

# OUSEDALE SCHOOL

## SECURITY POLICY

### 1.0 INTRODUCTION

1.1 Tragic events have demonstrated the vulnerability of individuals and schools both to intrusion and to acts of violence. It is an unfortunate fact that such situations can probably not be totally eradicated however diligent staff and students become, or however secure education establishments become. We do not want Ousedale to become a fortress and we should strive to maintain the balance between rigorous security and the welcoming environment of a community comprehensive school.

1.2 Nonetheless, enhanced security helps to eliminate the chance of violence, threat or intrusion. Developing an awareness of, and a responsibility for, school safety generates other benefits. The culture and ethos of Ousedale should be further enhanced by mutually supportive community efforts which aim to safeguard our students and their welfare, and reflect the respect for staff and others involved in the life of our school.

### 1.3 Risk assessment

The close examination and investigation into the potential hazards related to security must be viewed as a risk assessment and the procedure must be formally carried out annually, with an annual report back to the Finance Committee, prior to the start of the academic year, by the Site Manager and a Deputy Head. Security risks must be recorded and appropriate action taken through the Headteacher. It should be noted that there is no requirement in law for all risks to be eliminated, but there is a requirement for the employer to take action as far as is reasonably practicable. It is also recognised that there will often be financial implications which will determine the speed at which risks can be mitigated.

1.4 This policy separates into five distinct parts, viz.:

- Site Security
- Buildings Security
- Property Security
- Personal Security
- Off-site Security

### 2.0 SITE SECURITY

This is the responsibility of the Site Manager who must update the Headteacher and Governors on any developments or modifications required or completed.

## 2.1 Perimeter Security

Access and egress points should be kept to a minimum with clear signs directing visitors to the Main Reception. Both sites will have security fencing that attempts to ensure all visitors to the school sites are granted access only via Reception. Roads and driveways passing through the site should have traffic calming measures. The front offices and reception areas afford useful surveillance of the campuses' main entrances.

## 2.2 Walls, Fences, Gates

Walls and fences must have no foot or hand holds either side and should be hung in such a way that they cannot be lifted off or easily climbed over. All gates must have secure locks and be locked according to procedures determined by the Site Manager.

## 2.3 Lighting

External lighting should aim to eradicate points of darkness around the buildings and accentuate lighting on exits and entrances.

## 2.4 Landscaping

The Site Manager must make termly checks to ensure that there is an avoidance of hiding places amongst shrubs and bushes or other landscape features. The strategic planting of prickly bushes (e.g. pyracantha, rosa rugosa and berberis) may be effective in the control of trespass. However, growth should be controlled and natural surveillance preserved.

## 2.5 Staff Parking

All staff car registration numbers must be centrally logged on the Personnel Database. All staff employed at the school have a responsibility to inform the Personnel Manager of any changes. All permanent car users must be issued with a car sticker for parking.

Vehicle parking spaces should not be sited to allow vehicles to be used as a ladder access to other parts of the school building.

All cars are parked on the site at the owner's risk with this fact indicated on the parking signs.

## 2.6 Bicycles

Students must be informed that all bicycles must be parked within the cycle compounds, securely locked and postcoded, or marked in some other way, to deter theft. Alternative arrangements are in place for staff. Valuables must not be left on the bicycles. It must be made clear that cycles parked are entirely at the owner's risk and that the school will not be under any obligation to follow up incidents of damage or theft. The area must be within the surveillance area of an external camera at all times and an external notice should indicate this.

## 2.7 Signs

External signs must clearly indicate that **all** visitors must first report to the Main Reception area.

### **3.0 BUILDINGS SECURITY**

This is the responsibility of the Site Management Team who must, via the Site Manager, update the Headteacher and Governors of modifications necessary or completed.

#### **3.1 External Response**

The site team are supported by an external response agency independently notified via a telephone alert system.

#### **3.2 General**

All access points must be kept to a minimum.

All rooms must be checked annually to ensure that they are maintained securely and that access to them can be gained only from the designated entrance.

External lighting should illuminate all buildings to eradicate dark patches and possible intrusion. Corridors must be well lit to enable easy passage throughout all buildings.

#### **3.3 Reception**

All visitors must be directed to the main Reception areas where they will be booked in and details of their vehicles noted. Visitor passes on Ousedale lanyards must be issued to distinguish visitors from staff or current students. Staff must challenge anyone who is found on the premises not wearing a visitor's pass (see Staff Handbook). Visitors should not be left to walk around the campuses at will and must be escorted back to reception to book out after concluding their business.

#### **3.4 Unsupervised Doors**

These present the greatest risk and, where possible within Fire Regulations, should have self-closing and self-locking devices fitted. In addition, CCTV coverage of external doors will be as comprehensive as possible within the system used.

#### **3.5 Doors**

All external doors must be fitted with appropriate security devices. There must be liaison with the Fire Services before any changes are made to Exit arrangements.

All glazed doors must be fitted with glass to current B.S. specification.

#### **3.6 Windows and Glazing**

When finances allow, windows at ground floor level should have locks or restrictors fitted which prevent them being opened more than 150mm. Windows looking in onto areas where expensive and/or attractive resources are kept or stored must be fitted with blinds or curtains to obscure the view. Students' computer suites should, as far as possible, be sited in first floor locations.

#### **3.7 Flat Roofs**

Consideration should be given to the use of anti-climb paint on drainpipes, tops of fences, railings and, if possible, lighting on flat roof areas.

### 3.8 Letter Boxes

Letter boxes must be opened frequently during holiday periods and will be lined with non-combustible material.

### 3.9 Arson prevention

Combustible waste must not be allowed to accumulate and must be kept a safe distance away from the buildings in proper waste disposal storage. No combustible materials must be stored under staircases within the campuses and all flammable chemicals kept in locked metal cupboards in accordance with COSHH Health and Safety guidelines.

Staff must be vigilant about the possession of matches and cigarette lighters by students. These must be confiscated without exception and may be returned to the parent/carer if requested.

### 3.10 School Closed

The caretakers must ensure that the alarm systems are switched on during all periods when the buildings are not in use.

### 3.11 School Open

It is recognised that outlying areas such as the Sixth Form Centre and sports facilities are particularly vulnerable. All areas must be in telephone contact, using a mobile phone if necessary, with the main school.

If an intruder is identified in any part of the school, staff must use the internal line **2222/7777**, or the main switchboard **0**, using a mobile phone if necessary, for the assistance/advice of the Head/Deputy Head/Site Manager.

### 3.12 Limited Occupancy

During holiday periods all those staff working at either campus must be required to sign in and out at Reception.

### 3.13 Key Security

As few people as possible should possess exterior school door keys. These must always be registered and when staff leave the school, the keys must be recovered.

The Site Manager, with the support of the Headteacher, will be responsible for registering and recovering all keys.

If external keys are lost or it is clear that unofficial keys exist serious consideration must be given to changing the locks.

### 3.14 Police

Ousedale operates an agreed and graduated call-out system with Thames Valley Police. The Site Manager, a member of the SLT or a PAL should be the only staff to summon the police to an emergency during school hours. The Site Manager or the duty caretaker will undertake this out of school hours.

In the event of a major emergency the senior member of staff concerned must contact the Chair or Vice Chair of Governors as soon as practically possible.

## 4.0 PROPERTY SECURITY

4.1 This is the overall responsibility of the Headteacher, though in practice is shared by all staff responsible for valuable school property. In particular:

Heads of Department  
Design Technology and Science Technicians  
Site Manager  
ICT Technical Manager  
Catering Manager and Supervisors  
Deputy Head (Curriculum)

4.2 Schools are increasingly viewed as 'soft targets' by criminals seeking to steal items with easily realised monetary or practical value. These include:

Computer equipment and accessories  
TV, video and audio equipment  
Cameras  
Musical instruments  
Potential weapons e.g. knives, chisels, scalpels, large pins, concentrated acids  
The numerous existence of these as essential school items makes us vulnerable to intrusion and theft during the day, thus exposing staff and students to the risk of assault.

### 4.3 Theft Prevention

The aim is reduce the likelihood of theft through the systematic restraint, devaluation and concealment of valuable items.

#### 4.3.1 Computer, TV, video, audio equipment, cameras and accessories

All significant items must be visibly security marked. Large items, such as computer work stations and servers must be physically restrained if at all possible. Portable equipment must be kept out of sight in locked storage when not in use

#### 4.3.2 Musical instruments.

These must be visibly security marked and stored securely when not in use. Students'

instruments brought in for peripatetic music lessons, if left in the music department for safekeeping must be kept in locked cupboards when not in use.

#### 4.3.3 Potential weapons, drug-related equipment and materials

Heads of Department must ensure that staff are aware of the value of some school items as potential weapons and agree appropriate steps for their secure storage, use and retrieval. Such items must always be counted out and in when used in lessons, immediately following up any apparent loss by conducting a search of all students clothes and bags in the presence of the Head of Department or senior member of staff, if necessary, **before** being allowed to leave the room. Particular items such as preparation knives, etc need to be kept under surveillance by staff when in use and under locked storage when not.

### 5.0 PERSONAL SECURITY

5.1 Employers have a duty, under Health and Safety legislation, to ensure that employees, so far as is reasonably practicable, are provided with a safe place of work. This responsibility includes the need to ensure that each person is safe from assault. With reference to The Health and Safety Commission Education Service Advisory Committee, Ousedale School defines violence as follows:- **an incident in which an employee is abused, threatened or assaulted by a person in circumstances arising out of the course of his or her employment.**

#### 5.2 Vulnerability

Various users of Ousedale will be vulnerable to assault. Each of these groups contains different personnel who will have particular vulnerability at different times throughout the school day and the school year. These employees include those involved in:

- caretaking and grounds work
- working alone
- home visiting (rare)
- evening and/or weekend working
- working in areas away from the main buildings
- working with students with behavioural difficulties
- looking after money (and banking)
- supervisory detentions and disciplining students
- dealing with angry parents, guardians or relatives of students
- off-site visits or activities.

#### 5.3 Training

A suitable on-going training programme for these categories of employees must include:-

- techniques for preventing and avoiding violence
- calming aggressive people

- communication and interpersonal skills

#### 5.4 Recording

All incidents involving violent behaviour must be recorded in writing at the time they occur and lodged with a Deputy Headteacher, who will carry out a thorough investigation. The compilation of comprehensive records, including recordings from video security cameras, if available, will enable risk assessment judgements to be made.

#### 5.5.1 Support for Staff

Should an incident of violence against any member of staff occur, it is important that the victim receives understanding, sympathetic and sensitive treatment. It may well be appropriate to offer the member of staff time away from work; or arrange or suggest that they seek counselling; and to advise that they seek legal advice, where necessary. It will also be recommended that, in circumstances where physical contact has been made, the employee should seek a medical consultation to record any physical injury which may have been sustained.

#### 5.5.2 Support for Students

Should an assault or an incident of violence occur against a student, it is important that the victim receives understanding, sympathetic and sensitive treatment. Parents/guardians must be contacted and advised that it may be necessary to seek a medical consultation. Matron must be informed.

#### 5.6 Handling Cash

Due to Ousedale's cashless catering system, amounts of cash being paid into the school will be limited. Letters requesting payment for trips, visits, etc should make clear that cheques or our web-based system, Parentpay, are the preferred methods of payment. Should there be a need to bank small amounts, the cash handler, must use a variety of routes and a variety of times and days when transporting cash to banks or post offices.

#### 5.7 Home Visiting

In these rare circumstances, the visitor must ensure that their movements are made known in advance and, if deemed necessary, to be accompanied by a colleague. Evening visits should be avoided.

#### 5.8 Working Alone

There are specific risks associated with these isolated situations - wherever possible, staff should not work alone, i.e. group working during holidays is preferable. Limiting access to school buildings in the holiday periods for staff only, via an electronic entry system, will limit potential vulnerability.

## 5.9 Communications

Staff are advised not to give their personal information such as home address, telephone numbers or e-mail addresses to students or parents/guardians. This is to minimise the risk of nuisance or malicious calls and e-mails, including those transmitting computer viruses.

## 6.0 OFF-SITE SECURITY

### 6.1 Risk Assessment

Prior to an off-site visit the procedure must include consideration of the following:-

- nature of the activity
- notification to parents/guardians
- early arrival time at school
- modes of transport
- pedestrian behaviour
- precise time-tabling
- extent of freedom of movement during activity
- toilet safety
- returning home late at night and collection of students

### 6.2 Records

- Itinerary - precise details of the off-site visit must be left with the school. Contact with the school or with a named senior member of staff must be immediately available.
- Attendance lists - an accurate list of students and adults taking part in the activity must be left in school at Reception. Each teacher or helper accompanying the group must also have a list.
- All minor accidents/near misses must be reported so that changes to agreed systems can be made if necessary.

### 6.3 Emergency Plans

#### 6.3.1 Emergency Action

The teacher in charge must:

- take steps to safeguard against future incidents by isolating the group from the scene of emergency/hazard
- in the case of an accident, administer first aid or other immediate action to prevent further injury or trauma
- call emergency services
- account for all the students by checking the group list
- ensure all accompanying adults are informed of the accident and the action that has

been taken

- ensure that any injured student is accompanied to hospital by a responsible adult who has the authority to agree to treatment and who must remain with the student until discharged or the arrival of the parent/guardian
- make appropriate arrangements for the other students

### 6.3.2 Communications

The teacher in charge must:

- 1 Immediately inform the Headteacher and emergency contact giving full details of the incident. There must also be a control exercised over external communication by restricting students' access to telephones or use of mobiles until after the Headteacher has been contacted.
- 2 The Headteacher, or his/her representative, must inform the Chair or Vice Chair of Governors immediately, who should inform all governors, if appropriate, in due course.
- 3 Ensure all parents/guardians are informed at the earliest opportunity.

### 6.3.3 Media Co-operation

- no contact until the Headteacher or school has been informed
- only the group leader should release an agreed prepared statement and only the basic facts should be given in that statement
- names must never be released
- where possible, students should not be allowed to speak to the media
- all school staff and other authorised persons must direct media enquiries to the Headteacher; all governors must refer to the Chair of Governors.

### 6.3.4 Reporting

As soon as possible the group leader must begin to compile notes ready to formulate an official report.

Notes must be taken of witnesses' names and addresses.

A full and comprehensive report must be prepared by the group leader as soon as possible for the Headteacher and governors.

## 7.0 COMMUNITY USE AND SECURITY

All community groups (lettings) who use the school buildings and sites must follow the guidelines and instructions contained in this policy and ensure that all personnel involved in the activities are covered by it.

## 8.0 STAFF WITH MAJOR RESPONSIBILITIES IN RELATION TO SCHOOL SECURITY

Site Manager  
Headteacher  
Deputy Headteachers  
Duty Caretakers

## **9.0 MONITORING, EVALUATION AND PERIOD OF REVIEW OF THIS POLICY**

This policy will be the subject of triennial review by the Governors' Finance and Premises Committee.

Reviewed and approved by Finance and Premises Committee – 21.1.14  
To Full Governing Body – 19.3.14  
Date of next review – November 2016