Hornsea School & Language College

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Site Security Policy

Created by:	HR & Support Services Manager	
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Site Security Policy

Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Hornsea School and Language College. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

Responsibilities

The following groups and/or individuals have responsibilities for ensuring the security of the school.

Governors

The Governors will:
- Ensure that the school has a security policy and that this has been implemented.
- Monitor the performance of the school security measures. This will be achieved by
  - the health & safety governor monitoring performance on their special interest visits
  - the Head teachers reports to governors
  - all governors observing its implementation when they visit the school.
- Periodically review the school's security policy.
- Delegate the day-to-day implementation of the policy to the Head teacher.

Headteacher

The Headteacher will:
- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

The responsibility will be delegated to the SLT Site Contact (Mr R Lewchenko).

Staff

All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site. Photograph ID will be worn by staff at all times.

Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body through recommendations from the SLT Site.	- Agree policy - Review every 12 months

Day to day implementation and management of policy.	Head Teacher / SLT Site Contact, Site Co-ordinator (Mr D Jordan)	• Inform staff • Monitor performance • Review arrangements
Securing school entrance/exits as detailed in this policy	Site Co-ordinator, Caretakers	Open and close gates/school as laid down by school policy
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Co-ordinator, Caretakers	Part of normal duties to check physical integrity of security devices.
Control of visitors	Student Support, LEC staff and Admin Team	Issue badges
Control of contractors	Site Co-ordinator	
Security of money etc.	Finance Manager and the Finance team	

Students

Students will be encouraged to exercise personal responsibility for the security of themselves and others. 6th Form Students will wear photo ID at all times on site.

Students will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

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. This includes familiarisation with the school's On-Site Lockdown Policy and the Fire and Emergency Evacuation Procedures.

Health and Safety induction by SLT Site Contact will include the details of the school's security policy and traffic management policy will be recorded on the employees training profiles.

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, through the school newsletter, the school website or via another method of communication.

Controlled access and egress during the school day

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

The extent of physical controls, such as electronic gates, lockable gates and 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. HSLC has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding pupils.

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 staff.

The access control procedures for the site and buildings are –

- Multi-block school – the main building has a reception desk and access control. As a result of risk assessment, it is impractical to have access control on all other blocks and so pupils will be safeguarded in these other blocks by other methods such as supervision. Unauthorised visitors will be challenged by staff.
- Designated entrances, restricted for staff use have had security access control systems installed.
- Floodlighting covers entrance and exit doors adjacent to car parks.
- The school has close links with local police and the Community PCSO. They will patrol the school on request.
- The school operates an efficient electronic attendance system which allows us to monitor absenteeism and truancy.
- The school operates a signing in / signing out system for all visitors and students who are late / leaving early. Students must have written permission to leave early and must sign out with the attendance officer.
- Students who are out of their lesson must take their PD planner and lesson leave card with them.
- Contractors fully comply with school procedures.
- The school has a traffic management policy to manage the flow of traffic on the Atwick Road drive at the start and end of the school day and during busy school events held in the evening i.e. Open Evenings. All vehicles have restricted access to the school site to avoid these times.
- Access onto the yard is controlled by a barrier at the northern end of the yard – access is denied during times when the student population is not in lessons.
- Caretaking staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- The electronic gates (vehicular and pedestrian) on the Atwick Road Drive are in operation between 0845 and 1445. During this time school staff can access the gates using their electronic pass. Visitors are to access the site via the front entrance and park in the designated spaces. Any visitors attempting to access the site via the Atwick Road entrance will be redirected.
- Staff with motor vehicles parked on site should ensure that their registration details are up to date on Arbor.
- An out of school traffic plan has been introduced to accommodate the 3G facility.

Grounds

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

- Whole school grounds enclosed by fencing.

- Atwick Road Drive has electronic gates which operate between 0845 and 1445. The main school drive is manned at break and lunch.
- Staff are not permitted to leave the school site in a vehicle between 2.50pm and 3.15pm. If staff need to leave between these times, they will need to park off school site.

The school grounds are not accessible to the public during school hours. Any risk is further controlled with our school's supervision arrangements and how the school deals with visitors.

Outside Areas

Under Positive Discipline (PD) the students access to outside areas has been restricted (sign posting), thereby, ensuring the students remain within supervised areas at all times.

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 must be escorted to reception to be issued their badge. 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 challenged and asked to accompany a member of staff to the reception desk or asked to leave and escorted from the site and SLT informed. 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.
- Identity information will be requested where appropriate.

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 –

- Outside area – Students are supervised at all times and people without an appropriate ID or visitors badge are challenged.

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

Examples:
Start of the school day – as the grounds have open access, duty teams are deployed in designated areas from 8.05am to 8.35am.

Break and Lunchtimes – duty teams are deployed in designated areas for the duration of the break/lunch time.

End of school day – duty teams are deployed at the Eastgate Entrance and year teams have a bus duty rota supported by the School Transport Liaison Officer (STLO).

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 using the facilities in the evening will have restricted access to the area they are using. Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment.

Extended School Activities and Twilight sessions will only be run by staff who have the appropriate DBS clearance.

Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked and therefore they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given school visitor 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.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Physical security measures

The Governing Body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account –

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Locking arrangements

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

The caretakers are employed on a shift pattern enabling the locking arrangements to be adhered to at all times.

CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this. CCTV footage can be accessed in accordance with the guidance listed in the CCTV Policy.

Cash Handling

School should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

Valuable equipment

All assets belonging to the school are recorded on the asset register.

Items of valuable portable equipment e.g. laptops will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lost property should be handed to Matron where it will be kept until the end of the term disposal.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the First Aid room. Arrangements for the administration of medicines are detailed in the Medication Policy.

Monitoring and Review

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.