

# *Stepney Primary School*



*A Small School With Great Expectations*

## Security Policy

At Stepney raising the achievement and basic skills of pupils and ensuring that they reach their full potential is the responsibility of all staff

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## 1. AIMS

Our school aims are:

- to raise awareness amongst pupils, parents, staff and governors of the importance of security around the school;
- to raise and maintain levels of security in the school;
- to link in the other pertinent policies, such as those for Safeguarding children.

## 2. INTRODUCTION

Recent tragic incidents have demonstrated the vulnerability of individuals and school communities to acts of violence. It is an unfortunate fact that such situations can probably not be totally eradicated. However diligent staff and children become or however secure school establishments are made, such incidents may occur from time to time.

Nevertheless, there is a need to ensure that the better security of the school is an on-going concern, supported by the whole school community.

Obviously, enhanced security will help to eliminate the chance of violence or attack. Developing a community awareness and responsibility for school safety generates other benefits. The whole culture and ethos of a school will benefit from a supportive community, cherishing and safeguarding the children and their welfare and reflecting the respect for staff and others involved in the life of the school.

Large sums of money do not necessarily have to be spent in order to enhance the security of the school. Critical examination of existing practices and effective practical re-organisation can bring improvement with little extra cost.

The Headteacher and Governors will do all they can to ensure the safety of the school community.

## 3. THE SECURITY MANAGER

At the present moment the head will act as the Security Manager until time or need may call for the appointment of another member of staff.

The **Security Manager** will, from time to time:

- carry out security surveys of the school campus;
- be aware of local crime and liaise with other school managers, the police, the Local Authority and other agencies;

- make recommendations to the governing body for measures to minimise and control the risks identified in the school security surveys;
- provide or organise training for staff on security related matters;
- monitor the implementation and effectiveness of the schools security strategy;
- regularly review the school's security strategy and report the outcome of such reviews to the governing body.

#### 4. IDENTIFICATION AND ASSESSING RISKS

The Head with a selected governor and, if necessary, an appropriate expert will, through risk assessment inspections review the security of the school premises and will identify a programme of development related to time, financial resources and physical practicality.

This will affect the:

- selection of security means;
- the efficiency and value for money of the chosen security measures.

#### 5. REPORTING INCIDENTS & THE LAW

When breaches of security occur it is recommended that the Security Manager contacts the police ***on every occasion*** when an incident occurs.

Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 makes it a criminal offence for a person to be present on educational premises without lawful authority, to cause or permit a disturbance. Section 40 provides for the police or a person authorised by the local authority to remove anybody making such a disturbance.

This applies not only to the school building but to playgrounds and playing fields. This puts beyond doubt that schools are not places to which the public have access. This has application for police powers and the application of the criminal law.

#### 6. VIGILANCE

Staff have a responsibility for ensuring that the security of the building is maintained. They should:

- challenge persons who are in an area which they should not be;
- insist that proof of identification be shown (such as staff badge/visitor's badge, issued at the school office);

- report anything suspicious and the Security Manager should let them know what action has resulted from their vigilance.

## **7. SECURITY BY DESIGN**

The school will try to ensure that the possibility of illegal entry is kept to an absolute minimum. This will be the overall responsibility of the Security Manager but is also the daily responsibility of all staff.

## **8. COMMUNITY INVOLVEMENT**

A strong internal network with the wider school community will ensure the best interests of the whole community. This may occur at two levels, formally and informally.

At a formal level, governors will be advised of security matters through the appropriate sub-committee and reports from the Security Manager.

## **9. PARENTS WILL RECEIVE INFORMATION PERIODICALLY**

More importantly, the co-operation of the community at an informal level will be of inestimable value in ensuring appropriate action is taken to secure the safety of all involved.

## **10. CLEARLY DEFINED BOUNDARIES AND SIGNS**

The school will try to be security conscious as well as welcoming. All signs both in and out of the school will be as professionally done as possible. They will be clear and succinct.

The school has clearly marked boundaries due to its building arrangements (Grade 2 listed building). Field and netball courts are also well defined.

## **11. SECURE DOORS AND WINDOWS**

With regard to fire arrangements, all external doors as well as the main Stepney Lane Gate are magna-locked and access through the main entrance is by a CCTV/Intercom system. Staff are issued with fobs to operated the magna locks. The other access gates to the back playground are locked during the school days apart from the start/end of the school day.

Certain windows have security bars on the outside.

## **12. CASH HANDLING**

Although a safe is used during the day, most cash is removed from the premises the same day. The local authority employs a security firm to take away dinner money or bank money. Other money is taken off the premises and banked as soon as possible. If anyone is attacked carrying or being responsible for money that persons own safety is paramount than any thoughts of trying to fight over cash.

## **13. PERSONAL PROPERTY**

This should be labelled. Secure lockers are available for personal property. These should be used. It is the responsibility of all staff to ensure that their personal property is left in secure places and not left in unsecure areas or situations. The school holds no responsibility for the loss of personal possessions when these basic precautions have not been followed.

## **14. CONTRACTORS**

Contractors working in or around the school need to be identified by their own or the school's identity badges. All personnel should be aware that contractors are on the premises especially for any length of time. All contractors need to complete the appropriate documentation supplied by the office manager, and complying to the school's policy on Safeguarding children (see appropriate policy).

## **15. PUPIL INVOLVEMENT**

The school will involve the children in the awareness of their own security. During lesson and assembly times security and personal safety will be highlighted. This will be done through visitors (e.g. police) suitable DVDs, distance learning packs etc. Children will be encouraged to formulate their own safety and security values.

## **16. PROPERTY MARKING**

Appropriate property (computers, audio-visual equipment etc.) is marked with marking paint and security markings.

## **17. INTRUDER ALARM**

The school has a fitted burglar alarm. This is linked to the 'Civic One' service during times when the school is closed. It is the responsibility of the Security Manager and the Sites and Premises Officer, to ensure that the alarm is set by them or other members of staff accessing the school.

**18. EXTERNAL LIGHTING**

It is the responsibility of the Security Manager, in conjunction with the Sites and Premises Officer, to ensure that the external lighting to the premises is suitably maintained and kept in good repair.

**19. GLAZING**

All glass is laminated as per safety regulations.

**20. SECURE STORAGE**

Extra 'secure storage' is available in the 'porta cabinet' on the top landing of the school and in the 'metal container' on the school field.

**21. SECURE FENCING**

It is the responsibility of the Security Manager to ensure fencing is suitably maintained and kept in good repair.

**22. CAR PARKING AND VEHICLE SECURITY**

The car park is fitted with some security lighting and has CCTV coverage. All staff are to be reminded not to leave valuables on show in their vehicles. As a general rule close attention should be paid to any suspect vehicle.

**23. CCTV**

The school is monitored by CCTV cameras, which are positioned around the building, with the monitor screen being housed in the school office. It is the responsibility of the Security Manager to ensure this is suitably maintained and kept in good repair.

**24. PUBLIC SECTOR EQUALITY DUTY**

Please note: When we have updated policies from April 2012 onwards, we have referred to the requirements of the PSED, which state that as part of their statutory duties, schools need to comply with this by 6<sup>th</sup> April 2012.

The Equality Act 2010 replaced and unified all existing equality legislation such as the Race Relations Act, Disability Discrimination Act and Sex Discrimination Act. It aims to ensure that people have equality of opportunity in accessing and experiencing public services. Schools

when carrying out their day to day work should have regard to the following:

- eliminating discrimination
- advancing equality of opportunity and
- foster good relations across all characteristics

Schools cannot unlawfully discriminate against pupils because of their disability, gender, race, religion or belief, sex and sexual orientation. Protection is now extended to pupils who are pregnant or undergoing gender reassignment. This means it is now unlawful to discriminate against a transgender pupil or a pupil who is pregnant or recently had a baby.

This policy was reviewed and updated with reference to this duty. The author/s of this document and the Policy Committee of the Governing Body, which checks all policies before publication, considered this policy in the light of these requirements to ensure that Stepney Primary School adheres to these statutory regulations.

P Browning  
Head Teacher (April 2012)

## **25. PERSON RESPONSIBLE**

Updated Summer 2013  
Mr P Browning  
To be reviewed Autumn 2016