Security Policy

The King's School
Cadhay Lane
Ottery-St-Mary
Devon
EX11 1RA

Policy Change Control

Policy Owner	DFO
Approved By	Resources Committee
Date of Last Approval	07/03/2024
Next Revision Due	March 2027

Date	Version	Person	Change / Action
30/06/2014	1.0	Trustees	Adoption of Policy
02/05/2017	1.1	SBM	Update to Template and Format
08/09/2017	1.2	SBM	Addition of Physical Security, Lanyards and Data Security Role for ICT Manager
28/09/2017	1.3	SBM	Minor tweaks to wording
05/10/2017	1.3	Trustees	Presented to Trustees for approval
08/02/2021	2.0	SBM	Complete re-write
10/03/2021	2.1	Trustees	Approval with minor changes
01/02/2024	2.2	DFO	• Changes: Minor changes throughout including SBM to DFO. • Added sections: Roles & Responsibilities, Physical Security, Cyber Security, School Events, Staff Training and Informing Students
14/03/2024	2.2	Trustees	Approved

Introduction

The Trustees recognise and accept their responsibility to provide a safe and secure environment for students, employees and visitors to The King's School. The School's Security Procedures will operate within the framework described in this policy.

The Board of Trustees will provide staff with enough resources, information and training to implement the security procedures.

The Board of Trustees will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the School's community.

This policy and the associated procedures apply to all individuals entering the school premises and will be made available to all staff and students, so they can recognise and understand the need to be vigilant about their own safety and security.

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:

- DfE (2018) 'Controlling access to school premises'
- DfE (2019) 'School and college security'
- DfE (2019) 'Site security guidance'
- DfE (2022) 'Good estate management for schools'

This policy operates in conjunction with the following school policies and documents:

- Safeguarding - Child Protection
- DBS Disclosure
- Health and Safety
- Conduct Policy
- Complaints Policy
- Data Protection
- Privacy Notice – Various
- Use of Technology, Computer Security, and Cyber Bullying

Roles and responsibilities

The Board of Trustees will be responsible for:

- Explaining who is accountable for the school estate at a board and school level.
- Reviewing the effectiveness of this policy on an annual basis.
- Delegating the day-to-day implementation of this policy to the Headteacher.
- Ensuring that the school's security is accounted for when considering requests to hire the premises, in line with the school's Premise Hire Policy.

The Headteacher will be responsible for:

- Appointing one or more competent persons to lead on school security – the school's competent person is the Site Manager.
- Establishing 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 staff members are aware of the procedures set out within this policy and are provided with the required training.
- Ensuring that parents, students, visitors and contractors are aware of the procedures within the policy.
- Establishing a system for reporting, recording, and managing breaches of this policy.
- Ensuring that security is taken into account when considering any proposed changes to the premises.
- Reporting any crimes to the police or emergency services where appropriate.

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 Headteacher 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 Data Protection Policy ensuring that data and information is secure.
- Reporting any minor security concerns to the Headteacher.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Carrying and clearly displaying their school ID at all times.
- Being responsible for the security of any of their own property that they bring to the school site.
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As the competent person, 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 the key holder, ensuring that the school is effectively secured at the end of each day.
- Carrying out security checks on a daily basis and maintaining a record of these checks.
- Raising any security concerns with the Headteacher 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.
- Reviewing CCTV systems to monitor activity, ensuring that CCTV is used in accordance with the school's guidance.
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the school has closed.
- Seeking professional advice on security issues where necessary.

Students 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.

Controlled Access and Egress During the Day

The school premises are private property; however, parents of enrolled students 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 and visible at all times.

All 6th Formers will be issued with an ID badge and a white lanyard which must be worn and visible at all times.

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to students or staff.

The extent of physical controls, such as fences, has been decided by the level of risk of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The King's School has balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our students and staff.

A perimeter fence is maintained around the main school site with automated access control using ID cards that are specific to the individuals. The operation of the site security is as follows:

The site gates are open between 08:47 and 08:57 and 15:30 and 15:50. At other times access control is in place. Access is monitored by duty staff located at various positions around the school site. Duty staff have the responsibility to ensure the gates are closed at the end of their duty period.

In addition, the Cadhay Lane gate is also open:

- at Break and Lunchtimes and will be supervised by a duty member of staff.
- 7 mins before and after each lesson each day to allow students in PE lessons to access the schools' sports facilities outside of the main premises (e.g. gym, dance studio, All Weather Pitch, field)

The Senior Leadership Team (SLT), Site Staff and Technician Staff all have access to operate the main vehicular gate on site. Other staff generally will not due to the increased risks associated with this gates operation and the risk vehicular access poses to the safety of students.

All gates have call points on them for granting of access from main reception. All external visitors will be directed to the main reception gate for entry. Students who are late will be permitted entry but must to report to Student Support.

6th Form students will have access to the Cadhay Lane and Coach park gates throughout the school day to allow their free movement.

ID cards for site access can be issued and programmed by the Site Manager or Director of Finance & Operations. The Paxton system is managed so that only appropriate access is provided to specific user groups e.g. 6th Form students or hire users.

Loss of any cards must be reported to the Director of Finance & Operations or Site Manager as soon as possible so that they can be cancelled.

The main building has its main access entrance via reception. Only authorised visitors are allowed access and are required to sign in. A keypad entry manages access when reception staff are not present.

The School operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy – first day response.

The School operates a signing in/signing out system for all parents/carers and visitors/students who are late/leaving early. Students out of lesson are required to take their planner with them authorised by their class teacher.

Students who wish to leave the site during the school day must have written permission.

Site staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site.

Contractors are expected to comply with school procedures at all times as detailed in the 'Site Rules for Contractors' that they must sign before starting work.

Waste disposal vehicles are no longer required to enter the site during the day as access can be obtained from the road. Most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

The following are at greater risk of access from the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors. The access arrangements for the grounds are:
- School Field - Access to school field for PE – always under staff supervision. Staff would challenge any person not wearing a photo ID or School visitor badge during the school day.
- MUGA - This area is only used under staff supervision at break and lunch and staff would challenge any person not wearing photo ID or visitor badge.

Coach Park – This is supervised at key times of the day when in use.

Times of the day when supervision is part of our safeguarding procedures:
- Start of school day – as the site has open access, duty teams are deployed in designated areas from 8.35am.
- Break – Duty teams are deployed in designated areas.
- Lunchtime – all parts of the school site are supervised by a duty team consisting of SLT, Cover Supervisors and Red Coat Staff.
- Duty teams are also deployed at the end of the school day.

Control of Visitors

The control of visitors is a fundamental part of our school's Security Policy for the safeguarding of both people and property. Our policy is that:

All visitors report to the reception desk on arrival. Staff are encouraged to use the meeting rooms close to reception when conducting meetings with visitors.

All visitors must provide photographic ID to verify their identity.

All visitors are issued with a badge to be worn at all times. This includes parents/carers, helpers, contractors and any other person that is not school staff.

For those visitors who do not have a DBS, they will be issued with a RED lanyard and must be ESCORTED at all times. For those staff that are on the SCR and have a current DBS a GREEN lanyard will be provided indicating they can be UNESCORTED.

Visitors on site with a red lanyard will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to 'sign out' of the school.

Any person on site without a badge will be challenged and asked to accompany a member of staff to the Reception or asked to leave the site. Any refusal will be reported immediately to the Headteacher or Director of Finance & Operations. Any aggression will be reported to the police.

In the event of abuse or threats to staff, students, 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 reception, 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 Headteacher will write to the individual outlining the proposal to bar them from the premises inviting all parties involved to formally express their views. The Headteacher will copy this to the Chair of Trustees.

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.

Visitors will not remove any items of School property without the express permission of the Director of Finance & Operations;

For their own safety any authorised visitors will be given appropriate information on the School's health & safety procedures such as parking, fire safety and first aid;

Individuals who are hiring the school site will act in accordance with the school's Premises Hire Policy.

Supervision of Contractors

Contractors and maintenance personnel will not always have been DBS checked and therefore they should not have unsupervised access to children. They will, therefore, be controlled as follows:

- All will be given school badges and be expected to wear them as per all visitors.
- They will only park where authorised to do so.
- They will carry out work agreed at the start of the contract and at the times agreed.
- They will be supervised at all times by School staff - this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.
- In accordance with the school safeguarding procedures, any contractors on site for regular or longer periods of time will be required to undergo a DBS check.

Physical Security Measures

The school uses physical measures such as fencing and CCTV to ensure the safety of staff and students. The school will review the provision of physical security measures on a regular basis.

Building Locking Arrangements

The site security following at the end of the school day is the responsibility of the Site Manager and Caretakers. A standard process is in place for this which may be adjusted based on the need to leave certain area available until later at night or for community users who are hiring the facilities.

A phased cleaning regime will mean that some areas of the school will be locked and alarmed by the cleaning team at the end of their shift.

Key holders are generally limited to school staff however a few non staff users with long term hire usage who have demonstrated their ability to lock and unlock certain parts of the premises may be provided with a key. Alarm fobs will not be issued to anyone other than staff of the school.

Alarm Systems

The school alarm system which has a direct link to the Police for confirmed response is maintained and tested by an approved alarm installer.

CCTV

The CCTV system is in operation 24/7 throughout the site and buildings (although 100% coverage is not affordable nor practical). Signage informs people that CCTV is in operation.

Cash Handling

All cash should be handed to the Finance Office for processing and banking. Staff should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. The school safe uses biosecurity for access which is restricted to the Finance team. Staff should avoid handling cash in visible areas.

Physical security arrangements

Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, are installed throughout the school estate where possible.

The school perimeter is protected with a secure fence or railings, or hedging, of a sufficient height, where possible, to deter intruders.

Gates are the same height as fencing where possible, fitted with anti-lift hinges, and contain a suitable locking mechanism.

The Site Manager will undertake regular visual checks of the school fencing, security glazing, gates and locks on any doors and windows, ensuring that they are maintained to a high standard.

The school has the right to check students, staff and visitors for prohibited items and confiscate them, including deleting inappropriate images or content from phones.

The school will be able to lock down parts, or all, of the school, in accordance with the Lockdown and Evacuation procedures.

Vehicle access is restricted via the use of building controls that enables part of the school to be locked down, minimising direct access to school buildings.

Chemical and biological materials are stored safely and securely, in line with industry standards.

Where access to the school is required, such as for a large delivery, permission will be sought from the Headteacher or DFO prior to the event and the Site Manager will oversee the access.

The car park is well lit. The school will not accept any liability for the loss of or damage to vehicles whilst parked on school premises.

There is an intercom system on the car park fence, in case individuals need to access the car park

School security alarms are tested on a six monthly basis by the provider. The key holder or Site Manager ensures that the school alarm is set on a nightly basis.

Confidential information is stored in locked filing cabinets, which only authorised staff have access to.

Main vehicle and pedestrian access points are overlooked by the school reception or via CCTV. The main entrance door to the school contains an appropriate means of access control, e.g. a remote electronic lock release device with an intercom and visual verification. Secondary site access points are kept locked when not in use, e.g. to receive deliveries.

Where possible, CCTV cameras are in use and monitored by the Site Manager.

The school's security lighting is maintained by the Site Manager. Security lighting is provided around the perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance door.

The Site Manager is responsible for ensuring that the school's security lighting is switched on every night but turned off each morning.

Cyber-security

The Network Manager is 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 students are aware of the school's measures that are in place to effectively manage risks caused by internet use.

All staff members are responsible for identifying risks posed to students and themselves, including those in relation to the use of the internet.

The school will only use CCTV cameras that are password protected.

Valuable Equipment

All items above the value of £1000 will be recorded in the school asset register.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The school will provide an area for students to store bikes during school hours. Students 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.

Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and student personal property. Both are discouraged from bringing to school any valuable personal property.

Where a student requires a valuable item to be brought to school, they can arrange with the Headteacher or DFO in advance for a secure place to store the item.

Lost property should be handed to the school office where it will be kept for one half term before disposal.

Medicines

There are occasions when students may be prescribed treatment where medicines are needed during school time. Parents/Carers will provide such medicines in suitable and labelled containers. These containers will be locked in the

school's medicine cabinet in student support. Arrangements for the administration of medicines are detailed in the Supporting Students with Medical Conditions Policy.

School events

The event organiser will be responsible for recording what equipment is being used for the event and ensuring that it is returned.

The event organiser will carry out an extensive risk assessment for each event which will be reported, via Evolve, to the Site Manager for review and approval prior to the event.

Individual staff members will not be left alone on the school premises with a parent or visitor. Where lone working is necessary, e.g. a parent meeting with a teacher, a lone worker risk assessment will be carried out as part of the Department's overall risk assessment.

Violent Crime

All staff will be made aware of the indicators which may signal that students are at risk from, or are involved with, serious violent crime. All staff will be made aware of the associated risks and will understand the measures the school has in place to manage these, which are outlined in the Safeguarding and Child Protection Policy.

Where there are concerns about weapons being brought on to the school premises, the Headteacher, Deputy Safeguarding Lead and Director of Finance & Operations will decide whether security mechanisms, consulting the police where appropriate, need to be put in place to ensure the school community is kept safe.

The Headteacher will liaise with the local police, community safety partners and other educational institutions in the area on how to address youth violence.

Reporting security concerns

Missing or stolen equipment must be be reported immediately to the SLT.

Unidentified individuals will be challenged immediately and asked to report to Reception.

Concerns regarding the security of the school will be reported directly to the Director of Finance & Operations / Site Manager.

Emergency procedures

The school will draw on the expertise provided by the LA, police and other agencies when developing emergency procedures.

In the event of an emergency or a breach of security, the School's emergency procedures will be followed – staff members will be made aware of when it is appropriate to implement these procedures.

All staff members, students and volunteers, will be made aware of the School's emergency procedures as part of their induction, including those in relation to security alerts, trespassers and unidentified objects.

The 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 it is necessary for the school to be locked down, the Headteacher will contact the police for advice.

The Headteacher, or their delegate, will be responsible for communicating with parents while the school's emergency procedures are being implemented.

The Headteacher, or their delegate, will be responsible for dealing with any media enquiries about an incident.

Where appropriate, the school's social media channels will be used to keep the public informed during a serious incident. The Headteacher will liaise with the police on how to share this information effectively.

If emergency procedures are carried out, the Headteacher is responsible for ensuring that these are properly recorded.

This policy, and all associated plans and procedures, such as the Business Continuity Plan, will be reviewed and evaluated following any incident, to ensure that they remain effective.

Testing Security Procedures

The Site Manager will develop a schedule of testing the school's security and emergency procedures. These tests will be used to identify where improvements can be made and to enable the school to assess what the wider residual effects of an incident are likely to be.

The Headteacher will determine whether neighbouring schools, the local police or other agencies should be involved in helping to evaluate practise drills.

Staff training and informing students

Staff members will receive cyber-security related training on an annual basis.

All staff members and students will receive training in the school's emergency procedures and will be aware of what to do.

As the competent person, the Site Manager will have relevant subject knowledge, e.g. security, be trained in matters related to handling health and safety risks and have the experience to apply subject knowledge correctly in the workplace.

Staff will receive safe handling training for chemical and biological materials, in line with the school's COSHH guidance in the Health & Safety Policy.

Students will be taught about security-related issues, e.g. staying safe online, through the PSHE and Computer Science curriculum, in line with the PSHE & Citizenship Policy.

Information Security

The Data Protection Officer (DPO) will be responsible for ensuring that there are policies and procedures in place to manage and monitor access to sensitive and personal information, including the Data Protection Policy.

The DPO will provide training to staff on school policies and procedures in relation to information security.

Policies relating to information security will be reviewed in light of any new information on security risks or statutory guidance and updated where appropriate.