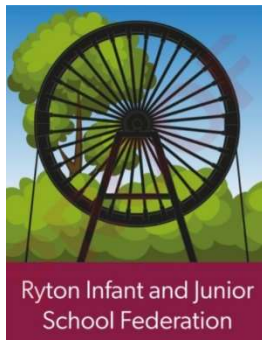


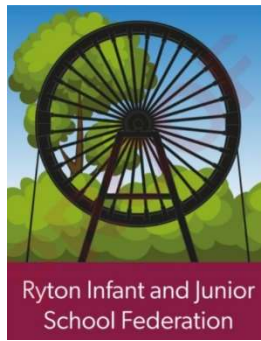
# Security Policy



Ryton Federation recognises its duty, under the Health and Safety at Work 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.

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. The policy will be distributed to staff, so they can recognise and understand the need to be more vigilant about their own safety and security.



## 1. 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 Act 1974
- Management of Health and Safety at Work Regulations 1999

This policy has due regard to the following statutory and good practice guidance:

- DofE (2018) 'Controlling access to school premises'
- DofE (2018) 'School security: draft guidance'

This policy operates in conjunction with the following school policies:

- Health and safety Policy
- Fire Evacuation Plan
- Lockdown Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Information Security Policy
- ICT and Internet Security Policy

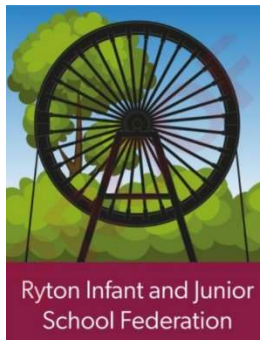
## 2. Roles and responsibilities

**The governing board** is responsible for:

- Undertaking necessary security risk assessments in conjunction with the Executive Headteacher.
- Monitoring the performance of the school's security measures.
- Reviewing the effectiveness of the School Security Policy on an annual basis.
- Delegating the day-to-day implementation of this policy to the Executive Headteacher.
- Ensuring that the school's security is accounted for when considering requests to hire the premises.

**The School Business Manager** is responsible for:

- Establishing and maintaining relationships with local security networks and working with the police, LA and others in the wider community to gather and share security-related intelligence.



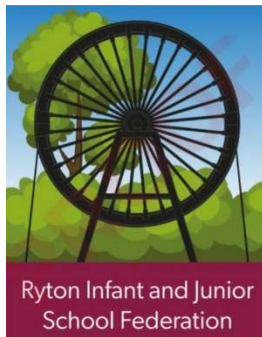
- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, pupils, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Ensuring that security is considered when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments in conjunction with the governing board.
- Ensuring appropriate arrangements are in place for the storage of money at the school and that it is kept to a minimum
- Reporting any crimes to the police.

**All staff members** are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school office.
- Challenging any unidentified individuals and notifying the Executive Headteacher or School Business Manager 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 Information Security Policy and ICT and Internet Security Policy, ensuring that data and information is secure.
- Reporting any minor security concerns to the Executive Headteacher or School Business Manager.
- Reporting major security concerns directly to the police/emergency services, where appropriate.
- Carrying their school ID with them at all times.
- Taking care of any of their own property that they bring to the school site.

**The site manager is responsible for:**

- Ensuring the school estate is well maintained, including the physical and electrical security systems.
- Securing school entrances and exits.
- Liaising with any key holders, ensuring that the school is effectively secured at the end of each day.
- Carrying out security checks on a daily basis
- Raising any security concerns with the Executive Headteacher/ School Business Manager immediately.



- 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.
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.

**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, if preferred.
- Familiarising themselves with the requirements of this policy, to ensure they know what to do in an emergency.
- Taking responsibility for their own security.

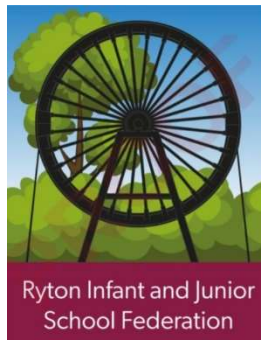
### **3. Physical security arrangements**

- Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, are installed throughout the school estate.
- The site manager will undertake daily visual checks of the school fencing, security glazing, gates and locks, ensuring that they are maintained to a high standard.
- Vehicle access will be restricted via the use of automatic school gates apart from school opening and closing times
- Chemical and biological materials will be stored safely and securely, in line with industry standards.
- Where access to the school is required, such as for deliveries the office administrator at the infants will allow access if it is safe to do so
  - The site manager or a designated key holder ensures that the school alarm is set on a nightly basis.
  - Confidential information will be stored in locked filing cabinets; which only authorised staff have access to.
  - CCTV cameras will be in use and recordings reviewed when necessary
  - The school's security lighting will be maintained by the site manager.

### **4. ICT Security**

The school contracts Omnicom to 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 Information Security Policy and ICT and Internet Security Policy 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.

## **5. Equipment and belongings**

- All laptops and Ipads are stored in the relevant trolleys. It is the responsibility of the teacher whose class uses the equipment last lesson to lock the trolleys and return the keys to the office.
- Staff members are responsible for any personal belongings, including teaching equipment, they bring on to the school premises.
- Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur, in line with the school's Lost Property and Liability Policy.
- Pupils are 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 School Office 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 Executive Headteacher in advance
- Outside play equipment, as well as sporting equipment, will be tidied away and secured inside the building at the end of use.
- The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage that may occur.

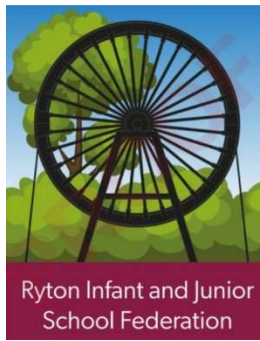
## **6. School Events**

- Unless needed for the event, all equipment will be securely stored away.
- The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.
- The event organiser will carry out a risk assessment for each event.
- If it ends outside the site manager's hours of work a designated key holder can secure the premises
- There will be a minimum of four staff members on site at any events

## **7. 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 must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff.
- All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge, which will be kept visible at all times.
- The office staff are 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.

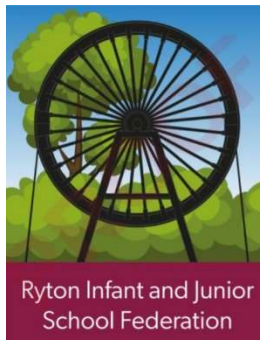
Individual staff members should not be left alone on the school premises with a parent or visitor. If lone working is unavoidable a lone worker risk assessment will be carried out.

## **8. 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.
- In terms of barring particular individuals, the Executive Headteacher will make a proposal in writing to the governing board and all parties involved will be given the opportunity to formally express their views.
- Letters and documentation concerning barring an individual will be signed by the Executive Headteacher, unless otherwise specified by the LA.
- Following formal representations being made by the parties involved, the bar will either be confirmed or removed.
- All bars will be subject to review within a reasonable timeframe.
- The school has the right to take civil action through the courts to stop persistent trespassers.
- 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.

## **9. Reporting security concerns**

- Missing or stolen equipment will be reported immediately to the School Business Manager
- Unidentified individuals will be challenged immediately and reported to the school office.
- Concerns regarding the security of the school will be reported directly to the School Business Manager



## **10. Emergency procedures**

- In the event of an emergency or a breach of security, the procedures outlined in the school's Full Lockdown Policy will be followed
- All staff members are made aware of the school's emergency procedures including that in relation to security alerts, trespassers and unidentified objects.
- The Executive Headteacher 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 emergency procedures are carried out, the Headteacher is responsible for ensuring that these are properly recorded.

## **11. Training**

- Staff members are made aware of the Information Security Policy and ICT and Internet Security Policy.
- All staff should familiarise themselves with this policy

## **12. Monitoring and review**

This policy will be reviewed on an annual basis by the governing board and Executive Headteacher.

Staff members will be notified of any changes made to this policy or to the school's security system.

Date of next review November 2025