



## Security Policy

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



## **Introduction**

The Governors 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 Governing Body will provide staff with enough resources, information and training to implement the security procedures.

The Governing Body 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.

## **Organisation**

The following groups and/or individuals have responsibilities for ensuring the security of the School:

### ***Governors***

The governors will ensure that the school has a security policy and that this has been implemented.

The Governors will monitor the performance of the school security measures. This will be achieved:

- By the Resources Committee monitoring security arrangements;
- Via the Headteacher's and Business Manager's reports to the Resources Committee;
- By all Governors observing its implementation when they visit the School.

Governors will periodically review the school security policy.

Governors will delegate the day to day implementation of the policy to the Headteacher and School Business Manager.

### ***Headteacher***

The Headteacher will set up arrangements in the School that comply with the security policy agreed by Governors.

The Headteacher will establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.

The Headteacher will ensure that all visitors, contractors and agency staff adhere to the Security Policy.

The Headteacher will monitor the implementation of the policy and security arrangements.

### ***Staff***

All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of students, employees and others on the school site.

Those listed below have been given specific responsibilities for School security.

<b>Security Issue</b>	<b>Name</b>	<b>Specific Duties</b>
Agreeing and reviewing the school Security Policy	Governing Body delegated to Resources Committee	Agree policy Review periodically

Day to day implementation and management of policy	Headteacher/ Business Manager	Inform staff Monitor performance Review arrangements
Securing School entrance/exits as detailed in this policy	Site Manager  Users  HoD Technology  Duty Staff	Locking external doors and making site secure  Key holders given specific access must take responsibility for external security.  Securing the technology block when rooms not supervised  Ensuring Gates are closed at the end of the duty time period.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads and fences)	Site Manager	Part of normal duties to check physical integrity of security devices
Control of visitors	Reception staff	Issue passes
Control of contractors	Site Manager / Business Manager	Ensuring Site rules issued and signed
Security of money etc	Finance Team	Accounting for cash Secure safe Clearing desks
Security of Assets held in departments	Heads of Department	Valuables secured in suitable facilities.
Security of Data held by the school	ICT Manager	Ensuring appropriate backups are made, acceptable use policies are implemented and data is secure.

### ***Students***

Students will be encouraged to exercise personal responsibility for the security of themselves and others.

Students will co-operate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

### **Arrangements**

#### ***Information and Communication***

All staff must be aware of the School's security procedures, especially staff that have been given a specific role to play.

All staff induction will include the School's security policy including arrangements for accessing the site, visitors and assets.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the School's security arrangements as a condition of sharing use of the building.

Parents/Carers will be informed about the School's security arrangements and any part they are expected to play. For example, when visiting the School or at handover times.

### ***Controlled Access and Egress During the Day***

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 08:00 and 08:45 and 15:30 and 15:50. At other times access control is in place. During the times the gates are open, 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.
- Access across Cadhay Lane is permitted at Break and Lunchtimes and when the gate is open at these times, it will be supervised by a duty member of staff.
- PE Staff are issued with 3 additional "student cards" which can be provided to class students for access across Cadhay Lane or Barrack Road to access the field. These cards are issued and collected for each lesson as necessary.
- 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 asked to report to Student Support.
- 6<sup>th</sup> 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 School Business Manager. The Paxton system is managed so that only appropriate access is provided to specific user groups e.g. 6<sup>th</sup> Form Students or Hire users. ,
- Loss of any cards must be reported to the SBM 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.
- Signage directs all visitors to this main entrance.
- The school has Regular contact with local area policing team.
- 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 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 8.35
- 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 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 Business Manager. Any aggression will be reported to the police;
- Visitors will not remove any items of School property without the express permission of the School Business Manager;

- 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;

### ***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 will consider the need to use 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 at the end of the 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 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 throughout the site and buildings (although 100% coverage is not affordable or practical). Signage informs people that CCTV is in operation and whom to contact for subject access requests under the data protection act and the system is maintained by a competent CCTV installation firm.

### ***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.

### ***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.

### ***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.

Lost property should be handed to the school office where it will be kept for six months 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 Medical Treatment of students Policy.