Site Security Policy

This Policy has been written in accordance with the most recent Government guidance. This Policy will be rewritten as necessary to reflect the changing emphasis of the school and the changes in Government legislation and reviewed annually.

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Approved by & Date	23rd October 23
SLT Lead	CHA

Statement of Intent

The School Governors and Head of Connah's Quay High School, recognise that it has certain legal duties under the Health and Safety at Work etc Act 1974 and subsequent relevant legislation. The Governors and Head of Connah's Quay High School will endeavour to fulfil this obligation by ensuring the personal safety of every learner, all members of staff – permanent or otherwise, and visitors to the school premises.

The School Governors and Head of Connah's Quay High School recognise the importance of protecting the school buildings, contents and environment by reducing the potential for theft, vandalism and arson.

We are committed, so far as is reasonably practicable, to reducing the risk of violence and improving security by the implementation of this policy.

Violence in whatever form and for whatever reasons is unacceptable. Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work or study. The School Governors and Head of Connah's Quay High School will be fully supportive to any members of staff or learners who have been subject to violence within the workplace.

Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, Codes of Practice, physical measures and legal guidance.

The effectiveness of this policy will involve every member of staff working together in a positive security and safety culture. We welcome suggestions for the improvement of policy or security arrangements from any member of staff, learner or parent/guardian.

This policy will be reviewed every three years by the Board of Governors or sooner upon a significant change of circumstances.

1. Roles and Responsibilities

1.1 Role of the School Governors

The School Governors are responsible for ensuring the overall effectiveness of the School Site Security policy by working closely with the Head and other members of staff whose role it is to implement the requirements of this policy.

The School Governors will:

- Approve a written Site Security Policy that reflects the particular security needs of the Connah's Quay High School
- Review this policy every three years or upon significant change of circumstances and will support and monitor its implementation by the School
- Identify training needs for Governors in respect of security and personal safety and ensure that these are fulfilled
- Consult and annually inform all staff, learners, parents/guardians and other building/site users about the security issues and arrangements
- Allocate resources for security training and improvement works
- Determine how the Governors' responsibilities will be exercised

1.2 Role of the Head

The Head is responsible for implementing this Site Security Policy agreed by the School Governors.

The Head will ensure:

- All staff appreciate the importance of security and understand the school's Site Security Policy and their responsibilities
- Staff training needs are kept under review and training as necessary
- All risk assessments are reviewed annually or sooner if there is a need
- In addition, routine site security checks are carried out on an on-going basis by the Business Manager and the Site Supervisor
- Termly reports are made to the School Governors
- All crimes are reported to the Police
- Records of all security-related incidents are updated and maintained

1.3 Role of the School Business Manager

The School Business Manager will be responsible:

- For assisting the Head with the day to day management and implementation of the Site Security Policy
- For ensuring that security risk assessments have been undertaken and reviewed as required, and their findings implemented

1.4 Role of the School Staff

School staff are required to comply with the Site Security Policy and the security arrangements that have been put into place at all times and will:

- Familiarise themselves with the contents and their responsibilities under this policy
- Visually display their ID badges whilst in the school environment
- Ensure that they, and the learners in their charge, observe the security rules and procedures
- Report to their SLT Link any defects in security procedures or systems
- Maintain confidentiality about security measures and information that are not for use by unauthorised personnel
- Report incidents / concerns to the Business Manager and ensure that the incidents are recorded as necessary
- Staff should ensure that the classroom and windows are secured when the classroom is not in use

1.5 Role of learners
- Learners are to be vigilant and report to staff anybody that is on the school premises and not wearing a visitor badge
- Learners are regularly reminded to report any concerns/issues to staff.
- Tutor Representatives gather any concerns/issues of the School Council for the attention of the Business Manager

1.6 Role of other building users, contractors and staff not employed by the School
Other building users, contractors and staff not employed by Connah's Quay High School are required to:
- Recognise that security of the school and safety of its occupants is a prime consideration at all times
- Ensure that staff and visitors under their control are aware of and observe the Site Security Policy
- Ensure that their activities and those of their staff/visitors do nothing to compromise the Site Security Policy, the security of the school or the safety of its occupants
- Ensure that they, their staff and visitors, maintain confidentiality about the school's security measures
- Ensure that any obvious defects in the school's security are reported directly to the Head
- Sign in and out of the Visitor register at main Reception and visually display the school's visitor badge, returning it at the end of the visit

2. Arrangements

Connah's Quay High School will implement the following arrangements to ensure, as far as reasonably practicable, the safety and security of learners, staff and other persons using the school premises.

2.1 Building Security

The school buildings will be checked periodically throughout the school day by Caretakers to ensure that there are no security breaches/issues. Windows should be closed at the end of the school day.

2.2 CCTV
The CCTV system is installed and maintained by Flintshire County Council.

CCTV cameras are located at key points internally and externally. The images can be replayed by request to the ICT Network Manager, when it is necessary to investigate an incident.

The CCTV system is compliant with the Data Protection Act and the school has a separate policy to address CCTV.

Perimeter hedging, site shrubs and trees are regularly maintained to ensure good surveillance of the site.

2.2 Signage
Sufficient, clear and unambiguous signs are placed at appropriate locations to indicate that the school site is Flintshire County Council/Connah's Quay High School property.

External signage at the main entrance indicates directions to the School Reception, car parking areas including designated disabled parking. CCTV notices are displayed at all entrances to the School site.

Prominent warning notices will be placed at approaches to all roofs on or near where people work or gain access unless the material is wholly glass. This signage will comply with the Health and Safety (Safety Signs and Signals) Regulations 1996.

2.3 Intruder Alarm System
The intruder alarm is installed and maintained by Flintshire County Council.

In order to ensure the integrity of the system access to the security system will be limited to the Business Manager, Site Supervisor, Caretaker and the ICT Network Manager.

Main corridors and various offices/classrooms have electronic detection points which are connected to the school's central intruder alarm system. The activation of the alarm is linked to the security company's control room. Staff must not respond to the activation of an intruder alarm without the approved security guarding company.

3. Access Control

3.1 Access to the School

The main access to the school site is via the vehicle entrance off Golftyn Lane, or the pedestrian entrance off Golftyn Lane, near the pedestrian crossing.

3.2 Smartcards / Lanyards
Every member of staff will wear a Connah's Quay High School "lanyard". The lanyards are multi-coloured, with the name of the school, picture of the member of staff and the name of the staff member.

Visitors with a DBS and authorised to be in the school without supervision will wear a multi-coloured lanyard for easy recognition.

Visitors who require supervision while in school will be provided with a red lanyard for easy recognition.

Teacher trainees will wear a multi-coloured lanyard.

3.3 Visitor / Contractor Access
All Visitors/Contractors are required to report to the School Reception on arrival.

Authorised visitors are those individuals who have provided a valid DBS and have been permitted to be in school unaccompanied. They will be provide a multi-coloured lanyard and will be permitted to enter the restricted school areas.

Visitors who are not authorised, meaning they do not have, or cannot provide, a valid DBS will be required to follow these steps:

- All Visitors/Contractors will be provided with an identification badge with a red lanyard for easy recognition which is numbered for security purposes. The badge must be displayed by the visitor at all times whilst they remain on the school premises.
- Whilst the visitor is awaiting their host they will be made aware of the School's "Welcome Health and Safety notice".
- Visitors requiring supervision will be restricted to designated areas in accordance with their business at the school and will not be allowed unsupervised access to learners
- The host will accompany their visitor back to School Reception where they will return the visitor badge and sign out before leaving the building
- All contractors are required to follow the signing in and out procedure for visitors and to comply with all other management controls in accordance with the School's policy and procedures for the management of contractors.

3.4 Learner Access
No adult may have access to learners, other than the legal parent or guardian, without written permission from the parent or guardian and the presentation of appropriate proof of identity at the time.

If custody of a child is a known issue, confirmation will be sought prior to releasing the learner into the custody of a parent known to have restricted legal access. If access is a legal issue, and the school has not been informed, then the staff and School Governors cannot take responsibility if they release a child to a known parent.

Consideration must be given to the risk posed during individual interviews with parents/guardians. Any interviews where there is a significant potential for conflict (physical or verbal) must not be carried out in an office which is in an isolated location, and should be made by appointment only. In such cases two members of staff shall be present.

4. Staff

4.1 Recruitment

All staff will be recruited using the safer recruitment procedure. All employed to work within the School, including volunteers, will be subject to a Disclosure and Barring Service (DBS) check before commencement of their duties.

A member of the senior leadership team with training in safer recruitment will participate in the recruitment of all new staff.

4.2 Induction

All members of staff, whether permanent or temporary, will attend a Health and Safety Induction Session which will include emergency procedures, risk assessments and security arrangements. The contents of this Site Security Policy will be brought to their attention.

4.3 Training

The Head will be responsible for identifying and arranging any training required as identified by risk assessment. Staff will receive training in the correct procedures for challenging unknown/unauthorised visitors.

Training may be through indirect (cascade) methods or by sending selected staff on courses.

4.4 Lone Working

No member of staff should be lone working and every effort must be made to avoid working alone. The school has a separate policy on lone working.

The school closes at 6 pm, and all staff should leave the building by 5:30 pm. The person closing the building, generally the Site Supervisor or the Caretaker, will check the building for staff and will sound the class change bell to notify staff that they must leave site.

5. Registration procedures and control

5.1 General

All learners are required to be prompt for lessons. An electronic SIMS register is taken by the supervising teacher at the start of every lesson, including Tutorial Periods. The register is closed after ten minutes. Staff are contacted by a member of the pastoral team if they fail to complete their register within this timeframe.

Parents/guardians are required to contact the School before the start of the school day, using the designated 'absence telephone line', to report any absence of their child(ren), and give a reason for the absence and some indication, if known, of the likely length of the absence. Members of staff receiving a message reporting a learner absence must communicate this information to the Assistant Pastoral Coordinator immediately via email.

The Assistant Pastoral Coordinator is responsible for ensuring that all absence information is transferred to the appropriate registers and parents/guardians of any learners not accounted for are contacted.

5.2 Late book

Learners who are unable to attend registration for any reason are required to sign in the 'late book' held at School Reception.

5.3 Trips/visits/off site activities

Staff responsible for taking learners on trips/visits/off site activities are required to complete the School Visit Form and other documentation including a risk assessment, in accordance with the School's policy and Flintshire County Council's guidelines for all visits and off site activities. This information is held by the Educational Visits Co-ordinator.

Staff responsible for the activity must also mark the learners accordingly in the SIMS register.

5.4 Ad hoc absence

Individual learners leaving the School site during the day for any reason **must** be signed out by their parent/guardian and signed back in again at school reception upon their return.

6. Supervision

6.1 On arrival

On arrival, learners should prepare themselves for the start of the school day and be ready to report to their designated areas for the initial registration of the day. Learners are not allowed in any room/building unsupervised before 8.40am.

6.2 Breaks

Members of the Teaching staff/Teaching Assistants directly supervise all learners within clearly defined areas. Learners either remain in the school building or use the School field within clearly defined boundaries.

6.3 Lunchtime

Learners take supervised lunch in the School dining room areas or outside. During lunch breaks learners remain in the School building or use the yard areas.

6.4 Classroom/Learning Areas

Learners are supervised at all times by Teaching staff/Teaching Assistants. Learners must not be unsupervised in any classroom at break/lunch.

7. Security of Staff, Visitors, Learners and Equipment during School events

7.1 Parents' Evenings

Access to the school will be via a designated entrance only, normally the main reception entrance and will be supervised by members of the Teaching Staff who will direct parents/carers to the meeting areas.

All entrances, apart from those required for the meetings, will be secured to not permit unauthorised access. Emergency escape routes/exits will remain open.

All portable equipment and personal possessions must be kept in a secure place. Where rooms contain valuable equipment doors will be locked.

7.2 Other functions/events

Access will be restricted to designated areas where the function/event is taking place, with no relevant emergency exit route compromised.

All portable equipment and personal possessions must be kept in a secure place.

For outside events internal doors will be locked so that people have access to toilet facilities without having access to the wider school building.

Where rooms contain valuable equipment and the doors to these rooms have vision panels; blinds fitted to these doors will be closed.

8. Emergency Procedures

Staff should follow the School's approved lockdown procedures.

Learners must not confront/challenge strangers on site at any time, but should report the situation to a member of staff immediately.

The level of staff response to an incident will depend upon the seriousness of the situation and the risks involved. Staff should never challenge any person unless it

is safe to do so and must not attempt to detain or remove an intruder from the premises using force. Flintshire County Council guidance notes are to be followed.

The emergency services should be contacted on 999 if assistance is required.

9. Incident reporting and recording

All incidents relating to security of the school premises and violence to persons shall be reported to the Head, or Leadership Team member if the Head is unavailable, and recorded accordingly.

10. Arson

The School will take all steps to reduce the risk of arson including good housekeeping methods of work. Rubbish bins will be emptied daily and the inflammable waste stored in a secure location away from the buildings.

11. Key Holders

Records of key movements will be maintained throughout the year. This includes who has been issued with the keys and why it is necessary. Keys will be issued on the basis of need not convenience.

All keys must be stored in a lockable cabinet and located in a lockable room, which should be locked when the school is secured. A key audit will be undertaken once a year by the Business Manager for the issuing of the various keys i.e. School building, Departmental etc.

12. IT Network

Staff and learners are bound by the School's IT Policy and agree not to put the School's IT network at risk or abuse their user rights. Personal passwords are not to be shared or written down. Computer screens must be locked when not in use and away from the immediate vicinity. Individual computers closed down at the end of the day.

Key administration and coursework computer data is backed up on a daily basis on both tape and drive. Staff should become familiar with the restore process for data in their user areas. In the event of a disaster recovery situation Virtue will be contacted in order to provide specialist consultancy assistance.

13. Risk Assessments

The School Business Manager will ensure that risk assessments are undertaken to identify any hazards and that the appropriate control measures are implemented.

Health and safety tours will identify daily issues which need addressing e.g. trips, slips and falls.

Risk assessments will be reviewed annually or sooner should the need arise.

14. Examination Documentation

On arrival into the school, all examination correspondence/documentation is delivered to the Examination office by a member of the School Office team. In readiness for the examination sessions, all examination question papers are logged on arrival and immediately stored within a high security, fire resistant, three-way locking system cabinet which is situated in a secure room with full metal shutters, five bar Chubb lock, full wooden door and no windows. This room is kept secure at all times of the academic year.

15. Cash Handling

Requiring or accepting cash for events and activities is strongly discouraged. The School has licensed Parent Pay to allow parents / guardians to pay for events and activities using credit, debit or direct deposit.

When cash is counted on school premises it should happen away from public view and preferably in a room with two people. Staff should be made aware that their safety must come before the security of cash under their control.

All monies collected for school trips, class photographs, examinations etc. are to be deposited in the school safe as soon as possible and remain there until banked. Cash must never be left in desk drawers or filing cabinets, even if locked. Cash kept in the School safe overnight must not exceed £3000 cash (x 10 valuables).

Staff and learners are discouraged from keeping cash in school other than on their own person.

16. Equipment

The Asset Register is held electronically on the ICT network. All assets and their location will be checked annually by authorised staff. Only authorised staff members have access to the register and must be approved by the Head of IT/ School Business Manager.

Equipment will be security marked and portable equipment kept in a secure location when not in use.

Staff should ensure that portable equipment being taken off site/loaned to them is recorded and all such electrical equipment (e.g. laptops), is made available for annual PAT testing and used in accordance with the appropriate risk assessment.

Any equipment/furniture disposed of must be recorded on the asset maintenance system and authorised by the School Business Manager.

17. No Alcohol

Alcohol is not permitted to be brought onto the school site and consumed other than at a licensed function or function approved by the Headteacher.

18. Mobile Phones

Learners are not permitted to use mobile phones during the school day. The School's agreed policy and procedures must be followed by all staff.

20. Information and Communication

20.1 Data Protection and Confidentiality
The School Governors, the Head and staff will keep information, whether computerised or otherwise, in accordance with Data Protection legislation. Confidentiality will be maintained at all times.

20.2 Policies and Guidelines
These will be compiled and agreed in order to meet the School's legal requirements to ensure the personal safety of every learner, all members of staff and visitors to the school premises and will be made available to all staff, and where appropriate learners and parents/guardians. Safeguarding will be a set agenda item for Governor and staff meetings.

20.3 Information for Learners and Parents/Guardians
Good security will involve the co-operation of all persons who use the school site. Learners and parents/guardians will be part of this process. Learners will be briefed regularly in Assembly or by the Class teacher on the arrangements as they affect them and in a manner relevant to the level of the security implications. Security aspects covered in the Safeguarding policy is included in the school newsletter.

20.4 Responding to feedback and concerns
The School will welcome suggestions for the improvement of policy and security arrangements. There are regular opportunities for parents/carers to give feedback/comment.

21. Legal

Connah's Quay High School is required to exercise a duty of care whereby all reasonable steps will be taken to ensure the safety and wellbeing of learners and staff.

The development and implementation of individual school policies will be an essential part of this duty of care.