St Mary's Catholic High School, Leyland

Security Management Policy

Created: February 2015 Reviewed: August 2023 Review By: August 2024

Statement of Intent

St Mary's Catholic High School recognises its duty, under the Health and Safety at Work etc. Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures. Under this policy, a security risk includes risks to staff and pupils.

To identify the most prominent risks facing us, a thorough risk assessment has been conducted, which has been used to frame this policy to ensure that the control measures are appropriate and relevant.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.

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

1. Legal framework

1.1. 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 etc. Act 1974
- Management of Health and Safety at Work Regulations 1999

1.2. 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'

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

- Security Plan
- Key Holder Policy
- Premises Management Policy
- Visitor Policy
- Health and Safety Policy
- Invacuation, Lockdown and Evacuation Policy
- Complaints Procedures Policy
- Child Protection and Safeguarding Policy
- Security Risk Assessment
- Data Protection Policy
- Data and Cyber Security Breach Prevention & Management Plan
- Surveillance and CCTV Policy
- Lettings Policy
- COSHH Policy
- Records Management Policy
- Searching, Screening and Confiscation Policy
- Business Continuity Plan
- PSCHEE Policy

2. Roles and responsibilities

2.1. The governing body will be responsible for:

- Explaining who is accountable for the school estate at a board and school level.
- Undertaking necessary security risk assessments in conjunction with the headteacher.
- Monitoring the performance of the school's security measures.
- 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 Lettings Policy.

2.2. The headteacher will be responsible for:

- Appointing one or more competent persons to lead on school security – the school's competent person is the business 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.
- Implementing behaviour management strategies to reduce the likelihood of negative behaviour escalating to a more serious incident.
- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, pupils, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments in conjunction with the governing body.
- Reporting any crimes to the police.
- Reporting security incidents to the police or emergency services where appropriate.
- Conducting a Security Risk Assessment in collaboration with the site manager and governing body on an annual basis.

2.3. 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 premises.
- Challenging any unidentified individuals and notifying a member of SLT of any unauthorised person.
- Securing valuable equipment after use.

- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's Key Holder Policy.
- Acting in accordance with the school's Data Protection Policy and Data and Cyber Security Breach Prevention & Management Plan, ensuring that data and information is secure.
- Reporting any minor security concerns to the business manager.
- Reporting major security concerns directly to the police or emergency services, where appropriate.
- Carrying their school ID with them at all times.
- Being responsible for the security of any of their own property that they bring to the school site. ~~Any of their own property that they bring to the school site.~~

2.4. As the competent person, the business 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 named key holder, ensuring that the school is effectively secured at the end of each day.
- Ensuring that security checks on a daily basis are carried out and maintaining a record of these checks.
- Raising any security concerns with the headteacher immediately.
- Ensuring a Business Continuity Plan is in place.
- 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 Surveillance and CCTV Policy.
- 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.

2.5. Pupils 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.

3. Working with other agencies

3.1. The headteacher will establish relationships with local services such as the police, the LA and others in the community.

3.2. The business manager will be responsible for maintaining these relationships to gather and share security-related information.

3.3. Strong links will be developed with the police to enable the school to put arrangements in place to share information quickly and to help with the review of this policy and related security plans.

3.4. The business manager will seek expert security advice where necessary and use this information when reviewing this policy.

4. Physical security arrangements

4.1. The school will incorporate measures as outlined in the DfE's 'Site Security Guidance' to ensure that is taking all the appropriate steps to protect the security and safety of the school premises.

4.2. Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, will be installed throughout the school estate.

4.3. The school perimeter will be protected with a secure fence or railings of a sufficient height to deter intruders. Gates will be the same height as fencing where possible, fitted with anti-lift hinges, and contain a suitable locking mechanism

4.4. The site supervisor will undertake daily 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.

4.5. The school will implement a Searching, Screening and Confiscation Policy, which enables the school to check pupils, staff and visitors for prohibited items and confiscate them, including deleting inappropriate images or content from phones.

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

4.7. Vehicle access will be restricted via the use of building controls that enables part of the school to be locked down, minimising direct access to school buildings e.g. by using speed bumps, warning and directional signage, barriers and structural furniture.

4.8. There will be directional signage so that individuals can find the school office with ease.

4.9. There will be warning signs around the school that state the expected behaviour of individuals, and that the police will be contacted following any inappropriate or threatening behaviour.

4.10. Chemical and biological materials will be stored safely and securely, in line with industry standards.

4.11. An entry system will be used to minimise the risk of unauthorised people from entering the school premises.
4.12. Between the times of 9:00 and 14:50, the site supervisor will ensure the school gates are closed.
4.13. Where access to the school is required, such as for a large delivery, permission will be sought from the Business Manager prior to the event and the site supervisor will oversee the access.
4.14. School security alarms are tested on a monthly basis by the site supervisor.
4.15. The key holder or site supervisor ensures that the school alarm is set on a nightly basis.
4.16. Confidential information will be stored in locked filing cabinets, which only authorised staff have access to.
4.17. The school office will be secured whenever it is unattended, as it is the main entrance point to the school. Main vehicle and pedestrian access points will be overlooked by the school reception. The main entrance door to the school will contain an appropriate means of access control, e.g. a remote electronic lock release device. Secondary site access points will be kept locked when not in use, e.g. to receive deliveries.
4.18. Classrooms and offices should not be locked after school hours.
4.19. Where possible, CCTV cameras will be in use and monitored.
4.20. All non-DBS checked visitors will be escorted to and from their destination within the school by a member of staff. **(Red Lanyards)**
4.21. DBS checked visitors do not require to be accompanied. **(Yellow Lanyards)**
4.22. The school's security lighting will be maintained by the site supervisor. Security lighting will be provided around the perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance door. Lighting will be designed to eliminate and minimise potential hiding points.
4.23. Appropriate mechanisms will be in place to prevent unauthorised access to the roof and courtyard areas.

5. Cyber Security

5.1. The IT Network Manager will be responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software.
5.2. All Internet and email activity is monitored in real-time to help identify ransomware/cyber attacks and for the safeguarding of pupils.
5.3. The school uses secure networks that are password protected.
5.4. Staff members and pupils are aware of the school's Data and Cyber Security Prevention and Breach Management Plan and the measures that are in place to effectively manage risks caused by internet use.
5.5. All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet.

5.6. Staff members and pupils will not use their personal devices for school-related work.

5.7. Staff members will not use personal email for school business and school email will be used for school business only and not for personal use.

5.8. ~~The school will only use CCTV cameras that are able to be remote access capability password protected.~~

5.9. The school CCTV is password protected and restricted to a very small number of staff. Requests for CCTV footage should be made through the Business Manager. Footage is only stored for 7 days unless a request is made to archive incidents caught on CCTV.

5.10. The Data and Cyber Security Prevention Breach Prevention and Management Plan will be reviewed in light of any new cyber security risks, e.g. a rise in arson incidents in the local area, or statutory guidance, and updated where appropriate.

6. Equipment and belongings

6.1. The school's IT suite will be located in a position, e.g. the centre of the school, that makes it harder for an intruder to gain access. The suite will be thoroughly secured and covered by a monitored alarm and CCTV.

6.2. All electronic equipment will be stored in a secure location at the end of each day. Tablets and laptops will be stored in a lockable cabinet, where appropriate.

6.3. After using school equipment, staff members will be responsible for ensuring that it is returned to the appropriate storage location and secured.

6.4. Staff members will be responsible for any personal belongings, including teaching equipment, they bring on to the school premises.

6.5. Pupils, parents, visitors and contractors will be responsible for their personal belongings and the school will not be liable for any damage or loss which may occur, in line with the school policy.

6.6. Pupils will be advised not to bring valuable items to school unless absolutely necessary.

6.7. Where a pupil requires a valuable item to be brought to school, they can arrange with the Pastoral team in advance for a secure place to store the item.

6.8. Any equipment that someone wishes to take off the school site will be approved by the IT Network Manager in advance and a record of the loan kept, in line with school policy.

6.9. Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that could carry viruses.

6.10. Outside play equipment, as well as sporting equipment, will be tidied away and at the end of use.

6.11. The school will provide an area for pupils to store bikes during school hours. Pupils 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.

6.12. Lost property will be stored and it will be kept for 30 days before disposal.

7. School events

7.1. During school events, all rooms except those required will be locked.

7.2. Unless needed for the event, all equipment will be securely stored away.

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

7.4. The business manager and event organiser will carry out an extensive risk assessment for each event.

7.5. The site supervisor will lock the school after the event has finished.

7.6. During off-site events, the school premises will be secured.

7.7. 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.

7.8. The risk assessment will determine the number of staff members required on site at all times.

8. Access to the premises

8.1. The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.

8.2. All staff members will be issued with an ID badge during their induction process, which must be worn at all times.

8.3. Upon arrival at the school, visitors will be directed to the school office where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff.

8.4. All visitors will be made aware of, and will be expected to act in accordance with, the school's Visitor Policy.

8.5. All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge, which will be kept visible at all times.

8.6. The office staff will be responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.

8.7. Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

8.8. Individuals who are hiring the school site will act in accordance with the Lettings Policy and their hire agreement.

8.9. Integrated access control systems will be installed to control, monitor and deny access when necessary.

8.10. The business manager will ensure that all access control systems are in place and effective – where problems are identified, the site manager will rectify them immediately.

9. Removing people from the premises

9.1. In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.

9.2. 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.

9.3. Unidentified individuals who refuse to report to the school office, 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.

9.4. In terms of barring particular individuals, the headteacher will make a proposal in writing to the governing body and all parties involved will be given the opportunity to formally express their views.

9.5. Letters and documentation concerning barring an individual will be signed by the headteacher, unless otherwise specified by the LA.

9.6. Following formal representations being made by the parties involved, the bar will either be confirmed or removed.

9.7. All bars will be subject to review within a reasonable timeframe.

9.8. The school has the right to take civil action through the courts to stop persistent trespassers.

9.9. 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.

10. Violent crime

10.1. All staff will be made aware of the indicators which may signal that pupils 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 Child Protection and Safeguarding Policy.

10.2. Where there are concerns about weapons being brought on to the school premises, the headteacher and business manager will consider additional ~~decide whether~~ security mechanisms, consulting with the police where appropriate, ~~need to be put in place~~ to ensure the school community is kept safe.

10.3. Prior to installing any physical screening equipment, e.g. a knife arch, the headteacher will consult with the local police who will be able to advise the school about whether the installation of these devices is appropriate.

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

10.5. Pupils will be taught about the impact of violent crime and how to protect themselves from becoming involved in criminal acts.

11.Reporting security concerns

11.1. Missing or stolen equipment will be reported immediately.

11.2. Unidentified individuals will be challenged immediately and reported to the school office.
11.3. Concerns regarding the security of the school will be reported directly to the business manager.
11.4. The headteacher will promptly risk assess and discuss security concerns with the governing body to identify effective resolutions, e.g. installing CCTV systems.
11.5. Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.
11.6. The school will implement procedures to enable pupils, parents and the local community to report any security concerns anonymously – a Security Reporting Form can be accessed on the school's website.
11.7. If the DfE is made aware of an extremist or counter terrorism-related incident at the school, it will work with the LA and other partners to ensure the school is provided with the relevant support.

12.Emergency procedures

12.1. The school will establish procedures to responding to emergencies linked to the security of the school estate and will conduct an estate risk assessment which considers emergency scenarios.
12.2. The school will draw on the expertise provided by the LA, police and other agencies when developing emergency procedures.
12.3. In the event of an emergency or a breach of security, the procedures outlined in the school's Invacuation, Lockdown and Evacuation Policy will be followed – staff members will be made aware of when it is appropriate to implement these procedures.
12.4. All staff members, pupils 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.
12.5. 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.
12.6. If it is necessary for the school to be locked down, the headteacher will contact the police for advice.
12.7. The headteacher, or their delegate, will be responsible for communicating with parents while the school's emergency procedures are being implemented.
12.8. The headteacher, or their delegate, will be responsible for dealing with any media enquiries about an incident.
12.9. 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.
12.10. If emergency procedures are carried out, the headteacher is responsible for ensuring that these are properly recorded.

12.11. 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.

13.Staff training and informing pupils

13.1. Staff members will receive e-security related training at induction.

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

13.3. The business manager (competent person) 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.

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

13.5. Staff will be made aware of relevant security networks and be able to evaluate and assess the impact of any new initiatives on the school policy and its day-to-day operation, as well as how to protect themselves and pupils from harm, safeguard the school estate and be able to determine when it is appropriate to contact the police/emergency services.

13.6. Staff members will receive training in communications handling, particularly in relation to the press and media.

13.7. External providers and visitors will be invited into the school when necessary to help deliver security-related messages to staff and pupils. When determining whether an external provider should be invited into school, the headteacher will consider the following:

- What the desired learning objectives and outcomes of the session are
- Why an external provider needs to be used rather than an internal member of staff
- Whether the messages can be delivered in line with the school's Child Protection and Safeguarding Policy
- Whether the external provider has the required skills and knowledge
- How the impact of the session will be evaluated

13.8. Pupils will be taught about security-related issues through the PSHE curriculum, in line with the PSCHEE Policy.

14. Testing security procedures

14.1. The site supervisor will develop a schedule of testing the school's security and emergency procedures.

14.2. 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.

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

15. Information security

15.1. The 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 and Records Management Policy.

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

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