Security Policy

Statement of intent

Epinay School recognises its duty, under the Health and Safety at Work etc. Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures. Under this policy, a security risk includes risks to staff and pupils.

To identify the most prominent risks facing us, a thorough risk assessment has been conducted, which has been used to frame this policy to ensure that the control measures are appropriate and relevant.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.

This policy and the associated procedures apply to all individuals entering the school premises.

Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- Health and Safety at Work etc. Act 1974
- Management of Health and Safety at Work Regulations 1999
- This policy has due regard to the following statutory and good practice guidance:
- DfE (2018) 'Controlling access to school premises'
- DfE (2019) 'School and college security'
- This policy operates in conjunction with all other school policies and procedures.

Roles and responsibilities

Governors will be responsible for:

- Monitoring the performance of the school's security measures.
- Reviewing this policy on an annual basis.
- Delegating the day-to-day implementation of this policy to the Head Teacher.
- Ensuring that the school's security is accounted for when considering requests to hire the premises.

Head Teacher will be responsible for:

- Appointing one or more competent persons to lead on school security – the school's competent persons are Sandra Stephenson, Head's PA and Dianne Mountain, School Business Manager.
- Establishing relationships with local security networks and working with the police, LA and others in the wider community to gather and share security-related intelligence.
- Implementing behaviour management strategies to reduce the likelihood of negative behaviour escalating to a more serious incident.
- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Via the website, informing parents, pupils, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments.
- Reporting any crimes to the police.
- Reporting security incidents to the police or emergency services where appropriate.

All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at reception.
- Challenging any unidentified individuals and notifying the Head Teacher or of any unauthorised person.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Acting in accordance with the school's data policies ensuring that data and information is secure.
- Reporting any minor security concerns to the Head's PA.

- Reporting major security concerns directly to the Head Teacher who will advise the emergency services if applicable.
- Carrying their school ID with them at all times.
- Any of their own property that they bring to the school site.

The competent persons are responsible for:

- Ensuring the school estate is well maintained, including the physical and electrical security systems in conjunction with OCS facility management.
- Securing school entrances and exits and ensuring that the school is effectively secured at the end of each day.
- Reporting security issues to OCS and maintaining a record of these checks.
- Raising any security concerns with the Head Teacher and OCS immediately.
- Ensuring a Business Contingency Plan is in place (SBM).
- Considering the type, frequency and probability of an incident or event, so that effective control measures can be established.
- Prioritising risks and, in line with the school's and locally agreed procedures, implementing control measures to mitigate priority risks.
- To ensure the CCTV is used in accordance with OCS and the school's CCTV policy.
- OCS are responsible for ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.
- Seeking professional advice on security issues where necessary.

Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity that they believe to be suspicious or concerning to a member of staff immediately – this can be done anonymously.
- Familiarising themselves with the requirements of this policy, to ensure they know what to do in an emergency.
- Taking responsibility for their own security.

Working with other agencies

- The Head Teacher will establish relationships with local services such as the police, the LA and others in the community.

- The competent persons will be responsible for maintaining these relationships to gather and share security-related information.
- Strong links will be developed with the police to enable the school to put arrangements in place to share information quickly and to help with the review of this policy and related security plans.
- The competent persons will seek expert security advice where necessary and use this information when reviewing this policy.

Physical security arrangements

- Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, will be maintained throughout the school estate by OCS.
- The site supervisor will undertake daily visual checks of the school fencing, security glazing, gates and locks, ensuring that they are maintained to a high standard.
- The school will implement a Searing, Screening and Confiscation Policy, which enables the school to check pupils, staff and visitors for prohibited items and confiscate them, including deleting inappropriate images or content from phones.
- The school will be able to lock down parts, or all, of the school with support from OCS.
- Vehicle access will be restricted via the use of building controls that enables part of the school to be locked down, minimising direct access to school buildings e.g. by using speed bumps, warning and directional signage, barriers and structural furniture.
- There will be directional signage so that individuals can find reception with ease.
- Chemical and biological materials will be stored safely and securely, in line with industry standards.
- The school gates around the perimeter will remain closed during school hours.
- Where access to the school is required, such as for a large delivery, via the service entrance
- School security alarms are tested on a regular basis by OCS.
- OCS will ensure the alarms are set before leaving the premises at the end of the day.
- Where available, CCTV cameras will be in use and maintained by OCS.
- All visitors will be escorted to and from their destination within the school by a member of staff.
- The school's security lighting will be maintained by the OCS.

E-security

- The ICT contractor will be responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software.
- The school uses a secure network that is password protected.
- Staff members and pupils are aware of the school's data policies and the measures that are in place to effectively manage risks caused by internet use.

- All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.
- Curriculum scheme of work is in place to support students. E-safety workshops and information sharing sessions for parents / carers held.

Equipment and belongings

- After using school equipment, staff members will be responsible for ensuring that it is returned to the appropriate storage location and secured.
- Staff members will be responsible for any personal belongings, including teaching equipment, they bring on to the school premises.
- Pupils, parents, visitors and contractors will be responsible for their personal belongings and the school will not be liable for any damage or loss which may occur.
- Pupils will be advised not to bring valuable items to school unless absolutely necessary.
- Where a pupil requires a valuable item to be brought to school, they can arrange with the Head's PA in advance for a secure place to store the item.
- Any equipment that someone wishes to take off the school site will be approved by the Head Teacher in advance and a record of the loan kept.
- Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that could carry viruses.
- Outside play equipment, as well as sporting equipment, will be tidied away and secured at the end of use.

Access to the premises

- The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.
- All staff members will be issued with an ID badge during their induction process, which must be worn at all times.
- Upon arrival at the school, visitors will be directed to reception where they must sign in, giving a reason for their visit, and wait for further direction.
- All visitors will be made aware of, and will be expected to act in accordance with, the school's policies.
- All visitors and contractors who are authorised to be on the school premises will be provided with a school visitor badge, which will be kept visible at all times.
- The office staff will be responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.
- Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

Removing people from the premises

- In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.
- Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.
- Unidentified individuals who refuse to report to the school office, become aggressive or are deemed to be a threat to the safety of the school community, will be escorted from the school premises and, where necessary, the police will be called.
- If a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

Violent crime

- All staff will be made aware of the indicators which may signal that pupils are at risk from, or are involved with, serious violent crime. All staff will be made aware of the associated risks and will understand the measures the school has in place to manage these, which are outlined in the school's policies.
- Where there are concerns about weapons being brought on to the school premises, the Head Teacher will decide whether security mechanisms need to be put in place to ensure the school community is kept safe.
- Prior to installing any physical screening equipment, e.g. a knife arch, the Head Teacher will consult with the local police who will be able to advise the school about whether the installation of these devices is appropriate.
- The Head Teacher will liaise with the local police, community safety partners and other educational institutions in the area on how to address youth violence.
- Pupils will be taught about the impact of violent crime and how to protect themselves from becoming involved in criminal acts.

Reporting security concerns

- Missing or stolen equipment will be reported immediately to the Head Teacher.
- Unidentified individuals will be challenged immediately and reported to the Head's PA.
- Concerns regarding the security of the school will be reported directly to the Head's PA.
- The Head's PA will promptly risk assess and discuss security concerns with the Head Teacher to identify effective resolutions, e.g. installing CCTV systems.

- Complaints about the school's security measures will be dealt with in line with the school's policies.
- If the DfE is made aware of an extremist or counter terrorism-related incident at the school, it will work with the LA and other partners to ensure the school is provided with the relevant support.

Emergency procedures

- In the event of an emergency or a breach of security, the procedures outlined in the school's policies will be followed – staff members will be made aware of when it is appropriate to implement these procedures.
- All staff members, pupils and volunteers, will be made aware of the school's emergency procedures as part of their induction, including those in relation to security alerts, trespassers and unidentified objects.
- The Head Teacher will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures, e.g. the police or the LA.
- If it is necessary for the school to be locked down, the Head Teacher will notify the Police for advice and staff to follow the lockdown procedure.
- The Head Teacher or their delegate, will be responsible for communicating with parents while the school's emergency procedures are being implemented.
- The Head Teacher will be responsible for dealing with any media enquiries about an incident.
- Where appropriate, the school's social media channels will be used to keep the public informed during a serious incident.
- If emergency procedures are carried out, the Head Teacher is responsible for ensuring that these are properly recorded.
- This policy, and all associated plans and procedures, to ensure that they remain effective.

Further information available from OCS Security Management Services

Policy approved by Governors:	March 2023
Date of next review by Governors:	February 2024