



**BUTTSBURY**  
**JUNIOR SCHOOL**

AN ACADEMY SCHOOL

# Security Policy

*Maximum Effort for Maximum Achievement*

## **RATIONALE**

The school wishes to ensure that adequate on-site security measures are in place to protect information, people and property.

## **PURPOSES**

### ***General Situation***

Buttsbury Junior School is a small campus enclosed by a perimeter fence and mainly bordered by private housing. There are three entrances to the site: Front entrance from Norsey View Drive, rear footpath entrance and rear vehicle entrance both from Mill Hill Drive. (an un-adopted private roadway off Perry Street).

### ***Responsibility***

The Trustees, through the Finance and Facilities Management, Audit and Resources Committee, are responsible for overall management of school security. Day to day management of security is delegated to the Headteacher. The School Fire Officer is the Headteacher. The Headteacher is also responsible for Health and Safety. The School will take all appropriate measures to promote the security and protection of its staff, its students and of its premises. All staff have a responsibility for security. Vigilance is an essential attribute.

## **GUIDELINES**

This policy will be reviewed on a three-yearly basis, but the need to make changes to the policy at any time should the situation demand is recognised.

### ***Security of Information***

- The school will abide by the Data Protection Act and General Data Protection Regulations (GDPR).
- Staff with access to ICT systems containing confidential data are to ensure that such data is properly protected at all times. As a rule of thumb, where data is displayed on screen, the room should be occupied by a member of staff.
- During lesson times, the internet will normally be continuously available to pupils, but filtering software is to be in place to prevent access to unsuitable sites.
- Staff and pupils' private addresses and telephone numbers will be withheld from people and organisations outside school, unless specifically authorised, (e.g. Social Care, the Police). In the event of an enquiry, the enquirer will be asked for their name and telephone number, which will be given to the relevant member of staff, for them to return the telephone call. Staff personal files will be kept in lockable cabinets, which are secured when not in use. All confidential wastepaper should be shredded.
- Parents have a right to see, on request, the curricular records of their children, and apply to the Headteacher for access to any other records, which may be held on their children. The school will abide by the legislation on this matter.

### ***Security of Property***

The school accepts no responsibility for the safety of individuals' personal property (including motor vehicles and other means of transport), whether they be staff, pupils, parents, contract workers or visitors.

The school will maintain a Fixed Asset Register of all major items of equipment i.e. items over £2,500 purchase price or replacement value. All portable assets and desirable items (e.g. PCs and laptop computers, projectors, mobile telephones and DVD's etc). are to be marked indelibly with the school's name and records maintained on the Inventory Asset registers are to be checked annually. When a member of staff wishes to take an asset off site, they are to obtain prior permission from the Finance Officer.

Access to the school buildings is controlled by key fob electronic entrance doors. All other doors that provide access to the buildings are locked to external access when closed. The Office Staff issue key fobs to authorised staff and a record is kept of each authorised key fob holder and their level of access to the school during the week and over the year.

The school will maintain a security alarm system, which will report to a central monitoring station. The alarm system is to be set to give a local audible warning as soon as it is activated, and the alarm monitoring company. A 'Key Holding' Company (Regency Security) is engaged to respond to all alarm activations in the first instance, additional key holders are the Headteacher, 1 x Deputy Headteacher, the Site Manager and L & L Cleaning.

The school will maintain a security camera system, the prime roles of which are both deterrents and detection. CCTV cameras will be used to cover external aspects of the school grounds and key entrance points. The areas surveyed by the external cameras are to be lit at night. Other areas, not monitored by cameras will only be illuminated to facilitate safe access or may be covered by lights controlled by light sensors.

The school will maintain a fire alarm system and appropriate fire safety precautions following the advice and guidance of the local Fire Safety Officer. The fire alarm system will sound a local alarm but will not be monitored by an external agency. The Site Manager is to arrange for at least one call point to be tested every week and for the test to be recorded.

At the end of the School day each member of staff should ensure that windows are secure and that assets and desirable equipment are properly secured. Buildings are to be kept clear of materials that increase the risk from fire or might be used for Arson or Vandalism.

Cash will not normally be collected by the office staff. Cash is only to be stored overnight in the school's safe, up to the limits specified by the insurance company. It is to be banked regularly. The Finance Officer is to arrange for all alarm and security systems, and the emergency lighting arrangements to be properly serviced and maintained.

### ***Security of Personnel***

All new staff, including voluntary staff and peripatetic music teachers who have regular access to pupils or records, will be required to apply for disclosure through the DBS procedures. Regular contractors whose staff spends a significant amount of time on site, should also arrange for their staff to apply for DBS disclosure. The school is to ascertain that staff who have regular access to pupils, but are employed by outside agencies, have similar clearance. It is recognised that it is impractical to insist that all irregular contracted workers, such as builders, heating engineers, and electricians apply for DBS disclosure. However, the risk should be minimised by:

- Arranging for as much work as possible to be undertaken outside normal school hours.
- Escorting contractors to their workplace and remaining with them if they need to work in the proximity of pupils.

Suitable signs will be placed at all legitimate entrance points to the school to show the public that the school is private property and that causing a public nuisance on educational premises is a criminal offence. Signs to direct all visitors to Reception will also be erected.

All staff wear identity badges. All visitors are to report to reception; they must sign in and be issued with photographic visitor's badge.

Any unknown and unescorted people on the school site during the school day are to be challenged, and asked to report to reception.

### ***Police Liaison & Incident Recording***

The School maintains a close liaison with the police, normally through a police liaison officer. All offences committed on or around the school site, which involve assault, offensive weapons, theft or criminal damage not involving pupils, and burglary will invariably be reported to the police. In addition, reports of intruders acting suspiciously will also result in police assistance being sought.

The School will maintain a Security Incident Register. This will contain simple but accurate details of all events, which might give serious cause for concern. Staff are expected to complete an Incident Form (Annex A) on such matters as:

- Aggressive behaviour by persons other than pupils.
- Serious incidents reported by pupils.
- Other incidents giving cause for concern including theft, burglary, & criminal damage.

The Headteacher will retain completed Incident Forms in the Incident Register. The Headteacher will monitor the Register and draw any emerging patterns to the attention of the Trust Board. Risk Assessments will be reviewed on a regular basis, particularly in the light of an Incident.

### **Monitoring Review**

Policy Date: Summer 2022

Review Date: Summer 2025

**Annex A to Security Policy**

**This form should be completed as fully as possible and forwarded to the headteacher for retention. A member of staff should complete the form for an incident involving or witnessed by a pupil.**

**Please use a continuation sheet if necessary.**

**1. Member of staff reporting incident:**

Name:.....

Position:.....

**2. Personal details of person assaulted or abused (if appropriate):**

Name:.....

Work Address (if different from school address)

.....  
.....

Position (if member of staff).....

Class Group (if pupil):.....

**3. Details of alleged offender (if known):.....**

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**4. Witness(es) (if any):**

Name:.....

Address:.....  
.....

Other Information:.....  
.....  
.....

Name:.....

Address:.....  
.....

Other Information:.....  
.....  
.....



**INCIDENT REPORT FORM**

Includes nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal or school property.

**a. Location of Incident.**

**b. Other details (describe incident, including events leading up to it; relevant details of trespass/alleged assailant not given above; if a weapon was involved, who else was present)**

**c. Property Involved.**

**d. Action Taken**

**Signed:** .....

**Date:** .....