

The Governing Body of Mark Rutherford School

Policy on Security

Security and Protection of Staff, Students, Visitors and Premises

The Governors are responsible for overall management of school security with day to day management delegated to the Head Teacher. For ease of reference this will hereafter be termed "The School."

The School will take all appropriate measures to promote the security and protection of its staff, its students and of its premises. This policy should be read in conjunction with those on Behaviour and Discipline, Child Protection and Health and Safety of The School.

The Governors will take action on:

- Arrangements for consulting and informing all staff about security;
- Training;
- Monitoring and reviewing the policy;

The Head Teacher will be responsible for the overall implementation of the policy agreed with the Governing Body and that, together with the member of the staff with delegated responsibility for day to day security:

- All staff appreciate the importance of security and understand the school's policy and their own responsibilities;
- Training needs are reviewed and training arranged as necessary;
- New staff will be informed of the school's security policy;
- Parents and staff are informed of the security policy and encouraged to help;
- Regular reports are made to the Governing body;
- Advice is sought from the police when necessary;
- All crimes are reported to the police.

The School will take action on matters of security on receiving information from:

- Any student directly effected;

- Parents, family or friends;
- Members of staff;
- External agencies, particularly the police;
- Community users of the school.

Action is carried out by:

- Members of staff;
- The Senior Leadership Team (SLT);
- The Head Teacher;
- External agencies, particularly the police.

If staff, students or parents believe that the school is not providing a reasonable degree of security or protection for its members they should make their views known to the person responsible for security or any other member of the SLT.

1. TRESPASS

- Trespass may give rise to a criminal offence under section 547 of the Education Act 1996. (see section 6.2 and 6.4 of Head Teachers Legal guide)
- Trespass is most common where the grounds provide a convenient short cut or are generally of an open nature.

This school has determined an authorised list of categories of persons, sanctioned by governors as listed below:

- This school is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave.

(a) Members of staff – unless suspended for health or disciplinary reasons;

(b) Registered students – unless excluded for disciplinary reasons;

(c) Parents or guardians responsible for a student at the school – unless prevented for legal reasons;

(d) Others – Governors, suppliers, contractors and authorised users of the premises for “out of hours” activities.

2. VISITORS' ACCESS CONTROL

An open door policy can put staff and students at risk. The school will, therefore, operate a simple, workable access control system:

- Consider everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure;
- Provide visitors with a waiting area until they can be dealt with;
- Identify legitimate visitors and monitor;
 - (i) their arrival and reason for their visit by requiring them to Sign in and, at the culmination of their visit, Sign out;
 - (ii) movement around the school and
 - (iii) departure time
- All visitors will be given a badge, which they will wear as long as they are on site;
- Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.

3. OFFENCES NOT INVOLVING ASSAULT

- Section 5 of the Public Order Act 1986 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely cause harassment, alarm or distress, even when no intent is involved.
- The school may decide that the incidents in or around the school, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.
- The school is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

4. ASSAULT AND BATTERY

In the event of any person assaulting or battering another person:

- The school may restrain the assailant with reasonable force to protect the victim;
- In all but minor cases the school will refer to the police any assaults which appear to involve bodily harm. The school will also report to the police incidents which take place in a public place off school premises, but in circumstances where the school has responsibility for any of those involved whether members of staff or students;
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault;
- The school will be ready to provide a substantive account of what led up to the incident.

5. OFFENSIVE WEAPONS

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on school premises.

- When it is reasonable to believe that a student is carrying an offensive weapon it may be appropriate for a member of staff to search the student if the student agrees. In such an event there should be a witness present.
- When the student declines to cooperate, the parents or guardians must be summoned after the matter has been referred to the Head Teacher, followed if necessary, by referral to the police.
- Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

6. PERSONAL PROPERTY

- Students are to be discouraged from bringing valuable items to school and in the event that they so do the school accepts no liability. If this is unavoidable on some occasions, then special arrangements should be made in advance with the Head Teacher for safe keeping.
- Each student is responsible for the safekeeping of their mobile phone. The school accepts no responsibility for the safety of any personal possessions or their replacement.

7. THEFT, PETTY VANDALISM, MINOR CRIMINAL DAMAGE AND BURGLARY

Vandalism is usually found in areas like recesses and doorways, which offer concealment or which are not under regular surveillance. Such areas may also be targets for arson attacks.

- Criminal incidents of this sort are likely to require reporting to the police, but are unlikely to require an emergency response unless an intruder is still present on the premises.
- When an intruder is thought to be on the premises Leadership or Police help must be sought immediately
- Where incidents do not require an emergency response the normal disciplinary procedures of the school must apply (see school Policy on Behaviour).

8. REPORTING AND MONITORING INCIDENTS AND ACCIDENTS

The school will maintain an Incident Register. This will contain a simple but accurate detail of all events, which, while quite minor in nature, could become significant if they recurred and became persistent. All staff is expected to record on an Incident Form, an example of which is annexed hereto, matters such as:

- Trespass
- Aggressive behaviour by persons other than students around the school campus
- Matters reported by students
- Any other incidents giving cause for concern

The member of staff responsible for security will retain these completed forms in the Incident Register.

The Head Teacher and the Business Manager will check the Incident Register regularly to see if any patterns are developing and to consider the need for any consequent action.

All accidents, however minor in nature, must be reported and recorded in the Accident Reporting book.

All major accidents are to be reported using the newly introduced on line reporting system that is under the control of the School Receptionist.

9. SITE SECURITY – LAND BUILDINGS AND PROPERTY

The school will endeavour to meet the standards by adopting as many recommendations as are practical outlined in the DfE publication, Improving Security in Schools ISBN 011 270916 8. There is a procedure for the Site Team to secure the premises after usage.

- All staff are responsible for security of buildings and property. Vigilance is an essential attribute – security is an attitude of mind, not just a series of tools.
- At the end of the school day each member of staff should ensure that all windows etc are securely fastened.
- Keep buildings clear of all materials that can be used for Arson or Vandalism.
- Adequate security lighting should be installed.
- Revisit Risk Assessments on a regular basis, particularly in light of Incident Register entries.
- Mark property clearly and permanently –TV's, videos and computer equipment be asset tagged or marked with Smartwater® so as to make them not so tempting to thieves. Publicise the fact that property is security marked.

10. VEHICLE SECURITY

All persons parking their vehicles on the school site must clearly understand that they are responsible for the security of their vehicle and its contents and those vehicles are parked on site entirely at the owner's risk.

- A register of authorised vehicle registration numbers should be maintained in the school reception office.
- Visitors bringing vehicles onto the site are required to denote their registration number when they sign the visitors' book.

11. CONTRACTORS

Contractors on the school site are required to observe the school's security policy.

- Building material must not be left lying around that could be used as ammunition to smash windows or as fuel for an arson attack.
- Ensure thieves are not attracted to the site by the presence of contractors' equipment.

- When not in use scaffolding should not give access to previously secure upper floor areas.
- Alarm systems must not be disrupted.
- As far as possible ensure that contractors personnel are screened in the same way as school staff.

SECURITY ISSUES	NAME:	SPECIFIC DUTIES
Perimeter fencing and access routes	Site Manager	Ensuring all areas are secure and free from obstruction
Securing school entrance/exits	Site Manager	Opening and locking up each day (main key holder)
Control of Visitors	Reception Staff	Registering all Visitors including issue of Visitors badges
Control of Contractors	Site Manager/ Site Agent /Business Manager	Registering all contractors including issue of Visitors badges
Security of money	Finance Manager /Shop Manager/Catering Manager	Ensuring all cash is stored in the appropriate school safe
Emergency procedures (Fire, First Aid, Accidents)	Business Manager	Ensuring school procedures are adhered to
Security Risk Assessment	Business Manager / Head Teacher	To assess on a regular basis

The school discusses security regularly at the following forums:

Weekly Staff briefings, Health and Safety meetings and Governors' meetings.

Date	Changes/updates
11 th July 16	No change

**Appendix A
INCIDENT REPORT FORM**

Incidents including trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible (please use a continuation sheet if necessary). For an incident involving or witnessed by a Student, a member of staff should complete the form on their behalf. However, any discussion between one witness and another should not precede completion of the form, as this might lead to allegations of collusion.

Date of incident: **Day of week:** **Time:**

1. Member of staff reporting incident

Name:

Work address (if different from school address):
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Position:

2. **Personal details** of person assaulted/verbally abused (if appropriate)

Name:

Work address (if different from school address)/home address (if student)
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Job/Position (if member of staff):

Dept/tutor group:

Age (approx): Sex:

3. **Details of trespasser/assailant(s)** (if known)

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4. **Witness(es)** if any

Name:

Address:

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Age (approx): Sex:

Other information

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Relationship between member of staff/pupil and trespasser/assailant, if any

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5. **Details of incident**

a) Type of incident (eg if trespass, was the trespasser causing a nuisance or disturbance and how, if assault, give details of any injury suffered, treatment received etc

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b) **Location** of incident (attach sketch if appropriate)

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c) **Other details:** describe incident, including, where relevant, events leading up to it; relevant details of trespasser/assailant not given above; if a weapon was involved, who else was present

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6. **Outcome:** (eg whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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7. **Other information** (to be completed as appropriate)

a) Possible contributory factors

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b) Is trespasser/assailant known to have been involved in any previous incidents YES/NO

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c) Give date and brief details of (b) if known

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d) Had any measures been taken to try to prevent an incident of this type occurring? If so, what? Could they be improved?

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e) If no measures had been taken beforehand, could action now be taken? If so, what?

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f) Name and contact details of police officer involved, and incident number or crime reference number, as appropriate

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g) **Any other relevant information**

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Signed:

Date:

Please return as soon as possible to:

Head Teacher or

Business Manager