

Denefield School Security Policy

Updated	September 2024
Date of next review	September 2026
Review cycle	Biennial
Type of policy	Non statutory
Policy owner	Paul Hamilton
Location of policy	Intranet

Rationale

The purpose of this policy is to ensure the integrity of the security of the school is maintained to the highest practicable standard. The policy covers both physical security of the buildings and property and personal security of all staff, students, visitors and all other stakeholders.

Aims

The aim of the policy is to provide a framework to ensure the security of the school is regularly reviewed and improved as determined necessary within the constraints of the budget.

Responsibilities of Resources Committee

Trustees shall review the site security annually and recommend any improvements that are deemed necessary in order to maintain and improve the security of the school.

Responsibilities of the School Staff

The Facilities Manager will carry out an annual audit and security check to ensure that security is in place and identify, with the Director of Operations, any further action that may be necessary. The premises team will ensure that all incidents involving the physical security of the building are recorded so that any trends can be identified. All school staff have a responsibility to ensure that they follow school security procedures and to report any lapses which they come across.

Policy Detail

1. Physical Security

Physical security includes the

- Protection of the buildings;
- Protection of portable property and assets; and
- Trespass.

An audit (see Appendix 1) will be carried out to identify any weaknesses in existing security arrangements. Any weaknesses will form part of an action plan.

Existing security measures include:

- Intruder alarm;
- CCTV; external and internal;
- Outside lighting;
- Keypad entry system;
- Automated front gates with intercom system;

- Security locks and semi lockdown when school is not in session;
- Boundary fencing and gates;
- Out of hours security company who attend calls as and when required; and
- signage to discourage trespass on the site.

2. Personal Security

Personal security includes the

- Protection of all staff;
- Protection of all students; and
- Protection of all visitors and other stakeholders.

The audit will also identify any weaknesses in personal security and any weaknesses found will form part of an action plan.

Existing security measures include:

- DBS checks on all new staff, governors and external contractors, (catering to be carried out by the contractor);
- Visitors and contractors without appropriate DBS clearance who visit in school hours during term time are accompanied around the school;
- Photo badges for all staff to be worn at all times on a blue lanyard once they have their DBS check;
- Visitor badges on orange lanyards are issued to and worn by all visitors and contractors without appropriate DBS clearance;
- Signage directing all visitors to report to reception;
- Panic alarm fitted in reception to summon the senior leadership team in case of violent or abusive visitors. This alarm is tested on a regular (termly) basis;
- The use of radios to be carried by all senior duty staff and the premises team to maintain contact with reception and each other in case of emergency;
- Instructions to all staff to politely challenge any visitor to site who is not displaying a valid badge and to report the intruder to reception/senior staff member;
- Sixth form students are required to swipe in and out during the day;
- Sixth form students are required to wear their lanyards at all times;
- Students arriving late or leaving before the end of the day must sign in or out at student reception; and
- Automated gates at the front of the site are manned by the premises team at School opening and closing times and are closed during school hours. An intercom system is in place with reception during school hours.

3. Reporting and Recording

A log book (see Appendix 2) will be kept of all security breaches that occur in physical security. This is maintained by the Premises Manager and is reviewed by the Director of Operations termly.

4. Training

Adequate training will be provided to all staff as part of their induction and staff will be updated as required.

Links

Health & Safety Policy

Reasonable Force Policy

Updated: September 2024

Date of next review: September 2026

Appendix 1

Security Assessment Audit

Date

Completed by

Area	Potential risks	Security in place	Tick	Action required	By when	Completed by	Cost
Offices	Entrances	Signing in Alarm system Door entry keypad Locked					
	Windows	Marked					
	Equipment Money security	Fixed/locked Safe Use Regularly banked					
Classrooms	Doors	Lockable					
	Windows	Lockable Safety glass/film Inventory					
	Furniture Equipment Security	Secured Marked CCTV					
Laboratories Prep room	Doors	Lockable					
	Windows	Lockable Safety glass/film Stored as per					
	Chemical storage Equipment Materials	instructions Secured Marked Locked away					
Gym/ Sports hall	Doors	Lockable					
	Windows	Lockable					
	Equipment	Secured/ locked away					

Area	Potential risks	Security in place	Tick	Action required	By when	Completed by	Cost
Workshops	Doors Windows Equipment	Lockable Lockable Safety glass/film Secured Marked Locked away					
Computers	Damage Misuse Theft	Supervised use Restrictions Inventory Laptops security marked					
Fences/ Gates	Intruders Students Absconding	CCTV Signage Lighting Gates locked during day					
Cash security	Theft	Safe Checking system Safe					

Area	Potential risks	Security in place	Tick	Action required	By when	Completed by	Cost
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	Loss						
Car park	Theft	CCTV Lighting					
	Damage	Parking permits Break supervision					
Bicycle shed	Theft	CCTV Lighting					
	Damage	Locked during school day Supervision					
Playground	Intruders	Supervision CCTV Radio communication Lighting					
	Violence	Bullying policy					
Roof Area	Intruders	No access					
School	Crowds	Supervision CCTV Automated and buzzer					
Gates	Intruders						
Lone working	Intruders	Out of hours					
	Violence	signing in					
	Illness	School mobile phone available for duty premises team member					
General	Intruders	CCTV Security badges Keypad entry All staff have keys to own classrooms & offices All staff to have					
	Theft						
	Personal	access to personal lockers or secure storage					

Appendix 2

Premises Security Breach Log Book

Date	Police Case no	Incident	Action taken