

<b>Colyton Grammar School</b> <b>SECURITY</b>
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**A. Rationale**

Security involves the highlighting of potential hazards and designing and implementing effective strategies for managing these risks. Security risks relate to property and to staff, students and visitors. The focus of this policy is to prevent the occurrence of security incidents.

**B. Aims**

- To protect students and staff from hazards.
- To safeguard property.
- To ensure the highest standards of risk assessment in relation to security.
- To ensure a balanced response to security risks and the need for a secure but welcoming environment.

**C. Responsibility**

- Site Security and Health & Safety: The Business Manager has delegated responsibility for site security and all aspects of Health and Safety.
- Student Security: The Headteacher is responsible for student security.

**D. Practice****1. Site Security**

The School has clearly defined opening hours as follows:

7am to 7pm during term time (weekdays only)

8am to 5pm during school holidays (weekdays only)

At all other times the school is closed other than for approved Special Events, hirings or lettings, and for community use of the Colyton Sports Centre and All Weather Pitch.

**a) Alarm System**

The School site is fully covered by an externally monitored intruder alarm system.

The Site Manager will arrange the opening and closing of school for any Special Event involving either the general public or students, and for hirings and lettings. Organisers of such events are responsible for the appropriate use of premises and restricting users to agreed areas.

The maintenance and repair of the alarm system is the responsibility of the Site Manager.

**b) Key Control**

A comprehensive system of key security is in place to provide appropriate access to keys for those staff who require access, but in a controlled and secure way such as to maximise accountability and security.

**c) Security Lighting**

Lighting levels are maintained to serve as a deterrent and to provide a safe area for general use.

d) CCTV

A digital CCTV system covers the majority of the site, including key entrances to the school site and buildings. Cameras also cover internal areas such as *Take Five* and corridors where bags are stored.

The Site Manager is responsible for ensuring the effective operation of the CCTV system.

e) Risk Assessment

The Business Manager is responsible for undertaking an annual Security Risk Assessment, and for reporting any significant findings to the Finance and Resources Committee.

**2. Student, Staff and Visitor Security**

a) Access Control

The design of the school and the relatively poor integration of car parking with Reception makes vigilance by all staff an important factor in security. To offset the effect of multi-access and poorly located car parking, it is necessary that:

- (i) there is a good sign-posting system to direct visitors;
- (ii) pre-visit arrangements inform visitors where to report;
- (iii) all staff (including volunteers) wear a photographic ID card
- (iv) all visitors to the school are required to sign in at reception and to wear a colour coded Visitor Badge (red lanyard/badge for visitors for whom no DBS/CRB information is held; green lanyard/badge for those with appropriate DBS/CRB clearance);
- (v) Visitors wearing red badges must be accompanied at all times
- (vi) staff are encouraged to challenge any visitor not wearing a Visitor Badge or wearing a red badge but not accompanied.
- (vii) Specific arrangements must be made with building contractors working on capital projects to ensure maximum protection for students

b) Reception of Visitors

- (i) All visitors, including contractors working on site, will be directed to the Reception
- (ii) Reception will ask visitors for photographic proof of identity if appropriate and check for the company, organisation or individual's name on the online DBS/CRB register
- (iii) Each visitor should record their name, company, car number, and time of visit.
- (iv) A colour coded identification badge should be issued and be worn throughout the visit (see 2(a)iv above).
- (v) To enable accurate records in case of emergency, visitors should return their badge at the end of the visit and the time of departure should be recorded in the register.
- (vi) The member of staff responsible for the visit must inform Reception in advance and arrange to meet the visitor at reception
- (vii) Where possible, the Business Manager will check in advance that visitors have appropriate DBS/CRB clearance.

c) Observation of Strangers on Site

Staff are encouraged to challenge any non-badged/red-badged visitor and accompany them to Reception. Senior students are encouraged to inform staff of any non-

authorised strangers on site.

d) Vehicle Access

- (i) A register of all staff vehicles is maintained on the administrative computer system and a paper copy is kept in Reception.
- (ii) Sixth Form permits are restricted and no student can bring a car on site without a permit.
- (iii) No parking is permitted in areas likely to prohibit the access of emergency vehicles.
- (iv) Parents collecting students are informed of the one-way system operating at the front of the school, with entrance on the west side and exit from the east gate, and also regularly reminded of the need for safe use of the main car park.

e) Fire Hazard

A full Fire Risk Assessment is carried out annually and any significant findings are reported to the Finance and Resources Committee.

Fire evacuation procedures are tested on a regular basis, both during school hours and after school. Details are in the Staff Handbook and posted in each room and full checklists and instructions are kept in the Fire and Emergency Portfolio in Reception.

Important points are:

- (i) The alarm is clearly distinguishable from the general school bells.
- (ii) The school is zoned to facilitate speedy and safe evacuation
- (iii) Absences can be readily authenticated.
- (iv) Evacuation should be achieved within 2 minutes
- (v) A team of appropriately trained Fire Wardens will check buildings to ensure they have been evacuated, and will report to the appropriate senior member of staff

**3. Security of Materials and Equipment**

a) Receipt of Goods

- (i) All goods should be received in the Admin Centre.
- (ii) Parcels should be moved as soon as possible to the relevant area of the school by the Site Staff
- (iii) Budget holders should check that goods are fit for purpose and that deliveries are complete before authorising payment.

b) Valuable Goods

- (i) All valuable items should be security marked to deter theft.

c) Inventory

- (i) The Inventory records assets and their location.
- (ii) The register should be checked by the relevant departmental staff or Business Manager on an annual basis.

d) Staff Use of Assets

- (i) Items may only be used off site with written authorisation from the Business Manager
- (ii) The use of photocopiers and telephones for private purposes is allowed subject to charge at the normal commercial rate:

- (a) The Library & Resources Department will record and bill all personal photocopying.
  - (b) Personal telephone calls must be recorded in the Staff House and payment will be collected quarterly by the Business Manager.
  
- e) Staff Property  
The school's insurance policy does not cover personal property, and staff members are responsible for their own possessions on site.
  
- f) Students' Property
  - (i) School rules prohibit students from bringing valuable items to school.
  - (ii) Any student who disregards this will have the item confiscated until the end of school.
  - (iii) Items taken into care (e.g. for PE lessons) should be kept in a secure place and care taken to ensure proper return.
  - (iv) The school is not responsible for personal items brought to school, but parents are encouraged to take out additional cover to protect student property in school.
  - (v) All pupils are required to name-mark all items of kit and clothing.
  - (vi) Lost property is managed by the Site Staff, using a computerised logging system in the Lost Property Office. The system generates reminder emails to both students and parents before any item is disposed of. Unclaimed property should be held for one month before disposal.
  - (vii) Any loss should always be reported to the Deputy Head or Business Manager and investigated, even when students have not followed correct procedures, by:
    - (a) recording a reported loss (including item, time, place, date reported);
    - (b) reporting property found (as above).

**Related Policies:**

- Safeguarding Children