

School Security Policy 2016-2017



St Aloysius' College

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Person responsible	Ms S Kisten
Review Frequency	Annual
Policy First Issued	
Last Reviewed	
This policy is communicated by the following means:	Staff Shared Area and Website



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Section 1: Policy Statement

The Governors recognise and accept their responsibility to provide a safe and secure environment for children, employees and visitors to St. Aloysius' 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 members of the school community.

Section 2: Organisation

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

2.1 Governors: The Governors will ensure that the school has a security policy and that this has been implemented. Governors will monitor the performance of the school security measures. This will be achieved:

- By the health & safety working committee
- Via the Headteacher's Reports to Governors.
- By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher and School Premises Manager.

2.2 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. This responsibility will be delegated to the School Premises Manager.

2.3 Staff: All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.



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

Security Issues	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body delegated to relevant Committees	Agree policy Review every 12 months
Day to day implementation and management of policy.	Headteacher / Premises Manager	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Premises Manager	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Premises Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Admin staff/Front Desk	Issue passes/Maintain record of visitors
Control of contractors	Premises Manager/Admin staff	Issue passes/ Maintain record of visitors
Security of money	School Business Manager	Locked storage
Security risk Assessment	Headteacher / Premises Manager	Review annually and inform Governors of findings to use as part of policy review

2.4 Children: Children will be encouraged to exercise personal responsibility for the security of themselves and others. Children 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.

Section 3: Arrangements

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

3.1 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.

All staff induction will include the school's security policy. This will be available in the staff handbook.

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.



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Parents will be informed about the schools' security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

3.2 Controlled Access And Egress During The School Day

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

The extent of physical controls, such as 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. St Aloysius' College has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

3.3 Buildings and Grounds

- The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.
- The access control procedures for the building are –
- The main building has only single access entrance via reception desk. Only authorised visitors allowed access via intercom on wall outside.
- As a Multi-block school – the main building has a reception desk and access control. Signage directs all visitors to this entrance. 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. At lesson changes the entrances to these blocks are supervised. Unauthorised visitors will be challenged by staff.
- Designated entrances, (the back gate and side gate) are locked between 8.40am and 3.05pm. A member of SLT is present in the morning and at the end of the school day at both of these entrances/exits to supervise pupils and ensure there is no unauthorised access.
- The back gate is open during lunch time to allow Years 10, 11 and Sixth Form to gain access to Archway eateries. A member of SLT is on duty at the back gate during this time, as well as a member of staff monitoring the Archway area.
- The school has a School Liaison Officer (PC Brian Smith) who is present during the normal school day. He maintains a presence throughout the school day and is available for any incidents of unauthorised access.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy – first day response.
- The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early. Students out of lesson take their planner with them, duly authorised by their class teacher.
- Students who wish to leave the site during the school day must have written permission, sighted by appropriate staff.
- Caretaking staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- Contractors comply fully with school procedures at all times.



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- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

3.4 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 report to the reception desk on arrival. Staff are encouraged to use the Reception Meeting room when conducting interviews with visitors.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to “sign out” of school.
- Visitors are those people that are issued with a pass from Reception. This procedure does not apply for Supply Staff, who will be issued with a staff card.
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher and PC Brian Smith.
- Visitors will not remove any items of school property without the express permission of the Headteacher.
- 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.

3.5 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:** Playground and patio – Students are always supervised in this area and visitors professionally challenged. At lunchtime there is a member of SLT monitoring the back gate access point.
- **Times of the day when supervision is part of our safeguarding procedures:**

Example

- **Start of school day:** as the grounds have open access, duty teams are deployed in designated areas from 8.35am to 8.55am. There is also a member of SLT in Archway at this time to ensure the safety of pupils.
- **Lesson changes:** due to multi-block nature of the site, access control is not possible for every individual building during lesson changes. At these times all staff are expected to be visible in the corridor and in areas adjacent to their classrooms.
- **Lunchtime:** all parts of the school site without access control are supervised by duty teams ([see rota for details](#)).
- Duty teams are also deployed at the end of school day. Members of SLT attend bus tops and the Arch way area to ensure safety of pupils.



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3.6 Supervision of Contractors

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

- All will be given school 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.

3.7 Physical Security Measures

The Governing Body will consider the need to use physical measures such as fencing and electronic access controls and CCTV 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.

3.8 Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property. Lost property should be handed to the school office where it will be kept for 6 months before disposal.

3.9 Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding school property.

They should be told:

- The school's policy on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in school.



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Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task. The School Council have a vital role in this regard.

3.10 Crime Prevention – Police/School Liaison

The School Liaison Officer is visible throughout the school day to both staff and pupils. The officer has an office where he can be easily reached if required by any member of staff or pupil.

3.11 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 schools medicine cabinets. Parents must provide details of medicines to relevant office staff.