



the *King's* school
Specialising in **Mathematics & Computing**

Security Policy and Procedures



Security Policy and Procedures

Policy Statement

The King's School appreciates and acknowledges that there are risks to the school through security issues. In order to offset these risks the school will implement practices that will try to ensure the highest levels of security and safety. The school will aim to provide an environment that is both secure and safe for all of its members and visitors. It will continue to review the situation in order to maintain the highest possible levels of security for all members of the school community and its visitors. The school seeks to develop an integrated Security Policy and procedural document that encompasses vision, values, benefits, aims, responsibility and accountability.

Purpose

The purpose for having this policy is to confirm the school's intent to ensure that, as far as is reasonably possible, teaching and learning takes place under secure and safe conditions and that the school's assets are adequately protected at all times. It is a key Strategic Objective that the school will seek 'to provide a good and safe working environment'.

Scope

This policy applies to:-

- Students whilst undergoing education/training organised by the School irrespective of location;
- Staff whilst working as employees of the School;
- Visitors to the School and to fixed and mobile assets managed by the School:-
- Site, grounds, premises, buildings;
- Fixed/mobile plant and equipment, materials, substances;
- Vehicles (in whatever location);
- Cash in hand;
- Confidential and personal information (paper and computer based) and computer software.

Context

This policy should be considered in the context of:

- The King's School Health, Safety and Environment Policy;
- The Control of Contractors Policy;
- The Freedom of Information Policy;
- The Data Protection Policy;
- The Safeguarding Policies.

Appreciating the Risk

The school and its contents are at risk from criminal damage, burglary, theft and arson and a successful criminal attack in the school will have at least one of several predictable results:

- A loss of equipment, records or community facilities;
- A drain on resources;
- Demoralisation of staff and pupils;
- Disruption of school life and displacement of staff and students;
- Total loss of school.

Depending upon its severity, it could cause some or all of these effects. Whatever the precise outcome, any criminal attack upon the school will inevitably impair its efficient functioning, to a greater or lesser extent. It follows that every realistic step should be taken to prevent it. This demands good risk management.

Risk Management

The King's School has in place a risk management approach to managing security, the object of which is to protect staff and students and save money by minimising, in a cost-effective way, the drain on school resources occasioned by crime.

To support this approach the school considers and identifies the most appropriate, cost-effective security procedures and measures, as part of this process the school seeks to understand the:

- Nature and extent of actual and likely risks facing the school, which calls for an accurate record of previous incidents and a continuing appraisal of the relationship between changing conditions and new risks;
- The local crime risk; by sharing crime reports with the local police crime prevention officer
- Potential cost of crime, including repair and replacement costs and the likelihood of recurrent risks;
- Scope of consequential losses, through, for example, timetable disruption and inconvenience.

A Security Risk Assessment Procedure is carried out annually by the Chair of the Health and Safety Committee and the Business Manager using the document attached as Appendix A and shared with the Senior Leadership Team, Health and Safety Committee, the Site Services Team and any other key partners and stakeholders deemed to be appropriate.

Physical Security

The King's School seeks to protect the site by the following methods:

- Pallisade fencing around the perimeter of the site;
- Electronically controlled vehicular and pedestrian gates;
- A CCTV system;
- An intruder alarm;
- InVentry Visitor Management system;
- Security lighting.

Security Procedures

Introduction

Apart from the more well-known risks from acts of burglary and criminal damage, which generally, though not exclusively, take place outside normal working hours, the school is faced with a variety of security problems during working hours. Most of them are amenable to procedural solutions, often costing little or nothing to implement.

Visitors

The school has many visitors including contractors, parents and carers of students and people making deliveries. They could also include individuals with dishonest motives, such as walk-in thieves. It is unlikely that all of these callers, even the legitimate ones, will be known by sight and the school seek to ensure the security of the school and the safety of its occupants by subjecting all visitors to some form of routine scrutiny.

As an initial measure, all visitors to the school are directed by means of prominent notices, to reception where they will be required to sign in using the InVentry Visitors Management system. This system requests the following information:

- Name;
- Time in and out;
- Which organisation they are from;
- Who they are seeing;
- A photograph.

They will be issued with a visitor's badge, which they should be instructed to wear at all times whilst on school premises. Regular visitors such as governors and contractors will be asked to undertake a Disclosure and Barring Service check.

Members of staff should always wear their ID badge and should challenge anyone they encounter whom they do not recognise as a legitimate visitor, a key indicator could be that they are not wearing a badge. Such people should be required to produce evidence of their identity and account for their presence. If they are unable to do so satisfactorily, they should either be escorted from the premises or accompanied to reception for the purpose of confirming their authority to remain. If the latter course is chosen, the reason for it should be clearly explained and the visitor given the option of simply leaving the school. The member of staff on Emergency Rota could be called to assist with such a situation.

All incidents of this nature should be reported to the School Business Manager.

Under no circumstances should visitors be permitted to remove items of the school's property, or the property of staff or students, unless the person witnessing the event has personal knowledge of their identity and their authority to do so. Walk-in thieves, sometimes under the guise of equipment repair personnel, can be extremely plausible in manner and appearance and staff need to be aware of the dangers.

Students who encounter anyone whom they do not recognise as a legitimate visitor should report their concerns to a member of staff. They should under no circumstances challenge the person themselves.

Casual access to parts of the premises should, as far as possible within the limits of safety, be prevented by physical means. As a general rule, visitors, including all parents and carers, should be escorted to and from their destination within the school.

Cash handling

Cash is obviously a very attractive target for criminals, and its presence, even in moderate quantities, can pose a threat to the school and its occupants. Cash, regardless of quantity and whether it is required immediately, should always be routinely locked in the safe and the keys kept by the Finance Manager and Finance Assistant. One key is taken off-site overnight and the key to the safe is locked in a base unit. The key to the base unit is hidden in a location known only by members of the Finance Team.

Cash should never be handled in areas visible to visitors or members of the school at large. If not disbursed, it should be sent to the bank. To minimise the risk of robbery it is collected by the King's School's external cash collection company. Cash and cheque collections should be arranged for appropriate intervals to ensure the levels of cash in the safe do not exceed insurable limits but collection costs remain economical.

Protecting valuable equipment

The school contains much valuable, portable equipment of a kind attractive to thieves. It may be consumable property with a low individual value but a high cumulative worth, or property with a useful life of several years with a high individual value. The market for any or all of these items may change from time to time, which is why periodic assessment is necessary to review the current level of resources appropriate to the protection of each item or category of items.

When not in use, equipment should be stored in conditions that reflect accurately the level of risk attached to it. The greater the risk, the more secure the storage required. A named member of staff should be responsible for making regular inspections to ensure that these criteria are observed.

Named members of staff should be given personal responsibility for the security of valuable equipment used in the course of their duties. A record should be kept, indicating precisely who is currently responsible for particular items. The procedures relating to asset and equipment management are contained in the Pontefract Academies Trust Financial Scheme of Delegation and should be adhered to by all staff.

Frequent, regular checks should be conducted, with occasional random spot checks. Neat storage will facilitate the speedy identification of any irregularity. Equipment inspections should not merely be used to confirm the correctness of the inventory. They should also check that valuable property has been security marked in such a way as to readily identify its source should it be stolen and subsequently recovered.

Safeguarding personal property

Staff and students should be encouraged to take an active interest in the security of their personal property, including mobile telephones, I-pods, PDA's etc., whilst on the school premises or engaged on school activities elsewhere. The loss, theft or vandalism of personal property can create distrust and suspicion and can lower morale.

Regardless of the individual's responsibility good management includes the creation of an environment in which the likelihood of interference with personal property is minimised.

Members of Staff

Offices used by the staff should be kept locked during the day when they are unoccupied. Staff rooms and rest rooms, where coats and other personal property are left, should be capable of being secured against casual intrusion.

Students

Students should be discouraged from bringing valuables to school unless they are necessary for a particular lesson or activity. Consideration should be given in such instances to providing secure storage before and after the relevant period, as appropriate. However, once members of staff take responsibility for students' valuables, it is the school that becomes liable.

Students should be encouraged to use their locker to store personal belongings.

Bicycles

The theft of, and damage to, bicycles can be a problem affecting the personal property of students in some schools. Provision has also been made for owners to secure their bicycles to the fabric of a fixed structure by the use of locks and chains.

Users should be encouraged to provide their own good-quality locks and chains for this purpose. The local police force should also be consulted about the marking of bicycles in such a way as to readily identify their owner, should they be stolen and subsequently recovered.

Lost property

Staff and students need to be assured that adequate arrangements exist to deal with reports of lost property and to reunite found property with its owner. Details of lost property should be reported to Student Services who are responsible for holding all lost property.

All found property should be tagged with the finder's name and address and its description recorded in a standard format at Student Services and stored securely in the same place. In the case of valuable property, a brief description, insufficient to facilitate false claims, should be circulated via email. According to the circumstances and the value of the item, it may be necessary to consider informing the police.

If found property is claimed, care must be taken to ensure that the claimant has legitimate title to it. The claimant's particulars should be entered in the records and its return acknowledged in writing. The finder should be notified that this has happened.

Unclaimed property should be retained for three calendar months, after which it may be claimed by the finder or disposed of. Records should include full details of property disposed of in this way, to protect the school from any subsequent claim by its loser.

Key control

Classification of keys

- Keys that afford access to all external doors throughout the school: they should be issued only to key members of staff **(E)**
- Access keys that afford access to a particular building from the outside such as BoB, the Caretaker's House, the DT Block or Fitness Suite. These should be issued only to members of staff with a work-related requirement to enter the building at times when it is closed, or with a duty to open or close the school **(A)**
- General keys give access to areas within the school but not the, external doors. These should be issued to members of staff whose duties demand comprehensive access throughout the school internally **(G)**

Issue of keys

Keys should be issued to staff only on the basis of demonstrable, work-related necessity. An inventory of issued keys should be prepared and kept up to date by the Facilities, Health and Safety Manager.

Staff should be instructed not to make copies of keys without the authority of the Facilities, Health and Safety Manager. Master keys will not be copied on any account unless authorised by the School Business Manager in writing. The handling of keys by students should be discouraged. All duplicate keys, or keys not issued, should be locked in the Facilities, Health and Safety Manager's office. Duplicate keys in the Facilities, Health and Safety Manager's office should be identified only by an alphanumeric code, the meaning of which should be lodged in a separate secure area.

All issued keys should be signed for by staff, and it should be clearly stated and understood at the time of issue that:

- The recipient is responsible for the safekeeping of the key;
- The key is not to be passed to a third party without permission;
- Upon departure from the school, all keys are to be handed back to the Facilities, Health and Safety Manager and a signed sheet confirming this given to the member of staff.

Lost keys

All members of staff are required to report the loss of any key immediately to the Facilities, Health and Safety Manager. An assessment must then be made by the School Business Manager of the:

- Circumstances of the loss and the likelihood of the key being used improperly;
- The need for the lock, or locking mechanism, to be changed based on the circumstances of the loss and the key's level of security.

In most cases, it will be usual for locks to be changed whenever an external door or secure store key is lost.

Audits

Regular checks should be conducted to confirm the whereabouts of every key using the Key Audit Form attached as Appendix B. It is almost inevitable that this practice, and other aspects of effective key security, will be unpopular with staff, but the consequences of lax controls range from replacing locks to replacing stolen equipment. Like many aspects of security, key control is tedious but crucial.

Activation of the Intruder Alarm

If the alarms are activated during silent hours, two members of the Site Services Team, or a key-holder, will carry out an initial investigation to ascertain the circumstances of the activation. The following actions are to be adhered to.

- If there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset. The central monitoring station should be informed not to contact the police.
- If there is a breach of security and the intruders are still on site, the police should be contacted immediately. Under no circumstances is an employee to confront intruders.
- If the intruders have departed, the police should be informed immediately.
- All false alarms and breaches of security are to be reported to the School Business Manager on the next working day and an Incident Report form attached as Appendix C completed and given to the School Business Manager.

To enable a police response when the security alarms are activated, the following conditions apply:

- There must be at least two key holders available for call-out.
- They must have a telephone at their home address.
- They must reside not more than 20 minutes' travelling time from the premises for which they are responsible.
- They must have their own transport to ensure prompt attendance.
- Police transport will not be provided.
- Both the alarm company and the local police must be informed immediately of details of key holders and of any changes whether of a temporary or permanent nature.

Daily CCTV video recording

The majority of the site is covered by CCTV video recording. A planned programme has been implemented to ensure coverage in the most vulnerable areas of the site.

Recordings are retained on the system for 14 days.

CCTV footage recording any accident, incident or near miss must be copied to support any future investigations or claims. This is the responsibility of the Facilities, Health and Safety Manager and the footage must be passed to the Business Manager.

CCTV and alarm system faults

Any faults on the CCTV or alarm system should be reported to the Facilities, Health and Safety Manager.

Access control

Unlocking the site

A member of the Site Services Team will clear the alarms and unlock the site buildings between 06.00 and 06.30. Staff wishing to access the school should conform to the above opening times. Any problems staff may have in accessing the school should be directed to the School Business Manager.

Closing doors and windows

- All members of staff are required to secure windows and doors when rooms are not in use and upon their departure at the end of the day.
- As a second check, the cleaners are required to check windows and doors in their areas to ensure that they are secure.
- Finally, upon securing the site, a member of the Site Services Team is to also check that doors and windows are secured in all areas.

Note: Certain windows and vents may need to be left open at night to provide night cooling in hot weather to prevent daytime overheating. The security implications of such openings should have been considered as part of their design.

Securing the site and activating the alarms

The duty Site Services Team member is responsible for locking the site and setting the security alarms. The following procedures should be adhered to.

- Following departure of all staff, visitors, hirers, etc from the site, all external doors and windows should be locked and/or secured.
- Normally, the site would be secured between 18.00 to 18.30 following the departure of the cleaners. However, there are many occasions when staff, hirers or contractors require access to part(s) of the site. In these instances, all doors and windows where access is not required should be locked or secured between 18.00 to 18.30, with the remaining doors and windows being secured following the departure of personnel.

Once all doors and windows have been secured, the alarms should be set from the control panels located in the Cleaners store, FLC or Caretaker's Office. Where only parts of the site are being used, the alarms for the areas that have been secured could be set.

Appendix D sets out the specifications for the external protection of buildings and the protection of specific vulnerable or sensitive areas within the building.

Action in event of incidents

All security incidents should be reported to the School Business Manager either at the time of occurrence or, if during silent hours, on the following working day. The School Business Manager will report all security incidents to the Headteacher and the Health and Safety Committee. The School Business Manager will also maintain records for insurance and other reporting purposes.

Starting pistols

The King's School holds a starting pistol that tends to be used only occasionally, this item is the responsibility of the Head of the PE Department. It is acknowledged that this item is very attractive to children and misuse could prove tragic. The starting pistol is kept in the safe located in the General Office. If the working parts can be removed, they should be kept in a separate secure area.

Ammunition is kept separately and securely in the PE Office. On no account should the pistol ever be stored in a loaded condition.

A full description of the starting pistol, including its make, calibre and serial number (if any) should be entered in the school equipment register, together with a strict and accurate inventory of the ammunition.

Roles and Responsibilities

In the school environment, as elsewhere, crime prevention is a shared responsibility. It cannot be regarded as the sole province of the Headteacher or the School Business Manager, any more than they can abdicate all responsibility to the governing body.

As the employer, the Pontefract Academies Trust has ultimate responsibility for the Health and Safety of all employees and this extends to the security of the Trust assets.

The Governing Body has responsibility for ensuring that there is due regard to matters of security within the School. The overall responsibility for all aspects of health and safety at work within The King's School rests with the Governing Body through the safety organisation objectives set out in the Health, Safety and Environment Policy.

The School will need to satisfy itself that adequate responsibilities are defined and procedures exist for the protection of the people and assets covered by the scope of the policy.

The Headteacher, with the support of the Senior Leadership Team, will determine detailed responsibilities and resource allocations to ensure the implementation of the policy.

The Business Manager will take a lead role on behalf of the Senior Leadership Team in ensuring that adequate procedures are in place to protect people and property.

All School Managers have a duty to ensure the security of their staff and controlled assets.

All staff/students have a responsibility to carry out security procedures and precautions as instructed and inform their Line Managers/Tutors if they believe School staff/students or assets are at risk.

Publicity

A statement regarding the Security Policy will be made on all appropriate publicity materials, all new staff and students recruited to the School will be made aware of it. The policy will be posted on the Shared (G) drive of the school web site.

Appendix A - Security Risk Assessment Procedure

The degree of risk faced by the King's School can be assessed using the Security Survey set out below which indicates whether the school can be considered as low, medium or high risk. It is divided into three parts, part one predominantly being desk based and parts two and three being completed by walking around the site.

Part 1: Incidence of crime
This section assesses the type, scale, patterns and trends of incidents which have occurred in the last 12 months (if the school does not have 12 months worth of records of such incidents a more subjective approach can be taken, possibly including a discussion with the local police service).
Part 2: Environment and buildings
This section assesses the environmental and building factors which contribute to school security.
Part 3: Security measures
This section assesses the degree and effectiveness of the security measures already employed by the school.

How to complete the survey

Each heading is given a score from zero to five points, zero being low risk and five being high risk. An example of each extreme is given for each heading.

Once a score has been given for each heading, these should be added together to give an overall total out of 150. A total score of less than 50 indicates the school is low risk; 50 - 100 indicates medium risk and 101-150 indicates high risk.

Part 1: Incidence of crime								
	Low Risk	0	1	2	3	4	5	High Risk
Trespass	No cases of trespassers in school grounds							Trespassers commonly in school grounds
Vandalism	No cases of reported vandalism							Frequent and costly vandalism of school buildings
Theft/ burglary	No cases of theft or burglary							Frequent theft or burglary
Fire	No arson attacks in the locality							Schools in locality have suffered from arson attacks
Safety attacks on staff or pupils	No attacks or threats reported							Attacks inside school or in vicinity of school
Drugs/ solvent abuse	No problems reported							School or locality problems with drugs or solvent abuse
	Total score for part 1:							

Part 2: Environment and buildings							
Low Risk	0	1	2	3	4	5	High Risk
Locality has a low crime rate							Locality has high crime rate as reported to police
Grounds clearly visible to public							Unobserved grounds
Boundaries well defined with fences and gates to grounds preventing all but determined intruders							No fences or gates preventing unauthorised access
Clear entrances with signs directing visitors							No clear entrances or multiple entrances
Pass system in operation with badges issued to all visitors							No system of recording visitors
Car park(s) well lit and overlooked							No safe place to park, car parks unlit and not overlooked or surrounded by trees
Buildings well kept and in good repair with no graffiti and not vandalised							Buildings badly kept and in state of disrepair, graffiti covered and vandalised
No buildings detached from main block							Many detached buildings including temporary huts
No places for intruders to hide and break in unobserved							Numerous places for intruders to hide and break in unobserved
Doors secure against all but most determined intruders							Fire exit doors easily forced, inadequate locks
Windows and roof lights protected against burglars							Windows and roof lights provide easy access
Limited electrical equipment e.g. computers, televisions and DVD players							Large volume of electrical items e.g. computers, televisions and DVD players
Buildings have adequate fire compartments							Large or inadequate fire compartments
Strong community and parent supports e.g. active PTA							Insignificant parent or community involvement or negative attitudes
No reported problems and/or security benefit from out of hours use							Many security problems due to out of hours use, special risks e.g. bars, social clubs
Total score for part 2:							

Part 3: Security measures								
	Low Risk	0	1	2	3	4	5	High Risk
Schoolwatch scheme	Efficient system of reporting suspicious incidents e.g. paging via satellite link							No scheme in operation
Pupil involvement	Successful youth action group or school council							No involvement in security
Waste bins	Waste and recycling bins locked up every night							Unlocked mobile bins left around school
Security lighting	Lighting of all entrances, footpaths and building facades							No lighting
Surveillance	Efficient surveillance e.g. CCTV covering perimeter or security patrols							No system
Intruder alarms	System using passive infra-red detectors in all ground floor perimeter and other vulnerable rooms							No system
Fire detection/sprinkler systems	Automatic system linked to fire brigade							No automatic system
Property marking	All valuable property marked and stored securely							No markings on property
Cash handling procedures	Secure methods in operation							Lack of procedures
Total score for part 3:								

Security survey score summary	Score	
Part 1		(0 - 30)
Part 2		(0 - 75)
Part 3		(0 - 45)
Total score:		(0 - 150)

Overall risk rating:	(Tick applicable)
Low (0 - 49)	
Medium (50 - 100)	
High (101 - 150)	

Selecting Security Measures

The table below lists the type of security measures which might be appropriate for low, medium and high risk schools. This cannot however be regarded as a blueprint for guaranteeing security and ultimately it is a matter for the school to judge what constitutes reasonable security in light of our own circumstances.

Low risk schools need to focus on maintaining existing security measures and consider any additional security measures suggested in Table 1. Medium and high risk schools would need to consider the suggested security measures on top of their existing security measures and those suggested for lower risk schools.

Table 1:

Level of risk	Possible security measures
Low risk	<ul style="list-style-type: none"> • Visitors' access control • Limited number of entrances • Clearly defined boundaries and signs • Secure doors and windows • Out of hours access procedures • A fire alarm system • Additional fire compartments • Cash handling procedures • Buildings that are clear of materials that can be used for arson or vandalism • Control of contractors works • Pupil involvement • Parent and community involvement • Property marking and asset register • Security of computers • Intruder alarms in sensitive areas (e.g. head teacher's office, IT room) • Guidelines on what personal property pupils are allowed to bring to school
Medium risk	<ul style="list-style-type: none"> • Comprehensive intruder alarm system • Automatic fire detection • Security lighting • Precautions against damage to glazing • Secure storage areas and IT rooms • Security fencing • Car parking and vehicle security
High risk	<ul style="list-style-type: none"> • Personal attack alarms • CCTV • Shutters or grilles on windows and doors • Security guards or patrols • Sprinkler system to limit fire damage

Once all the security measures have been considered, the procedure can be documented on the Security Risk Assessment form set out overleaf. The Security Survey and Table 1 are taken from the following document, *Improving Security in Schools*, Department for Education and Employment. 1996.

Appendix B - Key Audit Form

Name: _____

Main classroom or office: _____

Please list the keys that you currently hold to rooms, areas or blocks of the school using the definitions set out below:

Definitions

- **External Door keys (E)** - which afford access to external doors throughout the school.
- **Access keys (A)** - which affords access to external doors of one particular building such as the DT Block or the Caretaker's House etc.
- **General keys (G)** - which give access to areas within the building or a block but not the external doors.

Please also list keys in your possession to equipment and furniture such as filing cabinets, base units etc.

Rooms or block accessible	E/A/G
Furniture and Equipment	Location

Signed: _____

Dated: _____

All keys should be returned to the Facilities, Health and Safety Manager prior to departure.

Appendix C - Security Incident Report Form

Name of person reporting the security incident:	
Summary of security incident:	
Date:	Time:
Details of incident:	
Action taken:	
Date and time incident was reported to the police:	
Date:	Signature:
Police crime reference number:	
Investigating officer:	

Appendix D - Specifications for the external protection of buildings and the protection of specific vulnerable or sensitive areas within the building.

External doors

Beading, on door glazing, should always be fixed internally and not from the outside.

Laminated and toughened glass should be used. Georgian-wired laminated glass should only be used where required by the fire officer.

Five-lever mortice locks should be used. The locking plate should be secured to the doorframe using non-return screws.

In specific vulnerable or sensitive areas, concealed door bolts should be used.

Doors should fit within the frame well, ensuring the minimal clearance.

All external doors should be solid-core construction, not veneer filled with chipping or other less substantial designs.

A good-quality, durable, steel roller shutter should be used for recessed porches.
Emergency exit doors should be protected by:

- Fixing a drill-resistant plate behind the panic latch;
- Proper fitting to prevent the bolts from being slipped from beneath;
- Replacing the bar with a wedge panic lock, with the LA risk manager's or fire consultant's approval;
- Linking doors to the alarm system.

Windows

Ground floor windows in specific vulnerable or sensitive areas should be replaced with 7.5mm laminated glass. Other windows should be replaced by 4mm laminated glass.

Wire mesh guards should be fitted with non-return screws.

Roofs

- As gutters require replacement, they should be replaced with plastic guttering.
- Fixings for skylights should be strengthened by the use of non-return screws.
- As downpipes need replacing, the lower sections should be replaced with plastic.