



CARDINAL  
NEWMAN  
CATHOLIC SCHOOL

# **SITE SECURITY POLICY**

Dated: April 2020

**Document Control:**

**A) Version History**

Version	Status	Date	Author	Summary of Changes
1.0	Approved	15/06/2016	M. Alcott	
1.1	Approved	Autumn 2018	M. Alcott	Reviewed
1.2	Approved	24/04/2020	D. Riddick	Reviewed

**B) Approval Control:**

**Approved by:** Local Governing Body

**Date:** 9 June 2020

## Contents

SECURITY POLICY .....	4
1. Roles and Responsibilities .....	4
Governing Body .....	4
Head Teacher .....	4
Business Manager & Site Services Manager .....	5
Staff .....	5
Site Services Manager & Site Service Officers.....	5
Students .....	5
Pupils of Special Concern .....	5
Parents .....	5
Police/Local Community .....	6
2. Security Strategies.....	6
Control of Access.....	6
Access to the School Grounds.....	6
I.D. Badge / Lanyard System .....	7
Trespass.....	8
Supervision of School Grounds .....	8
Leaving School During the Day.....	8
Educational Visits .....	9
Security of Personal Property .....	9
Security of Equipment and Cash .....	9
Vehicle Security .....	9
Security of Building .....	9
Safety of Key Holding Staff.....	10
Site Services Officers .....	10
Contractors in School .....	10
Access Outside School Hours .....	11
Fire.....	11
Bomb Threats .....	11
Lockdown Procedure.....	11
Injury .....	12
Conclusion .....	12

## **SECURITY POLICY**

The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures in place will not only support the school in ensuring the care and safety of pupils and staff, but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

This policy will be presented to Governors for their approval.

Parents will be informed of the contents of this policy.

### **1. Roles and Responsibilities**

Overall school security is the responsibility of the employer. At Cardinal Newman Catholic School, this is the Holy Cross Multi-Academy Company (HCMAC).

The Head Teacher is responsible for implementing the security policy and the Business Manager & the Site Services Officers are responsible for the day to day operation of security.

#### **Governing Body**

The Governing Body of Cardinal Newman Catholic School have agreed the Security Policy with the school community.

The school's Health and Safety Committee meets once a term to review safety, including security, and reports to the Local Governing Body.

#### **Head Teacher**

The Head Teacher at Cardinal Newman Catholic School is responsible for implementing the Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Head Teacher should ensure parents and older pupils are fully informed of the security policy and should be encouraged to help.

The Head Teacher is responsible for the security of the premises during the school day; in their absence the Business Manager assumes this responsibility.

## **Business Manager & Premesis Services Manager**

The Business Manager and the Site Services Manager undertake an annual review of security risk assessments and also undertake regular routine security checks. Advice is obtained from the school's Health and Safety Advisor when necessary on security matters and all crimes are reported to the Police. The Business Manager reports regularly to the Health and Safety Committee who in turn report to the Local Governing Body. Significant issues, should they ever arise, may be referred to the HCMAC.

## **Staff**

Teaching and non-teaching staff should be fully cognisant of the security procedures and know how to:

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities on taking up their post.

## **Site Services Manager & Site Service Officers**

The Site Services Manager and the team of SSO's are responsible for the "hands-on" security of the school, for example unlocking and securing the school site and buildings during the week and pre-arranged out of hours community use.

## **Students**

Students are made aware of the school's security procedures. They are encouraged to assist with these procedures when possible. The students are taught about personal safety and social responsibilities.

## **Pupils of Special Concern**

The Head Teacher must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

## **Parents**

The parents of pupils at Cardinal Newman Catholic School are kept fully informed of security procedures and of their responsibilities when visiting the school by keeping the updated policy on the website.

## **Police/Local Community**

Cardinal Newman Catholic School values co-operation from the local police and community in assisting with security arrangements for the school site and the surrounding area.

The school communicates with the local neighbourhood Police representative on security matters. Local residents are encouraged to report incidents directly to the police.

The school will most likely contact the Police in the event of an incident of violent, aggressive or abusive behaviour from any adult or member of the public.

The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

Health and Safety Services, with assistance from the Police and Corporate Security Adviser will keep local schools informed of current matters of concern, for example if a stranger is spotted loitering outside the school or in the local vicinity.

## **2. Security Strategies**

### **Control of Access**

Cardinal Newman Catholic School has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site.

### **Access to the School Grounds**

Security fencing bounds the perimeter of the school grounds, and access to the school site is restricted to staff, contractors and deliveries via an automated access gate at the main entrance.

Additional internal fencing that prevents unauthorised access into the main body of the school.

Access through the main gate is via an intercom system to main school reception.

All children should enter the school grounds via the 2 pedestrian gates, one located on Tamworth Road and the other on Bennetts Road South. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main entrance gate on Sandpits Lane, with Students reporting directly to the Student Reception and all other visitors reporting to the main school reception, signing-in and presenting credentials.

If parents/carers want to meet with staff, formal appointments must be made with the relevant staff. When attending appointments, parents/carers should enter through the main entrance and sign-in at the Main Reception.

Staff, DBS cleared contractors and Sixth Form students will wear HCMAC lanyards to indicate that they are allowed on site and are DBS cleared where appropriate. Non-DBS cleared visitors and contractors will wear red lanyards and must be escorted on site at all times.

If a stranger is seen on the school grounds, or a person wearing a red lanyard that is not being escorted, then a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave and escorted off site. In the case of a visitor that has become separated from their escort they should be escorted back to Main Reception to wait for a suitable escort.

All visitors will be issued with a badge on either a green or red lanyard, which they must wear as long as they are on site and return to the Reception office before they leave the site.

Students should not approach any stranger who is not wearing a badge, or an unescorted red lanyard wearer, but report them immediately to the nearest member of staff.

If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

Students out of lessons must carry a permission slip signed by a member of staff or a note in their student planner.

Parents have permission to enter onto the school site, however they should act as any other visitor to the school, complying with the appropriate school arrangements and reporting to the Main Reception on arrival. They should not attempt to enter any other parts of the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents wish to take their child/children out of school during the school day, they should report to the Main Reception. A request to take a student out of school should normally be made in advance in writing on a form requesting leave of absence.

## **I.D. Badge / Lanyard System**

All staff are issued with an Identification Badge displaying their name, job title and photograph which they should wear visibly at all times when on the school site. DBS cleared staff are issued with a green lanyard allowing unrestricted access to the school site.

All 6th formers, both Cardinal Newman Catholic School students and students from Federation schools, are issued with an Identification Card displaying their name and photograph which they should wear visibly at all times when on the school site. They will also have a green lanyard to allow them free access around the school.

DBS cleared visitors and contractors are issued with an ID badge and green lanyard allowing them unescorted access around the site.

All other non-DBS cleared visitors are issued with a red lanyard and must be escorted on site by a DBS cleared member of Cardinal Newman School staff at all times.

## **Trespass**

Cardinal Newman Catholic School is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Head Teacher might revoke the parent's permission to be on the premises by taking the following action.

The parent can be asked to leave and will be told 'I am revoking (withdrawing) your permission to be on the school premises.'

If the parent still refuses to leave willingly, the Police are called.

A formal letter from the Head Teacher/LA or Governing Body, confirming the parent's permission to visit the school has been revoked for a fixed period.

Formal notification is important, as their human rights are being affected.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

## **Supervision of School Grounds**

The Site Services Officer on duty will ensure that the pedestrian gates are closed securely at 8.40am and reopened at 3.05 pm.

The main vehicle entrance gate on Sandpits Lane is closed by 8.40am.

Students are supervised at all times when in the school grounds. Supervision is by teachers and support staff at morning breaks and lunchtimes.

If a teacher requests that a pupil remains in class for any reason then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take students home by car, another member of staff must always accompany them.

## **Leaving School During the Day**

No students are allowed to leave the site during the school day without notification to the school from the parent/carer. Permission slips should be obtained from Reception when the students leave site.

## **Educational Visits**

Staff will closely supervise students during educational visits. The wearing of school uniform may be requested on all school visits. The school should be contacted if any student is injured or the party is likely to be delayed e.g. if the coach breaks down. Parents will then be informed accordingly. A member of staff, who will remain there until the student's parents arrive, will take any student requiring medical attention to a hospital.

## **Security of Personal Property**

Students are to be discouraged from bringing valuable items to school and in the event that they do so the school accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the appropriate Head of Year or Form Tutor for temporary safekeeping.

It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept on the person or secured away in a lockable cupboard/drawer/locker.

## **Security of Equipment and Cash**

Main items of school equipment, for example computers, TVs, videos, are security marked using Smartwater. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. (See the separate Cardinal Newman School Cash Handling Policy.)

Money is banked as soon as possible and is collected weekly by a contractor. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount and staff should never place their own personal safety at risk.

## **Vehicle Security**

All persons parking their vehicles on the school site must clearly understand that they are responsible for the security of their vehicle and its contents and that the vehicles are parked on site entirely at the owner's risk.

A register of authorised vehicle registration numbers should be maintained in the Student Reception office

Visitors bringing vehicles on to the school site are required to supply their registration number when they sign in at Main Reception.

Sixth Formers are not allowed to park on site under any circumstances unless permission has been obtained in advance and all relevant document evidenced to the school.

## **Security of Building**

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

To enhance security a CCTV system is installed on site. There are cameras covering all external areas of the school buildings and the internal canteens. Monitoring of these cameras is undertaken by a restricted number of staff including the Headteacher, Leadership Team, Site Service Officers, IT Technicians, Reception staff & the Business Manager. Signs advising that a CCTV system is in operation are displayed at several points around the site.

Security lighting is installed on the site and is monitored regularly to ensure that all lights are operational.

It is the responsibility of the Site Services Officer to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. The SSO is also responsible for locking the gates and setting the intruder alarm at the end of the day.

## **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. An external response company will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself they will set the alarm and leave a communication for the school.

Site Services Officers are designated key holders and are responsible for the security of the building.

## **Site Services Officers**

It is the responsibility of the Site Services Officer to check daily that all locks and catches are in working order, that the emergency lighting is working and that the fire alarm has no faults. The operation of the CCTV and intruder alarm will also be checked, regularly maintained and results documented.

Before leaving the premises, the Site Services Officer has a duty to ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

## **Contractors in School**

When contractors are working in Cardinal Newman Catholic School, the following precautions should be taken:

The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision. When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times. DBS cleared contractors will be given a green lanyard and allowed unsupervised access to the site. Non-DBS cleared contractors will be issued with a red lanyard and escorted on site at all times.

If contractors have to work in areas where students are present, students will always be under the direct supervision of a school staff member. Contractors will be expected to comply with acceptable and expected behaviour policy towards students.

## **Access Outside School Hours**

Staff, students, contractors, and students and hirers of the premises regularly require access to the school out of normal school hours, in the evenings, at weekends and in the holidays. Cardinal Newman Catholic School is aware that some staff are on the premises before and after school and their security has to be safeguarded.

No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone and have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually. Minimum requirements should be:

- letting someone know where you are
- unrestricted access to exits
- easy access to a telephone
- availability of a walkie-talkie during holiday periods

Curtains and blinds should always be closed in the evening, but especially if staff are working late.

## **Fire**

At Cardinal Newman Catholic School, we acknowledge that one of the most serious threats is arson and to reduce the risk, we take the following precautions:

Automatic fire detection and fire alarms are in place throughout the school. These are tested regularly and the results documented.

Fire drills take place each term. All fire exits are kept clear at all times and neither left open, nor locked from the inside.

The school grounds are regularly cleared of litter and movable objects that could be used to start a fire. The school refuse bins are held away from the building.

## **Bomb Threats**

Any warning Cardinal Newman Catholic School receives about such a threat is treated seriously, with the safety of the pupils and staff paramount. If a bomb threat is received the school should be evacuated immediately according to the emergency plan and the emergency services informed.

Staff should be vigilant at all times and report anything suspicious, for instance suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

## **Lockdown Procedure**

Cardinal Newman has a lockdown procedure in case of emergency, most likely to be an intruder on site. This is tested with staff termly. Refer to the Lockdown Procedure Policy.

## **Injury**

HCMAC and the HSE must be informed of any serious injury caused to a pupil or member of staff following the guidelines for RIDDOR.

## **Conclusion**

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by the Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made and the policy will be amended if necessary. This policy will be evaluated during the Summer Term of each academic year and governors and parents informed of any changes. New intake parents will be informed of the contents of the policy during parents' meetings. The pupils will be regularly reminded of the policy during school assemblies.