



Security Policy

Approved: Spring 2023

For Review: Spring 25

Brigg Primary School

Security Policy

1. This school security policy has been produced using the guidance 'Guide to School Security' produced by Zurich Municipal (the council's insurer) and guidance prepared by the council's health and safety unit and will be reviewed on an annual basis by the governing body of the school.
2. A risk management group will be established to monitor risk and to devise and implement security strategies. (This is done through the Children and Resources Committee)

The risk management groups comprise of:

- Children and Resources Committee with Custodian

The risk management group will undertake on a regular basis security risk assessments and will inform the governing body of any necessary improvements or remedial actions to be undertaken. The assessment will include:

- The type and extent of actual risks occurring
- The type and extent of potential risks
- How changes (building work / management procedures) at the school might impact on security.
- Identification of the cost of any problems that are occurring

3. The areas for consideration are (but not exclusive)

- Daytime security procedures
- Key control
- Cash handling
- Personal property
- External site security - fences, gates, doors & windows
- Storage areas
- Marking of equipment
- Intruder Alarm Systems
- Security Lighting
- CCTV Systems
- Interview Rooms

4. The Head Teacher retains overall day to day responsibility for security on school premises. However, other members of staff have had specific responsibilities delegated to them to ensure the day to day management of site security.

For example:

School Entrances - Custodian opens and locks the building

Control of visitors - Business Manager / Admin staff

Emergency procedures (fire alarms etc) - Headteacher

Periodic Risk Assessments - Children and resources committee

5. The school has implemented the following arrangements:-

External Security

- The whole site is enclosed with security fencing. The fence being a minimum of 2m in height, vandal resistant and robust.
- Fencing and gates will be regularly checked for damage and repaired or replaced as soon as possible.
- Gate specifications match the height of the fencing, be lockable, have anti-lift hinges and are of a design that avoids assistance in climbing.
- Landscaping does not impede the natural surveillance and should avoid the creation of potential hiding places.
- External doors are to building regulations January 2007. The frames should be securely fixed to the surrounding construction. Where external doors are designated as fire exits these doors can not be locked during the school day. This is managed with the installation of an electronic fitting to an external door which is disabled during a fire alarm.
- All ground floor windows have suitable key operated locks.

Internal Security

- As part of the school policy security lighting is installed. The presence of lighting can deter or reduce the effects of break-ins.

CCTV systems

- The CCTV package was installed at this school in the new build January 2007 and was updated in the academic year 2021/2022. This system has been regularly maintained since then. Under the Act, the Data Protection Commissioners should be notified of all CCTV schemes covering the areas to which the public have access. The recorded images will have to be of high quality to be used in cases where prosecution may be appropriate.
- Warning notices must be displayed if pictures are recorded.

Daytime Security Procedures

- All visitors to use a single entry point which is clearly identified. This is an electronic system and requires details of the visitor and a photograph. This information is printed onto a badge which is placed in either a red (No DBS) or green (DBS seen and checked) lanyard.
- Red lanyard visitors are always escorted to and from their destination within the building
- The school should operate a signing in and out procedure
- Members of staff should challenge anyone (for their identity) who is not wearing an identity badge
- Secondary entrances around the school can be common but these should only be open at peak times, for example, arrival and departure of pupils. These doors are locked on a turn lock from the inside.

Key Control

- The number of staff with keys to external doors will be kept to a minimum
- External door keys will only be issued to those members of staff with a need to enter the building outside of the normal school day. The custodian has responsibility to open and lock the building
- The distribution of internal door keys will be kept to a minimum
- An inventory of permanently and temporarily issued keys will be maintained
- Only a number or a code will identify keys. A list of these numbers will be kept in a secure location.
- Lost keys must be reported immediately. This may involve appropriate locks being changed.
- Annual checks should be carried out to identify the whereabouts of every key
- Keys for the cleaning staff should be with the site custodian who will provide access for the cleaners.
- The custodian and cleaning staff should lock themselves inside the school when undertaking their duties after school hours.

Cash Handling

- The school has now moved to a cashless system with parents paying for school dinners and uniform etc online via Parent Pay.
- A small amount of cash only is kept on the premises eg petty cash
- Monies from fundraising are banked at the earliest opportunity.
- Cash should not be handled within sight of visitors or members of staff
- Safes should be robust and secured by bolts to the floor
- The safe key will be retained by a designated member of staff

- Cash will not be kept in a desk drawer or a cabinet. If not immediately required, it should be locked in a safe
- Where cash is taken to a bank, the risk of robbery should be minimised by:
 - banking at different times of the day
 - varying the route
 - if possible, two members going to the bank
 - if large amounts of cash are received at the school, a security firm should be used.

Personal Property

- Staff should be vigilant in taking responsibility for safeguarding their personal property. Handbags and personal equipment should not be left unattended or in unsecured rooms.

Storage Areas

- Secure storage areas should be intruder alarm protected and accessible from alarm protected areas.

Marking of Equipment

It would be impractical to move all equipment to secure storage at night. It is advisable: -

- to ensure all attractive items of equipment are intruder alarm protected and as such laptops and Ipads are stored overnight in either the quiet rooms or the teachers cupboard, both of which are locked at night.
- that all items of equipment are security marked with the name and postcode of the school
- Security marking should be prominent and not easily moved. Preferred methods of security markings are engraving, chemical etching or heat branding.

Intruder Alarm Systems

Our school has intruder alarm systems. Part of the maintenance systems should include: -

- All staff who use the system should receive adequate training
- A regular check that detectors in accessible places have not been covered.
- Ensuring that cupboards, boxes, music speakers etc have not been placed in front of detectors
- Ensuring that managers in the school are aware of police protocol in responding to alarm calls. From April 2006, the association of Chief Police Officers introduced

changes, but these may vary from area to area. For example, police may not respond to an alarm signal if there have been previous false alarm signals over a period of time.

- Ensure the safety of alarm responders at all times. That is, it is advisable for two key holders to respond rather than one person alone. If there are signs of anything suspicious, key holders should not enter the building and instead call the police. Key holders should always carry a mobile telephone for communication in emergency.
- Intruder alarm is linked to external services who have been given contact details of authorised personnel. (The custodian in the first instance, followed by the Headteacher and then the Deputy)

Interview Rooms

Staff may be vulnerable when speaking to members of the public in a closed environment of an interview room. To minimise danger: -

- Seating should be arranged so that the member of staff is nearest to the door
- In most cases another member of staff will also be present or at least alerted to the meeting and in ear shot of the conversation.