St. Joseph's Catholic Primary School

Security Policy

Date of Approval	September 2022
Date of Next Review	3 years
Review led by	Premises Manager
Approved by	Premises Committee
This policy should be read in conjunction with the following documents	Emergency Plan Data Protection Policy Privacy Policy Health & Safety
Notes	

St Joseph's Catholic Primary School

Security Policy

STATEMENT OF INTENT

The Governing Body of this establishment recognises the need to ensure the safety of every pupil, member of staff (permanent or temporary) and visitors to our establishment. We also recognise the importance of protecting the buildings and contents.

The Governing Body recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

This policy will not only apply to those working on the premises but to those engaged in off site activities, sporting events and home visits. The Governing Body wish to make it clear that, whatever form and for whatever reasons – violence is unacceptable.

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

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. The Governing Body will be fully supportive to any members of staff or pupils who have been subject to violence at work. The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of staff working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcome and encouraged to pass on that information to the Headteacher. This document is supported by the WSCC document entitled 'Managing Security to Protect Users of Establishments'.

ORGANISATION & RESPONSIBILITIES

The Governing Body
The Governing Body will be responsible for ensuring the overall effectiveness of this policy by working closely with the Headteacher and other members of staff whose role it is to implement the requirements of this policy. This will involve considering and acting upon the recommendations of the Headteacher and Security Co-ordinator, prioritising actions where resources are required, taking account of security when considering the school place and monitoring the effectiveness of security arrangements.

The Headteacher
The Headteacher will be responsible for the overall implementation of this policy and for the day to day management and implementation of security within the establishment.

The Headteacher will ensure that a suitable member of staff is nominated to act as Security Co-ordinator and ensure that suitable resources are allocated to enable this function to be undertaken.

The Headteacher will inform the Governors/Management Committee of any significant event with respect to security. In addition, the Headteacher will periodically monitor the policy to ensure it is being complied with.

The Security Co-ordinator
The Security Co-ordinator is the Premises Manager and will be responsible for assisting the Headteacher with the day to day management and implementation of the security policy and will work in close liaison with other on site staff to ensure security remains high profile within the establishment.

The Security Co-ordinator will review the security guidance annually (or following a significant incident) to ensure compliance and shall ensure the security risk assessments have been undertaken, their findings implemented and the assessments reviewed as required.

The Security Co-ordinator will also ensure that all staff receive induction training with respect to the school's security and emergency arrangements.

Site Premises
The Premises Manager will be responsible for ensuring that the following practical security arrangements are carried out.

- o Shutting and securing all doors and windows at the end of the working day.

- o Setting the buildings intruder alarm system at the end of the working day.

- o Ensuring that no items of equipment are left outside overnight, particularly equipment enabling access to buildings, eg ladders.

- o Ensuring that wheelie bins are secured by a padlock and chained to a suitable point away from the buildings and ensuring that external waste bins are emptied daily.

Employee Responsibilities
Staff are required to comply with the security arrangements that have been put into place and the security policy at all times.

Staff should report incidents/concerns to the Security Co-ordinator and to ensure that the incidents are reported and recorded as necessary. Staff shall ensure that the external classroom and windows are secure when the classroom is not in use.

ARRANGEMENTS

Visitor / Access Control
Access to the main building via the main access points will be controlled and supervised by the main reception/admin staff. The Office Manager shall ensure that a record of all visitors to the establishment is maintained (with the exception of the peak 8 am / 4 pm collection periods). All visitors shall wear an official visitor's identification badge.

Interview Procedures

Consideration will be given to the risk posed during the interviews with parents /next of kin. Any interviews where there is a significant potential for conflict (physical or verbal) must be made by appointment only. In such cases two members of staff should be present.

Lone Working

No member of staff should be lone working with the exception of the Premises Manager on their lock up duties.

Incident Reporting / Recording

To gauge the effectiveness of security arrangements and to assist the monitoring and review processes, all incidents relating to security of premises and violence to persons shall be reported to the Security Co-ordinator and where necessary recorded in a security incident log. In addition, incidents of violent nature (physical and verbal) to staff members shall be reported to the Health and Safety Group using the HSW3 reporting form.

Any significant security breaches / violent incidents must be reported to the Headteacher who should along with the Security Co-ordinator investigate the incident as soon as practicable. Consideration should be given to notifying the Police authorities. The findings of the investigation and the action to be taken to prevent a reoccurrence should be discussed with the staff group.

Signage

Sufficient clear and unambiguous signs will be placed at appropriate locations to indicate the fact that it is WSCC school property, also visitor car parking, the direction to main reception, restricted access points and staff only areas.

Risk Assessment

The Security Co-ordinator shall ensure that risk assessments are undertaken to identify any hazards and to ensure that the appropriate control measures are implemented. These risk assessments shall be reviewed annually.

Staff Induction

All members of staff whether permanent or temporary will be briefed on the school's security arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.

Information for Pupils / Parents

Good security will involve the co-operation of all persons who use the school site. Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they affect them in assembly or by their class teacher, but in a manner relevant to the level security implications.

Cash Handling

Small amounts of money brought in by children will be looked after by teachers and should only be held in a secure lockable cupboard or drawer. All small sums of cash should be locked in the school safe until banking – within the safe's insurance limits. Large amounts of cash should not be allowed to accumulate in the safe or remain on the premises during holiday periods.

When banking cash, the guidance given in 'Managing School Security in Practice' document should be adhered to.

Training

The Headteacher will be responsible for identifying and arranging any training required as identified by risk assessment. All staff (teaching and non-teaching) will receive training in 'recognition and defusion of aggression techniques' and the correct procedures for challenging unknown/unauthorised visitors on site.

Emergency Procedures

Pupils are not to confront / challenge strangers on site at any time, but to 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 risks involved.

Staff should never challenge any person unless it is safe to do so.

Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Head Teacher, Security Co-ordinator or Office Manager immediately. They should observe from a safe distance / concealed position, noting details of the intruder.

If approached by a person about to offer violence, staff should move away and retreat to a safe distance.

Staff should not attempt to detain or remove an intruder from the premises using force.

If it is considered an intruder is about to enter the premises and commit a violent act, access points should be secured to prevent unauthorised entry. However, fire escape routes must be maintained. The police should be called immediately. To contain the incident, consideration for closing blinds or curtains should be considered necessary.

The School Office will contact the emergency services on 999 if assistance is required and follow the Authorities and School's Emergency plan if appropriate.

The school will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary.

Security Contacts

An up to date list of contacts will be maintained and held by the main office staff. This list will be distributed to:

1. Head Teacher / Deputy Head Teacher
2. Premises Manager
3. Other members of staff as considered necessary

CCTV

Introduction

St Joseph's Primary uses closed circuit television (CCTV) images to monitor the school buildings in order to provide a safe and secure environment for pupils, staff and visitors, to deter crime to prevent the loss or damage to school property and to assist in identifying, apprehending and prosecuting offenders in the event that a crime is committed. The system comprises of 16 fixed and dome cameras. The system does not have sound recording capability. The CCTV system is owned and operated by the school and the deployment of which is determined by the school's leadership team in consultation with school governors. The CCTV can be monitored by the Senior Leadership Team and Premises Manager from within the school. The introduction of, or changes to, CCTV

monitoring will be subject to consultation with staff and the school community. The school's CCTV Scheme is registered with the Information Commissioner under the terms of the Data Protection Act 2018. The use of CCTV, and the associated images and any sound recordings, is covered by the Data Protection Act 2018. This policy outlines the school's use of CCTV and how it complies with the Act. All authorised operators and employees with access to images are aware of the procedures that need to be followed when accessing the recorded images. All employees are aware of the restrictions in relation to access to, and disclosure of, recorded images and sound. The CCTV system will be operated 24 hours each day, every day of the year.

Statement of Intent
The school complies with Information Commissioner's Office (ICO) CCTV Code of Practice to ensure it is used responsibly and safeguards both trust and confidence in its continued use. The Code of Practice is published at:
http://www.ico.gov.uk/~/media/documents/library/Data_Protection/Detailed_specialist_guides/ICO_CCTVFINAL_2301.ashx

CCTV warning signs will be clearly and prominently placed at all external entrances to the school, including school gates if coverage includes outdoor areas. Signs will contain details of the purpose for using CCTV (see appendix A). In areas where CCTV is used, the school will ensure that there are prominent signs placed at both the entrance of the CCTV zone and within the controlled area. The planning and design has endeavoured to ensure that the Scheme will give maximum effectiveness and efficiency but it is not possible to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.

Access to and Disclosure of Images to Third Parties
There will be no disclosure of recorded data to third parties other than to authorised personnel such as the Police and service providers to the school where these would reasonably need access to the data (e.g. investigators). Requests should be made in writing to the Headteacher. The data may be used within the school's discipline and grievance procedures as required, and will be subject to the usual confidentiality requirements of those procedures.

Appendix (A) – CCTV Signage

It is a requirement of the Data Protection Act 2018 to notify people entering a CCTV protected area that the area is monitored by CCTV and that pictures are recorded. The school is to ensure that this requirement is fulfilled.

The CCTV sign should include the following:
• That the area is covered by CCTV surveillance and pictures are recorded
• The purpose of using CCTV

Appendix (B)

The Data Protection Act 2018 – Data Protection Principles

1. Processed fairly, lawfully and in a transparent manner.

2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.

3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.

4. Accurate and, where necessary, kept up to date.

5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed.

6. Processed in a way that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Monitoring and Review of Policy

The Governing Body will review this policy at least once every three years or whenever significant changes occur.