



HILBRE HIGH SCHOOL HUMANITIES COLLEGE

SCHOOLS' FRAMEWORK JOINT SECURITY POLICY AND GUIDANCE FOR ACADEMY PFI SCHOOLS

**SPIE Facilities Management
Wirral School Services Limited (WSSL)**

Author:
Name of Committee approved:
Date ratified at Full Governors:
Date to be reviewed:

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SCHOOLS' FRAMEWORK JOINT SECURITY POLICY

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STATEMENT

This school will ensure, so far as is reasonably practical, that employees, students and other visitors to the school 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.

The school, in conjunction with SPIE and WSSL, has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day to day responsibility is the Headteacher.

The School Security policy will be reviewed every 2 years or unless otherwise required due to changes on school site or legislation.

Greg Kemp (Chair of Governors)

Signed:

Date:

Mark Bellamy (Headteacher)

Signed:

Date:

Mansoor Fawad (WSSL)

Signed:

Date:

Bethany McCabe (SPIE)

Signed:

Date:

ORGANISATION

Responsibilities/duties

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

Perimeter fencing and access routes

The School Business Manager - to monitor and liaise with SPIE and the Headteacher over issues and report back to Governors.

SPIE FM - to check periodically and to respond immediately to issues raised.

Caretakers - to check daily and report issues/risks immediately.

Securing school entrance/exits

The Director of Business - to monitor and liaise with SPIE and the Headteacher over issues and report back to Governors.

SPIE FM - to check periodically and respond to risks issues immediately - see SPIE Security Strategy Appendix 1.

Caretakers - to open up and lock down gates daily and to check integrity of equipment and locks.

Control of visitors

The School Business Manager - to monitor procedures and equipment used - signing-in inventory.

The Office Manager - to ensure procedures are adhered to and in place/to advise office staff on correct procedures for allowing access to visitors onto the school premises.

Office staff - to manage the use of the signing-in system and to ensure correct ID is issued and displayed.

School staff - to be vigilant around school and report any issues or concerns immediately to the School Business Manager/Headteacher or another member of SLT.

Control of contractors

SPIE Site Manager - to issue permits to work for all contractors coming on site and to ensure that ID is checked and DBS forms have been obtained, when necessary.

The Caretakers - to check ID permits before being allowed access onto site and issue SPIE badges.

The SBM - to monitor and liaise with SPIE staff.

Security of money

The Senior Finance Officer - holds the spare key to the safe.

The Senior Finance Officer - holds the key to the safe, ensures the safe in the Finance Office is locked and then takes the key home at the end of each day.

Other finance staff are to ensure that all monies are locked away in the safe at the end of each day and a log of money is kept.

Emergency procedures (fire, first aid, accidents, adverse weather conditions, etc.)

The School Governors - to issue and approve written procedures for action in the event of an emergency.

The Headteacher - to ensure policies are adopted and staff are made aware of the procedures to be followed and staff responsibilities.

The SBM to prepare policy documents, issue for approval and adoption, to review policies annually and inform staff where copies of documents can be obtained.

The Office Manager - to follow procedures and act as deputy or to assist the SBM the event of an emergency occurring.

The school appointed RGN and first aiders - to administer first aid to students and staff in accordance with The School Medicine policy and health and safety procedures.

Security risk assessment

The Headteacher - to ensure Governors review and approve the Security Risk Assessment to Governors and to monitor and review.

The Director of Business - to be responsible for the production of the Security Risk Assessment and then to assess, act and review periodically.

SPIE Caretakers and all other Hochtief staff - to be aware of the school's Security Risk Assessment and to act and monitor security issues.

NB - all matters relating to security will be discussed at the following forums:

- Academy, Business & Finance Committee meetings/Full Governing Body meetings
- KIT meetings with SPIE
- Meetings between Headteacher/School Business Manager/Office Manager and SLT meetings
- Staff meetings and briefings

ARRANGEMENTS

The school has implemented the following arrangements to ensure the safety and security of staff, students and other persons using the school premises.

Information and communication

All staff will be given the chance to view the School's Security policy (a copy can be found on the school website). They will be advised that the original copy will be kept with the SBM and a copy can be given upon request. New staff to the school will be given an induction document and will be asked to sign an induction sheet to confirm that they have read and understood policies and procedures on fire, health and safety and security.

Any changes to the Security policy will be notified to staff via e-mail and briefings.

The Security policy will be agreed and ratified by the Governing Body.

Supervision

Adequate supervision of students must be ensured whilst in school, particularly when visitors and contractors are on site. All contractors will be escorted and supervised by the Caretakers at all times during the school day.

No visitor will be permitted to accompany the students on site unless a member of staff is present or they have been DBS checked and have been given permission by the Headteacher.

If students are required to attend evening events they would be expected to be accompanied by a parent or other responsible adult or be in the care of member of school staff.

Visitors

All visitors are required to report to the main reception area only to gain access to the school premises. The external door into the main reception area has a security "buzzer" that has to be activated internally by a member of the school staff. There is then another security fob on the internal door into school which can only be opened using a fob or by reception staff.

A security camera is directed at this access point for staff to be able to view visitors wishing to gain access to the school before entry is permitted.

All visitors will be asked to "sign-in" using the signing-in inventory system stating their time of arrival and departure, their name, nature of visit, who there are visiting and their vehicle registration. The system will then print out a photographic badge which they will be required to wear until their departure from site.

Emergency procedures are indicated on the reverse of the visitor badge.

Visitors will not be permitted to remove items of property from the school site unless they have been authorised to do so.

Contractors visiting the site are met by the Caretakers and escorted to their place of work. Their permits are checked and they are required to sign in at Reception in the SPIE signing-in book. Contractors are not permitted to be alone on site during the school day.

Controlled access and egress

Signs are located around the perimeter of the school and in the car parking area, indicating that all visitors must report to Reception.

Visitors cannot gain access to the school from the student entrance doors; they must use the main Reception entrance.

Although the main school gates are left open during the school day, other areas of access to the school are locked throughout the day - see Appendix 1 for full details.

Staff should use the main school Reception entrance to gain access to site using their security fob and then they must sign in on entry or enter the school via the door by the .

A gate has been fitted to the main car park at the back near to the PE department which will be kept locked at all times and can be accessed by staff using a security fob. Students are not permitted to use this gate, unless accompanied by a member of staff or during an emergency evacuation.

There is a pedestrian gate for use by the students to the side of the school by the large vehicular gates. This gate will provide added security to the school as it will be kept locked at certain times of the day (see Appendix 1). Staff will be able to gain access through this gate at all times using their security fobs.

The security fobs are only issued by the ICT staff and a record is kept of the name of each person issued with a tag.

All entrances are kept locked in the evenings, at the weekends and during the school holidays. Any contractor wishing to gain access to the site to carry out works on behalf of SPIE would be required to sign in at the main foyer with the caretakers and show their ID.

Any contractor employed directly by the school to carry out works would be managed by both the School Business Manager and the school Caretakers.

Third Party Lettings - the only entrance that is available for access to the school after hours is the one at the entrance to the Lettings area and access to rooms is restricted to those being hired out only.

The school employs a Lettings Officer to manage the out of hours hiring of the school and they are made fully aware of all health and safety, security, fire and emergency evacuation procedures. Hirers are required to sign in on entry so that a register can be made available, if required.

All fire doors and escape routes are clearly marked but are kept secure at all times and are checked regularly by SPIE staff.

It is the responsibility of the Lettings Officer to make the school secure and safe before leaving at night and to ensure that all alarms have been activated.

Keys for the school are held by restricted personnel only.

Physical security measures

The boundary fences are regularly checked and maintained and the gates checked by SPIE staff - any issues or potential risks would be reported immediately to the School Business Manager and Headteacher.

The main gates are locked down each evening after business has ceased.

The school has CCTV camera systems both internally and externally around the perimeter of the premises.

Regular checks on this equipment is carried out by SPIE staff and monitored by the School Business Manager.

The school has an electric roller shutter on the main Reception desk which is locked down by office staff at 4.30pm.

Staff are advised to be vigilant at all times and report any suspicious events or areas of concern.

Cash handling

Students are advised to hand in cash directly to the Finance Office in a marked envelope. Staff will not be expected to collect money themselves from students and to keep it in their classrooms.

All cash is kept within the Finance Office during the day in the fire proof safe. This office is kept locked at all times and entry can only be gained via an authorised security fob. The safe keys are kept with the Finance Officer who removes them with her from the site each day and the spare set are kept with the Senior Finance Manager.

The safe cash limit of £1,000 is adhered to for insurance purposes and if the limit would exceed this limit, then additional monies would be kept in the office safe instead.

Valuable equipment

The school keeps a full and detailed inventory of all ICT and valuable equipment on site and this would include items of DT, stage lighting and audio equipment, music equipment, etc.

All valuable equipment is locked away at the end of each day and any member of staff wishing to take a piece of equipment home, ie. laptop, then it must first be signed out in a register that is kept with the IT Manager.

Personal property

The school will dissuade staff from bringing in personal items to school, but if they do they are asked to carry these items around with them during the school day if possible. All teaching rooms

and offices are kept locked at all times and access can only be gained with an authorised security fob.

Lone workers

There will be occasions during the school holidays whereby some staff will be working in the school and they will be alone except for the Caretakers and cleaning staff. In these instances the staff will be made aware of the Caretaker's mobile telephone number should they need to contact them.

The staff member will be required to sign in and out during the holidays using the signing-in system.

Staff must have access to a phone whilst on site and should pass this number onto the caretakers.

The school's Lettings Officer has access to a phone and has been issued with a list of emergency contact numbers.

Risk Assessment

As required by the Management of Health & Safety at Work Regulations 1999, a suitable assessment of risk posed by security must be carried out - see attached M34.

APPENDIX 1 - SCHOOL ACCESS AND EXIT TIMINGS

Main school entry gates will be opened by the Caretakers on arrival in the morning and then kept open during the day. These gates will be locked down by either the Caretakers or the Letting Officer at the end of the school day or when lettings cease.

Main Reception door - always kept locked, staff gain entry via a security fob.

2nd main entrance - always kept locked - connected to maglock - to open up at 3.00pm each day to allow students to exit direct to bus area.

Main double vehicle gates to field side of school are always kept locked during the school day. They are only opened by Caretakers or other authorised SPIE or school staff.

The waste contractors in their wagon will gain access to the bin area by calling the Caretakers to open up the gates.

New pedestrian gate to field side of school - this will be connected into the fire alarm system and set to a timer on the Paxton Lock system. The gate will be closed on the timer at 8.50am and then opened again at 3.15pm.

New car park gate - this will be kept locked at all times - access to staff will be allowed via a security fob.

Double doors leading into school from back car park, behind Main Hall - connected to maglock - to be closed all day, access only via security fob.

This gate will be kept locked all day, therefore, not allowing students to exit the school via this route and instead they will have to use one of the two designated student exits.

The small gate at the side of the CLC will be kept locked and will be available to selected school personnel only. Staff from the Home Education Service occupying the CLC site will be asked to gain access to the school via the main Reception entrance and sign in as visitors.

All other gates around the perimeter of the building/s and the playground areas of the school will be opened and locked by the Caretakers as part of their daily lock-down procedures.

All school windows are checked for being closed and locked by the Caretakers as part of the lock-down procedures.

The final act to be carried out by the Caretakers or the Lettings Officer will be to set the **fire and intruder alarms**; any faults to either of these would be immediately reported to SPIE staff and the site would remain manned until these faults were adequately addressed.

APPENDIX 2 - SPIE SECURITY STRATEGY

Section A Strategic Issues			
Item	Issue	Requirement	Details
A1	Locking of external gates		School to advise of times
A2	Locking of external doors to buildings	All doors are left open during school hour's student entrance and main entrance are on a magnetic lock. The main Reception is controlled by the Reception staff. The student entrance is free flow at agreed times. Sixth Form and Drama on Magnetic lock.	Times tbc by school
A3	School management procedures	School management procedures are required to be in place to cover the following: - <ul style="list-style-type: none"> • Admitting visitors to the school. • Vigilance to ensure that external doors remain closed when staff are not present. • Manning of student entrances at times of access and egress. 	School staff to challenge visitors who manage to breach the car park 'open' period. External doors from class room are to be locked when school staff not in attendance applies only to the Music room. School staff to man the doors during break times and on arrival and leaving school.
A4	Liaison with the Police force/ external advisors		Noted
A5	Liaison with Fire Service	Maintain reasonable contact with the Fire Service to allow interaction on security matters generally.	Noted - Fire policy and plans updates by school and HTFM
A6	Risk Assessments	The school, WSSL and HTFM carry out periodic Risk Assessments.	Risk Assessments have been undertaken and copies made available to all parties.
A7	NACOSS approved contractors	All specialist security contractors to be NACOSS approved.	The school, WMBC and WSSL to ensure that any security contractors used are NACOSS approved.
A8	Implications of 3 rd party usage of the facilities	Items to be considered include: advance notification of use, zoning of alarms, access and egress and presence of supervisory staff.	School have separate entrance for TPU and the school have this manned at all times by Lettings Officer HHS16.
A9	Electronic locks failsafe	All magnetic/electronic locks to be linked to the fire alarm and to failsafe open on activation of the fire alarm.	
A10	Lock suiting arrangements	Suiting of locks and issuing of suited keys/fobs are agreed locally with the Headteacher or delegated representative of the school.	The school keys/fobs - the school hold a list of key/fob holders - security alarm codes require changing if there is any change to the key holders list.

APPENDIX 3 - PREMISES SECURITY CHECKLIST

HILBRE HIGH SCHOOL COMMUNITY COLLEGE

Conducted by: Jane Doyle

Position: School Business Manager

Date: 01.11.2018

Review Date: 01.11.2020

SECTION A

Ref no	PREMISES SECURITY CHECKLIST	YES	NO	N/A	COMMENT
1	CONTROLLING ACCESS TO AND SECURITY OF THE SITE				
1.1	Do you have good visibility of your key site entrances/exits from the School Office?	Y			
1.2	Is landscaping well managed so that there are no overgrown shrubs/bushes providing hiding places or reducing natural surveillance?	Y			
1.3	Are signs of graffiti and vandalism quickly dealt with?	Y			
1.4	Do you have security fencing around the perimeter of the site?	Y			
1.5	If so, are gates locked at the end of the day?	Y			
1.6	Are all gates locked at the end of the day?	Y			
1.7	Are entrances controlled during the day, ie. secondary gates only open at the start and end of the school day?	Y			
1.8	Is your site monitored by CCTV?	Y			
1.9	Do you have CCTV coverage of key areas?	Y			
1.10	Can any of the cameras pan, tilt or zoom?	Y			
1.11	If 'yes', is the system registered under the Data Protection Act 1998?	Y			
1.12	Do you have fully functioning security lighting?	Y			
1.13	Is the site well lit during periods of darkness and when unoccupied?	Y			
1.14	Is external lighting provided covering main entrances?	Y			
1.15	Are on-site car parks and pedestrian routes to such	Y			

	covered by CCTV and/or good lighting?				
1.16	Do you have good signage directing visitors to Reception, etc?	Y			
1.17	Is maximum benefit made of any natural surveillance provided by nearby roads and housing?	Y			
2	SECURITY OF BUILDINGS				
2.1	Do you have established procedures for opening and closing premises?	Y			
2.2	Are access points into buildings kept to a minimum?	Y			
2.3	Are there good quality locks on all ground floor doors and windows?	Y			
2.4	Are there good quality locks on accessible doors and windows above ground level?	Y			
2.5	Are all security locks, catches, bolts, etc. periodically inspected?	Y			
2.6	Do you have accessible skylights?	N			
2.7	Are skylights adequately secured or protected via internal grills?	Y			
2.8	Where access can be gained to skylights, have steps been taken to restrict this?			Y	
2.9	Are external doors connected to an intruder alarm system?	Y			
2.10	Are staff encouraged to ensure doors and windows are closed and locked at the end of the day?	Y			
2.11	Where buildings are used outside of normal school hours, are security arrangements reviewed?	Y			
2.12	Is there a formal system for controlling the issue of keys, security cards, etc. to staff?	Y			
2.13	Are keys to rooms and buildings, etc. kept secure?	Y			
3	LETTINGS				
3.1	If premises are let are proper security controls in place?	Y			
3.2	Do you use zoning of your intruder alarm system to prevent unauthorised movement around the building?	Y			

4	VISITOR CONTROL				
4.1	Do you have good signage to direct visitors to main Reception?	Y			
4.2	Do you have a form of controlled entrance into the school, eg. buzzer/intercom system?	Y			
4.3	Are all visitors required to sign-in?	Y			
4.4	Do visitors wear visible identification badges issued by the school?	Y			
4.5	Are visitors accompanied at all times when on your premises?	Y			
4.6	Do you ensure all visitors sign out when they leave?	Y			
4.7	Do you have a procedure for monitoring activities of contractors whilst on site?	Y			
5	ALARM SYSTEMS				
5.1	Do you have a remotely monitored intruder alarm system?	Y			
5.2	Is the intruder alarm system protected by BT Redcare or similar?	Y			
5.3	Are all main areas included in the alarm coverage, ie. ground floor rooms, corridors, staircases and key areas on other levels?	Y			
5.4	Is the intruder alarm system fully operational and annually serviced?	Y			
5.5	Can the intruder alarm system be zoned?	Y			
5.6	Do you have a Police response in place?	Y			
5.7	If Police response has been withdrawn, are you planning to re-instate this?				
5.8	Do you have a fire alarm system?	Y			
5.9	Is the fire alarm system fully operational and annually serviced?				
5.10	Is the fire alarm system remotely monitored?	Y			
5.11	Is the fire alarm system protected by BT Redcare or similar?	Y			
5.12	Do you have smoke/heat	Y			

	detectors?				
6	FIRE HAZARDS				
6.1	Do you have fire extinguishers?	Y			
6.2	Are these routinely inspected and maintained?				
6.3	Do you have staff trained in how to use fire extinguishers?	Y			
6.4	Are electrical rooms clear of clutter and combustible materials?	Y			
6.5	Are boiler rooms clear of clutter and combustible materials?	Y			
6.6	Are cleaning fluids and other flammable chemicals stored separately and safely?	Y			
6.7	Are external bins located and secured away from main buildings?	Y			
6.8	Is there good housekeeping and a system for waste control/removal?	Y			
6.9	If you have no smoking restrictions are these imposed?	Y			
6.10	Have you carried out a fire risk assessment in the past 12 months?	Y			
6.11	Are all electrical appliances regularly PAT tested?	Y			
6.12	Do you carry out regular fire drills?	Y			
7	PROPERTY SECURITY				
7.1	CASH				
7.1.1	Do you keep cash on premises?	Y			In fire proof safe
7.1.2	Do you have procedures for the safe and secure storage of cash?	Y			
7.1.3	Are there safe and secure procedures for transporting cash off the premises or for arranging collection?	Y			
7.1.4	Are keys to safes kept secure?	Y			
7.2	EQUIPMENT				
7.2.1	Do you maintain an asset register for identification of IT, high value or high theft items?	Y			
7.2.2	Are all such items visibly security marked, secured (eg. cable locks, decibel alarms, security cabinets) or kept within the range of PUR sensors?	Y			

7.2.3	Are measures taken to remove valuable items to secure areas during weekends or long vacations?	Y			
8	SECURITY DURING WORKING HOURS				
8.1	Are members of the public (parents/visitors/deliveries, etc.) prevented from accessing unauthorised areas?	Y			
8.2	Have risk assessments been carried out for the safety of staff in contact with the public?	Y			
8.3	Do staff have means to alert other staff or have access to a panic alarm to call for assistance, if required?	Y			
8.4	Have arrangements been made for the personal safety of staff working in isolated areas?	Y			
9	SECURITY OUTSIDE WORKING HOURS				
9.1	Are any special arrangements made for security/surveillance during vulnerable times such as holidays and weekends?	Y			
9.2	Are there appropriate arrangements for out of hours response, ie. is an up-to-date list of key-holders lodged with an alarm company, Police, etc?	Y			
10	RISK ASSESSMENTS				
10.1	Are security risk assessments performed jointly with other users and occupiers of the premises?	Y			
10.2	Are risk assessments reviewed after any breaches in security or any activity which might impact upon security?	Y			
11	ROOF ACCESS				
11.1	<p>Is there a potential for unauthorised persons climbing on the roof, ie.</p> <ul style="list-style-type: none"> • Fences, walls and railings adjacent or close to building; • Trees or shrubs growing next to structure; • Design and location of window recesses around the building; • The ground level varying 		N		Kept safe

	around the structure due to steps or a slope; <ul style="list-style-type: none"> • Ladders or steps being readily available; • Moveable structures stored nearby, eg. wheelie bins, outdoor furniture; • External fire escapes stairs which pass close to a flat roof and have low guard railing which allows a step-over onto the roof. 		N		
11.2	Is there any history of climbing on the roof?		N		
12	GENERAL				
12.1	Are there clear procedures for reporting and recording incidents/security risks and are these investigated?	Y			
12.2	Is security guidance readily available to staff?	Y			
12.3	Are new staff advised about security procedures as part of their induction?	Y			

SECTION B

1	INCIDENT HISTORY (in previous 12 months)	YES	NO	ADDITIONAL INFORMATION ie. severity of problem
	Vandalism		N	
	Trespassers - general		N	
	Trespassers - gaining access to roof		N	
	Actual or attempted break-ins		N	
	Graffiti		N	
	Theft	Y		Room G19 - laptops from trolley-covered by insurance
	Fires - deliberate or accidental		N	
	Do you report incidents to the Police?	Y		