevented by removing obvious 'handholds' or climbing ledges, wall mounted ladders, ladders providing access to scaffolds, introducing better security on doors to plant rooms or covering surfaces with anti-climb paint to deter trespassers. However, if you are considering using anti-climb paint, please consult the Risk Management Section regarding the liability issues surrounding this product.

Bins should have lockable lids and be kept in a fenced off compound or alternatively secured to a wall or a bracket 5-8 metres away from the building, where reasonably practicable, to prevent them from being wheeled towards the property and being set alight.

Additionally, care should be taken to remove materials from the perimeter of the building such as loose bricks and flag stones which may be used to break into the building.

Furthermore, contractors may introduce new security risks to the school such as scaffolding, site plant and vehicles, hazardous substances and flammables and skips containing easily ignitable waste materials. These issues should be discussed at pre-contract meetings and control measures/site rules agreed by both parties. It is always recommended that metal skips with lockable lids be procured and that bins and skips be placed at least 5-8 metres from the building where reasonably practicable.

Additionally, the school must display warning notices and signs for those who trespass onto the school premises. Trespasser warning notices should be displayed in conspicuous areas such as the parent notice board, windows and doors near entry points. Warning signs must also be displayed where anti-climb paint has been used.

It is also possible to display signage referring to the Education Act 1996 paragraph 547 which relates to nuisance or disturbance on school premises. This may deter people from loitering on or near the premises and therefore intimidating staff or children. Again, please contact the Risk Management Section for more information on this course of action.

Various health and safety regulations also state that signs must be displayed to warn trespassers of dangers which are known to the premise occupier/owner. These may include fragile roofs, incomplete scaffolding, live electrical services, etc.

3.1.6 Play Equipment and Ponds

The 'welfare' risk assessments which should be completed by the school cover additional signage and security measures for outdoor areas and play equipment. These are available on the Health and Safety Intranet Schools Mini-site or can be accessed by clicking below:

[Risk Assessment – Outdoor Areas](#)

[Risk Assessment – Trail Trims and Play Equipment](#)

3.1.7 Intruder Alarms

An intruder alarm system will depend upon effective detection and signalling, effective building management and adequate response. All intruder alarms should comply with EN20131 (evident by a marking on the alarm system or printed in the manual).

The choice and location of detectors should be compatible with the environment in which they are to operate. Advice regarding suitable systems should be obtained from the BMBC Property and Procurement Electrical Section (01226 774311).

Adequate response to alarms will require a key holder to attend school each time an alarm is raised. It may be appropriate to employ a security company to act as the initial response to the alarm. If school staff are to attend a system needs to be in place to ensure the safety of the person attending. It is not advisable for anyone to enter a school building alone when a burglar alarm has sounded. If a member of school staff attends and is first on the scene they should wait until assistance arrives before entering the building.

If the response to an alarm activation is being undertaken by Authority staff, contact should be made with the Alarm Servicing Company, who will be able to detail why, for example, a Police response has been withdrawn. Remedial action can then be taken to ensure a more suitable response from the Police or appropriate Alarm Responding Service.

It is a condition of the Authority's insurance policy that should your school have the Police Response withdrawn, it is essential this is communicated to the Insurance Section. Failure to do so may invalidate any potential insurance claim.

**Tankersley St Peter's security arrangements are with Doyle Security Tele
01226 298492**

3.1.8 Equipment marking and storage

Storage

Any valuable equipment should be placed in a secure storeroom after use. Equipment that has to be left in situ should be protected by being secured in position or being placed within a room that has increased security measures added to it such as security doors, laminated windows sealed in with a silicon sealant rather than putty.

Access to any secure store or room should be for designated people only. Such rooms should be kept locked at all times.

Schools often have a number of computer systems. These may include both stand alone and networked computers. The data stored is an important asset that should be included in the school security strategy. It may include administration records and course work which is vital to the running of the school. Backing up procedures for the data should be well defined and conscientiously followed. The method used should be kept under review as advances in technology continue to make the process quicker and easier. Paper copies of some work will also need to be stored.

Storage of data and programs, either off site or in a fire proof safe allows recovery of systems even after total system loss due to fire, theft, and accident.

Personal Property

Pupils should be discouraged from bringing valuable items to school. Additionally pupils and parents should be aware that should valuables be brought to school, the school will accept no liability for the loss, damage or theft of personal items. However, if staff members agree to store valuables for safe keeping, or confiscate them, they should be aware that liability may be assumed by the school in the event of loss, damage or theft, and therefore this action may be discouraged by the Headteacher. It is recommended that items are returned to pupil/parent at the earliest opportunity. The provision of lockers for personal property can discourage theft. A common problem is theft from unobserved bicycle sheds which can be prevented by locating them in a position overlooked by classrooms or general staff offices.

3.2 Procedural Security Measures

3.2.1 Supervision

All adults who supervise children at play should receive training related to all aspects of supervision including the agreed procedures for challenging unauthorised persons on the premises. Difficulties can arise when the supervisor or children know that the person is one of the parents/guardians/carers and, for example, just wants a word with their child. Nevertheless the agreed procedure should be applied and explained to the parent/guardian/carer and they should be directed to the approved way of contacting their children in school time.

Access to the school should be monitored and restricted where possible. Discussions with parents/guardians/carers as well as governing bodies may lead to the agreed

locking of some gates, provided that this does not interfere with the fire procedures. These actions and the reasons for them should be communicated to parents/guardians/carers.

This section should set out the arrangements for supervising children entering the school at the start of the day, breaks, lunchtime and at the end of the day.

3.2.2 Visitor Control Systems

It is recommended that there is clear signage for visitors to be directed to a reception point where they should be asked to sign in and give reasons for their visit. Someone at reception should be designated to deal with visitors, ensuring that they are given adequate health, safety and welfare instructions proportionate to the length and nature of their visit such as fire procedures, location of welfare facilities including first aid, limitations of access, signing out procedures, access provisions for the disabled, site rules, etc. Contractors have separate signing in and induction procedures which are considered in the document 'Contractors – selection, monitoring and control'.

Schools should ensure that all procedures relating to signing in and out of the school buildings are adhered to and that visitors receive badges to indicate that they have been authorized to enter the premises. This must apply to all visitors to the school. Schools may provide separate 'contractor' badges to contractors.

Wherever possible, visitors should be accompanied for the duration of their visit. The school may determine that regular visitors with DBS checks can be unaccompanied if they are familiar with the school.

It is recommended that those who come to collect children come to an agreed entry point and do not walk through school to collect children.

School staff should, with the proper training, be encouraged to challenge visitors who have no badge and report any incidents of unauthorized visitors to the Headteacher. Children should be taught to report a visitor with no badge to a teacher.

Information should be provided to staff, particularly those at reception areas, about any person who has been banned from entering the premises or who has a court injunction/order against them preventing them from accessing any child at the school.

It is recommended that access to the school building be controlled by security devices such as keypad locks or ID badge swipe cards to prevent unauthorised entry to the premises. If pin codes are used, these should be changed on a regular basis such as every half term.

Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that –

- All visitors report to the reception desk on arrival.
- All visitors are issued with a badge to be worn at all times. This includes parents,

- helpers, contractors, LA staff and any other person that is not school staff.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
 - Any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police.
 - Visitors will not remove any items of school property without the express permission of school staff.
 - For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

Cooperation with third parties, extended services and community groups

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use – community groups e.g. the church use the hall occasionally on an evening. Visitors will not be allowed in unauthorised locations.

Supervision of contractors

The office staff will check that any contractors and maintenance personnel working during school hours have a current DBS check. If they are unable to provide proof of their DBS or are not in possession of one they will be chaperoned around school for the whole of their visit.

Any contractors and maintenance personnel working outside of school hours will not always have been DBS checked as they will not have any access to children. They will therefore be controlled as follows –

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.

3.2.3 Out of Hours Security

Staff, pupils or contractors may require access to school buildings during holidays, weekends and out of normal school hours. This will pose a risk to building security if alarm systems are disabled or proper locking up procedures are not followed. Access can be provided to certain areas of the building only whilst keeping the remainder locked and alarmed. However this requires careful planning of the security systems.

Our out of hours security is managed by Doyle Security Tele 01226 298492

There may also be a risk to personal safety where staff are working alone, particularly in isolated buildings. The risk may be greater when it is dark and the lights in the

room are on, identifying that a particular teacher is in a vulnerable position. In these instances, staff members may be encouraged to work in the main school building, in a more secure room designated for PPA time for example. Alternatively, being equipped with a telephone, personal attack alarm and/or classrooms being provided with curtains or blinds may provide additional security. In all cases where employees may work alone, it is recommended that a separate 'lone workers risk assessment' be carried out in accordance with the Corporate Lone Working Policy.

Extended schools need to make special considerations for security provisions.

Locking arrangements.

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

. Main School

- Start of school day – the main playground gates are opened to allow access at 8.45am and are locked at 9.00am. Parents are responsible for their children before school begins at 8.55am. The Main Reception gate will be open between 8.45am and 9.00am to allow the operation of a one way system.
- End of the school day - the main playground gates are opened to allow access at 3.20pm and are locked at 3.40pm. The Main Reception gate will be open between 3.20pm and 3.40pm to allow the operation of a one way system.
- After School Clubs – Pupils attending the after school clubs will be supervised by school staff or any other outside provider. The school will oversee the welfare of the children whilst in the care of the outside provider. The school will ensure that the outsider provider is vetted and checked in line with Safeguarding procedures. The school will ensure that all the children attending these clubs are handed over to a responsible adult at the end of the session. The ASC co-ordinators hold keys to the main playground gate and will unlock and dismiss to parents.

EYFS

- The external New Road Electronic gate is open / closed as follows:

Open at 8.30am, Locks at 9.00am

Open at 11.40am, Locks at 12.00pm

Open at 12.40pm, Locks at 12.55pm

Open at 15.05pm, Locks at 15.45pm

- The internal manual gate to the EYFS playground is managed by EYFS staff as follows:

Opened at 8.40am by FS1 Teacher, Locked at 9.00am by FS2 TA

Opened at 11.40am and Locked as soon as children are dismissed by FS1 Teacher

Opened at 12.40pm and Locked as soon as afternoon children arrive by FS1 TA

Opened at 3.30pm by FS2 Teacher and Locked at the end of the school day by Caretaker

3.2.4 Cash Handling

Arrangements need to be in place regarding how cash will be handled within a school. If any cash is kept in a school overnight it needs to be stored securely.

When cash is counted it should be done in a secure room on the school premises, away from public view and ideally with two people present.

Ideally a security company should be used to take any significant quantities of cash from a school however there may be instances where this is not practical or is assessed as not being required. If a security company does not assist with banking cash the points listed below should be considered:

- In respect of any one transit, the following minimum number of able bodied adults shall carry the money, which shall be divided equally between them:
 - (i) Under £250 – 1 person
 - (ii) Sums up to £2,500 – 2 people
 - (iii) Sums up to £5,000 – 2 people
 - (iv) Sums up to £7,500 – 3 people
 - (v) Sums over £7,501 – Specialist Security Company
- The able bodied adults taking cash to the bank should not do so at the same time or on the same day every week
- The same able bodied adults should not be used every week, there should be a random rota between a number of people
- Routes to the bank should be changed regularly
- Staff should not be required to walk through potentially at risk areas
- The bag used to carry the cash should not be easily recognised
- The people taking cash to the bank should log the time they leave school and give an indication of the expected time of return- failure to return at the time specified should elicit an emergency response
- In any attempt to steal money an individuals' personal safety must take priority.

Further advice regarding Cash Security can be obtained by contacting either the Risk Management Section, Insurance Services or Internal Audit.

3.3 Trespassers on School Premises

Most secondary and some primary schools will have had occasional visits from trespassers. They often, but not exclusively, arrive at lunchtime or home time. The action to take in this situation should be based on a 'dynamic risk assessment' taking into account factors such as:

- Whether the person is known to the school staff
- The person's previous behaviour (e.g. are they known to be aggressive)
- The risk to the pupils
- Their intentions
- Whether they are displaying odd or unsociable behaviour

Headteachers and/or senior staff may they decide on a course of action which may include:

- Calmly confronting trespassers (it is recommended that at least two people do this) in order to ascertain their intentions and ask them to leave the premises.
- Verbally warning them of the consequences of their actions and any dangers involved (e.g. that they may be injured if they are on a flat roof or in a construction area).
- Protecting pupils by getting them away from the trespasser (e.g. asking them to go back into the school)
- Ring the community police or if necessary 999

The Handbook of Guidance "School Security" – Dealing with Troublemakers" published jointly by the Home Office and DfES, which has been sent to each school, is a useful reference.

When such an incident occurs, schools should complete the Trespass Incident Report Form and send this to the LEA.

As previously detailed, the school must display warning notices and signs for those who trespass onto the school premises including trespasser notices, anti-climb paint warning notices, fragile roof warnings, and any others pertaining to hazards on-site. For further guidance, the Health, Safety and Emergency Resilience Unit can be contacted on (01226) 772274.

As previously mentioned, it is also possible to display signage referring to the Education Act 1996 paragraph 547 which relates to nuisance or disturbance on school premises. Contact Risk Management on 773119 for more information on this course of action.

N.B. Some guidance in this document will not be applicable to BSF/PFI schools. Any security measures which are identified as being required should be discussed with the schools 'landlord' as some actions may fall under their remit.

SECTION 4 - Building Security Risk Assessment

Premises/ Location: Tankersley St Peter's

Hazards:	<ul style="list-style-type: none"> • Open sites with long perimeters • Multiple entrances • Isolated/ independent buildings spread widely throughout school grounds • Temporary buildings • Glazing • Split sites • Rights of way through the school grounds • Internal courtyards and alcoves • Recessed doorways • Public access to out of hours community facilities • Easy access to roofs • Poor lighting • Lack of security procedures • Letter boxes providing direct access for arsonists
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Risks:	<ul style="list-style-type: none"> • Arson • Personal injuries/ aggressive behaviour experienced by pupils and staff • Damage to windows, doors and furniture • Equipment damaged or stolen • Damage to the schools reputation leading to reduced admissions • Reduced morale amongst staff leading to reduced performance • Disruption to learning • Loss of examination and course work
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Persons exposed to risks (*tick as appropriate*)

Employees		Public		Young persons		Trespassers	
Contractors		Clients		Visitors		Others (Specify):	

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	N	NA	
ELIMINATE				
<ul style="list-style-type: none"> • Remove access points to roof (handholds, ledges, walls, ladders etc). 	X			
<ul style="list-style-type: none"> • Apply for rights of way through the school grounds to be removed. 			X	
<ul style="list-style-type: none"> • Remove loose materials and objects which can be used as missiles or to break in. 	X			

SECTION 4 - Building Security Risk Assessment

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	N	NA	
ELIMINATE (continued) <ul style="list-style-type: none"> Fit metal post boxes to the exterior of the building and board up letter boxes in doorways. Remove unused temporary classrooms/ disused outbuildings Enclose internal courtyards and alcoves Contracting a specialist security company to collect monies from the school 		X	X X X	Majority of transactions are cashless – minimal cash to bank ie fundraising, tuck shop

SECTION 4 - Building Security Risk Assessment

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	N	NA	
REDUCE <ul style="list-style-type: none"> Board up disused outbuildings Reduce the number of access points to the school Introduce security lighting Introduce intruder alarm systems Fit shutters to doors and windows Fit window restrictors to low level and accessible windows Introduce security patrols where necessary (e.g. when building is used out-of-hours, when construction work underway) Upgrade fire exit doors as appropriate Upgrade glazing in vulnerable areas 			X X X X X	
ISOLATE <ul style="list-style-type: none"> Introduce physical barriers around the school perimeter such as fencing, shrubbery, gates Keep bins in a compound or secured to an anchor point away from the building. Keep valuable equipment in secure storage facilities 	X X x			Intruder alarm fitted to ict class. Laptops have individual locks

SECTION 4 - Building Security Risk Assessment

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	N	NA	
CONTROL <ul style="list-style-type: none"> • Install CCTV systems at points of the perimeter where intruders are known to access. • Introduce signage such as: <ul style="list-style-type: none"> • Warning notices • Trespasser notices • Directional signs to guide visitors to reception • Secure some access points (gates and doors) between picking up and dropping off times. • Install door and gate security locks/ key pads where appropriate • Encourage staff not to work in isolated buildings after the hours of darkness. • Introduce appropriate visitor/ contractor control systems • Introduce a 'lock-up' procedure, especially for parts of the building which may be used out-of-hours. • Introduce communication systems (e.g. telephones) between split sites. • Mark valuables by appropriate method • Introduce a cash handling system/procedure • Develop a code of practice for dealing with trespassers, including where necessary, contacts for local police. 		X		When budget allows – low risk
	X			
	X			
	X			
	X			
	X			
	X			
	X			
	X			
		X		
	X			
	X			

SECTION 4 - Building Security Risk Assessment

Control Measures: The controls measures for risks must be viewed as a hierarchy. However, in practice a number of the control measures in combination are likely to be required:	Compliant?			Actions Required
	Y	N	NA	
SAFE SYSTEMS OF WORK <ul style="list-style-type: none"> Regular inspections need to be made to ensure that measures to prevent breaches of building security are maintained. Systems need to be in place to repair defects Back-up electronic data regularly Keep off site records of any important documents Introduce a personal property policy for pupils Ensure staff, pupils and parents are aware of the visitor control system and the reasons for it Ensure staff and pupils are aware of what to do if they suspect a trespasser/intruder on the premises 	X			
	X			
	X			
			x	
	X			
	x			
PERSONAL PROTECTIVE EQUIPMENT <ul style="list-style-type: none"> Issue staff with lone worker devices 	x			

Manager's Assessment Acceptance Statement

I accept the

- details of the assessment*
- details of the assessment subject to the following changes to the risk control measures* and will ensure that the risk control measures identified, any risk control actions identified and monitoring requirements are acted upon within the given time scales. (* delete as necessary)

Appropriate Manager (*print*)

D Beet & S Snowball

Manager's Signature

D Beet & S Snowball

Date

24.05.23

Risk Assessment Review Details

(Assessments must be reviewed following any changes in the work activities, following any accidents/incidents involving the work activities and periodically)

Date of planned review (not to exceed 12 months)

For Sept 24

Date of planned re-assessment (not to exceed 24 months)

Sept 25