

September
2017

Security Policy & Practice 2017

Whole School

Contains relevant information on the
protection of property and equipment.



SECURITY

Security of Assets

All items and equipment are security marked with a security label and unique number. All items over £100 are recorded on the Asset Register (Inventory) as the school's property and a regular count is undertaken periodically. Any discrepancies are investigated promptly and where significant, reported to the governing body.

1. Statement

Stanley School will ensure, so far as is reasonably practicable, that employees, pupils and other non-employees are protected from risks to their health and safety. Measures will be adopted to protect persons in lone working from intruders, visitors and general security arrangements. Stanley School has drawn up the following arrangements to enable these tasks to be effectively discharged. The identified personnel for day-to-day responsibility are the Head Teacher and Deputy Head.

2. Organisation

The following personnel have responsibilities for ensuring the security of the school building:

Security Issues

Perimeter fencing, access routes
Security School entrance/exits
Control of Visitors
Control of Contractors
Money security
Emergency Procedures
Plan (Fire, first aid, accidents)
Security Risk Assessment

Personnel Responsible

Premises Manager/SBM/Head Teacher/Deputy Head
Premises Manager/SBM/Head Teacher/Deputy Head/Secretary
Secretary/SBM/Head Teacher/Deputy Head
Premises Manager/SBM/Head Teacher/Deputy Head/Secretary
SBM/ Secretary
Head Teacher/Deputy Head and Emergency team (see Emergency
Premises Manager/SBM/Head Teacher/Deputy Head

Site Key Holders:

The Premises Manager/Head Teacher/Deputy Head Teacher/SBM each has a set of duplicate keys. These are kept on each person.

3. Arrangements

3.1 Information and Communication

All staff are made aware of the School's security procedures. Good communication is ensured with personnel having a particular role for security and knowing their duties. School meetings are used to disseminate information.

3.2 Supervision

Adequate supervision of pupils is ensured whilst in School, particularly when visitors and contractors are on site. Stanley School includes details of any special supervision arrangements required, i.e. normal school day; open evening, after school clubs, etc. **See separate policy on supervision.**

3.3 Visitors/Contractors

All visitors/contractors are asked to report and log-in at the main reception. A logging-in book is kept indicating the time of arrival, departure, name, nature of visit, vehicle registration and area of School to be visited. All visitors are issued with the appropriate fob and emergency procedures indicated verbally. Visitors are not allowed to remove items of property unless they have identification and authority to do so. Members of staff are responsible for their visitors at all times.

3.4 Controlled Access

All external doors are locked and controlled by fobs. The main entrance has double doors, again operated by a remote switch in reception and fob operated.

3.5 Physical Security Measures

The School site is protected by all round perimeter fencing, security lighting and CCTV linked through to the Local Authority.

3.6 Cash Handling

Stanley School avoids keeping cash on the premises whenever possible. All monies are stored in a fire-proof safe, which is kept locked. Key holders are: Head Teacher/SBM

The handling of cash is avoided in visible areas and any money requiring banking is done at irregular times, particularly where substantial sums are involved.

3.7 Valuable Equipment

All items over £4,000 are recorded and noted to the Education Building Inspector and Support /Services (Insurance Document).

All valuable equipment is security marked.

All valuable equipment is locked away whenever possible.

3.8 Personal Property

Stanley School dissuades staff and pupils from bringing valuable personal property into School.

3.9 Lone Workers

Stanley School identifies areas or staff where lone working is foreseeable and suitable risk assessments are drawn up. Panic alarms are installed in the pool areas.