



<b>Name of Unit/Premises/Centre/School</b>	The Toynbee School
<b>Date of Policy Issue/Review</b>	March 2020 / March 2021
<b>Name of Responsible Manager/Headteacher</b>	Headteacher
<b>Governors' Sub-Committee</b>	Finance & Staffing

At Toynbee School we strive to create and maintain a secure and safe environment for all pupils and adults in school. Parents need to be confident that procedures are in place to provide this environment. Both pupils and staff should feel that their working environment is a safe place in which to work, but it is also important that visitors continue to feel welcome.

### Our aims are:

1. To help the pupils and all those who work in the school to feel safe and secure.
2. To focus strongly on personal awareness and responsibility.
3. To meet the latest Government recommendations and guidelines, and the advice of the Local Authority.
4. To identify and minimise risk as far as is practical and sensible.
5. To control access to and movement within the school and its grounds by people and vehicles.
6. To respond effectively and in good time to identified security issues.

### Scope

This policy covers the following areas:

1. Site access, general building security, movement around and outside school.
2. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.
3. Offensive weapons
4. Identified threats to the safety and well-being of the school community from those with criminal intent, including drug dealers.
5. Visitors, contractors, helpers or other persons involved with the pupils.
6. Computer data security.

The school addresses Health and Safety matters, and this is the subject of a separate policy. Fire and emergency evacuation procedures are detailed in the Staff Handbook, and updated via email by the Site Manager as required throughout the year.

### Roles and Responsibilities

#### All staff

Staff should:

1. Support the Headteacher in implementing this policy.
2. Report any shortcomings to a member of the Senior Leadership Team.



### **The Senior Site Manager**

The Senior Site Manager, reporting to the Headteacher, is responsible for ensuring that all site safety facilities, entrances/exits and fencing are maintained in accordance with this policy.

### **Headteacher**

The Headteacher shall:

1. Implement the security policy and any action plan approved by the Governors.
2. Ensure all staff have a clear understanding of their particular responsibilities.
3. Take day to day operational decisions.
4. Consider particular risk situations (e.g. home visits, lone working).
5. Consult with local professionals as appropriate (e.g. police, road safety workers)
6. Provide appropriate information to pupils, parents and visitors.
7. Monitor and review security measures.

### **Governing Body**

The governing body shall:

1. Review and approve the security policy and any action plan for the school.
2. Ensure arrangements exist for measures to be monitored and reviewed.
3. Determine expenditure priorities.
4. The production of this policy shall be the responsibility of the Finance & Staffing subcommittee, and approved by the full governing body.

### **Pupils, Parents, Community Users and Visitors**

Pupils, parents, community users and visitors will be:

1. Expected to respect the measures taken by the school to improve and ensure security.
2. Encouraged to report ideas and problems to the staff or governors.

### **Active Security Measures**

#### **Physical Measures**

There are two entrances and exits into the school:

1. The Main entrance/exit on to Bodycoats Road. On weekdays this is unlocked at 6.30am and locked at 10pm. The main entrance is closed to vehicles at 3.00pm, and re-opened at 03.15 on weekdays to allow for the safe passage of pupils when leaving the school. On Saturdays it is unlocked at 8.30am and locked at 4.30pm. On Sundays it will be opened to align with any pre-arranged school letting.
2. A pedestrian gate on to Oakmount Road. This is unlocked at 7.00am and locked at 9am. The gate is unlocked again at 3pm and locked at 4.30pm. It is not opened on Saturdays or Sundays.



Personal Best

The school uses the following physical security measures:

1. Sign-posted entry to ensure all visitors report to reception.
2. All visitors are required to sign in and out at Reception. Leaflets for visitors and contractors covering Health & Safety, and Child Protection issues are provided.
3. Identification stickers are provided for all visitors and helpers.
4. All door and window locks comply with local authority standards and are reviewed regularly.
5. Doors leading into the school and offices from the reception area have electronic controlled entry. Other external doors have locks. No member of staff should admit an unknown person unless proof of identity has been obtained.
6. Outside normal hours the school has an electronic security alarm activated.
7. All staff and Governors will be issued with ID cards which will include the name and photograph of the member of staff. These must be visible on the member of staff at all times whilst on the school premises.

### **Security of the Building**

- (a) Two effective intruder alarms are in operation. They are always set when the school is not in use, and they are monitored remotely by Emcor.
- (b) Security lights are on whilst the premises are occupied after dark. Appendix 1 lists the key holders.
- (c) It is the responsibility of the Senior Site Manager to make sure the classrooms are secure, and the windows are secure. It is the responsibility of the class teacher to ensure that all equipment is switched off.
- (d) The last key holder to leave the premises is responsible for securing the building if they leave after the duty member of the site staff.

### **Alarm Call-Outs**

If a key holder is contacted as a result of a 'Person Present' on the premises, they will wait outside in the car park until the police arrive. If necessary, additional key holders should be contacted for support.

### **CCTV System**

The IT Technician is responsible for ensuring that the CCTV system is operating at all times, and is producing a satisfactory record of all activity being monitored.

### **Car Parking and Vehicle Movement**

Vehicles are not allowed to enter or leave the main car park when pupils are arriving or leaving at the beginning and end of the school day. The only exception to this is where prior arrangements have been made for disabled parents or students, visitors or taxis bringing Visually Impaired students on to the school site.

One member of staff will man the main entrance/exit gates to Bodycoats Road from 3.00pm until 3.15pm and will be joined by the member of SLT on duty that day.



At least two members of staff will undertake a safety duty at the side gate on to Oakmount Road from 3.00 pm until 3.15 pm.

Staff and visitors leaving their cars, motor bikes or cycles on the school site do so at their own risk. Claims for losses arising from damage or theft will not be entertained.

### **Bike Sheds**

In term time, both bike sheds will be locked at 9.05am and reopened at 2.55pm. They will remain open at all other times.

### **People Management**

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the pupils, and the Governing Body and the teaching staff take this aspect of the management of the school extremely seriously. The following rules, which follow the HCC Guidelines, shall apply to all individuals who come into contact with the pupils:-

- (1) All staff are fully vetted before employment. Amongst other pre-employment formalities, this includes the taking up and receiving of acceptable references as well as checks with the Disclosure Barring Service (DBS). A single central record of staff formatted in line with current HCC guidelines will be maintained by the Bursar.
- (2) All regular parent helpers (Volunteers) and School Governors are checked with the DBS before working unsupervised with pupils. A single central record of volunteers formatted in line with current HCC guidelines will be maintained by the Bursar.
- (3) In exceptional circumstances the Head teacher may authorise helpers to work with pupils under constant supervision.
- (4) Visitors at the school are obliged to wear identification badges. Pupils are instructed on what to do when they encounter an unidentified stranger.

### **Site Management Team**

It is the responsibility of the site management team to check that:

- All locks and catches are in working order every day
- The security system is working properly every day
- All exterior fencing is in good condition and checked weekly,

and before leaving the premises to check that:

- All the windows are closed
- The exterior doors are locked and secure
- The security alarm is set
- All gates are shut and locked.

### **Lone Working**

Ideally, staff should not work at school alone as there are risks involved, such as assault, accident or sudden illness. Any member of staff wishing to work outside of normal working school hours should try to ensure that at least one other colleague is on site – ideally within ‘hailing’ distance, or with both parties having mobile phones programmed with each other’s numbers. If a member of staff arrives at school outside of normal school hours and finds another colleague in the building, they should let them know they are on site. If a member of staff is about to leave the building, and just one or two colleagues are remaining on site, they should let them know they are going.

However, if a member of staff is needed to work alone on site they should take these precautions:-

- Do not work at heights or on steps.
- Do not go into lofts or any other space in which you may become trapped.
- Do not do any tasks involving hazardous tools or materials.
- Lock the doors and close the windows to prevent intruders.
- Know the location of the nearest fire exit, and how to open it in an emergency.
- Know the location of the nearest first aid kit.
- Carry a mobile phone, or take a school phone from the office.
- Cars should be parked close to the entrance.
- When you are leaving, limit the amount you are carrying to keep one hand free.
- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the police and notify a member of the SLT.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the police, and notify a member of the SLT.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious, unless an appropriate risk assessment has identified a way in which this can be managed.
- When working alone, do not attempt tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.

### **Supervision of Contractors**

The Senior Site Manager or his deputy will have responsibility for the conduct of Contractors and external maintenance personnel. Not all will have been DBS checked; therefore they should not have unsupervised access to children. Control measures will include:

Agreed working times.

Contractors will agree and sign the terms set out in the Contractor Approval Form / Guidance supplied by the School via the Senior Site Manager.

Contractors will be signed in and issued ID badges at Reception. They are expected to wear them and sign out when leaving the site.

Contractors will comply with all reasonable requests in connection with vehicle movements,



parking and deliveries.

### **Pupil Supervision**

#### **Arrivals**

Pupils should not arrive on site before 8.00am unless they are attending a supervised activity. Pupils should enter the school through the appropriate entrances and go to either the recreational areas or their respective classrooms where they will be supervised by members of staff. All pupils who arrive after 9.00am must report to Reception and sign the late register.

#### **Supervision on School Grounds**

During the school day all pupils are supervised by teachers and support staff when outside at morning break and lunchtime.

#### **Leaving School at the end of the Day**

Both exits are open in the afternoon. Parents are permitted to wait outside the main entrance. Whenever possible, a member of staff supervises pupils leaving the grounds. All pupils know that if the adult who should be collecting them has not arrived, they are to return to reception. If after 10 minutes, no-one has arrived, a member of staff will telephone to see what the delay might be. The pupil remains in reception until an adult arrives to collect them. Parents must inform the school in writing if they wish their child to walk home alone.

#### **Leaving School during the Day**

No pupil is allowed out of the school during the day for an appointment unless a known adult gives permission. The departure and return of the pupil must be logged at Pupil Reception.

#### **Trespass and Nuisance**

In the first instance, members of the SLT should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it may be necessary for them to return to the school. However, in any case, where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff, as well as violence to an individual. Any such situation will be contained as appropriate at the time, but as this is a criminal offence, the school will always refer to the police.

#### **Serious Incidents or Threats**



In the event of any serious incident, staff should:

1. Minimise the risk to themselves, the pupils and others.
2. Seek help as soon as possible

The general policy is the welfare, security and protection of the pupils, staff and visitors will take precedence over any other action required to contain the situation. The Headteacher or other senior member of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

After any such event, a detailed report will be prepared by the nominated individual for presentation to the governing body. If required, an emergency meeting will be held by the governing body to review, make recommendations and take appropriate action. Statutory bodies such as the police, local authority etc. will be informed and consulted as required.

The school will seek to follow best practice guidelines in its response and handling of threats and incidents, according to the 'Critical Incidents: Guidelines for Schools' publication.

### **Offensive Weapons**

The Headteacher has discretion to determine what constitutes an offensive weapon, or what may cause harm if worn or brought to school, and to ban it. Any appeal against the Headteacher's decision will be considered by the governing body.

All teachers have search rights of pupils if they suspect the presence of an offensive weapon – another member of staff or police officer should be present as a witness.

### **Theft and Burglary**

Schools are not immune from burglary or from theft of belongings, monies and personal items of pupils. The school takes an active stance on this with items of high value 'security marked' and the banking of all monies such that large sums are seldom left on the school premises. Pupils should be encouraged to rent a locker in which to keep their own valuable. Suitable locks are used on doors and windows.

The school actively encourages personal safety awareness. Pupils and staff are discouraged from bringing in items of value. Any incident of theft is investigated.

Mobile phones may be brought into school by pupils, but must be turned off and kept in their bag. The school will not take responsibility for loss or damage to phones.

### **Curriculum Activities**

Pupils will be made aware of security issues at the appropriate level through a series of school based activities. They will be:

1. Encouraged to be security conscious
2. Encouraged not to approach any adult without identification, but to tell a member of staff.
3. Taught how to take care of themselves and others.



The school takes advantage of any opportunity to heighten pupil's awareness. Pupils will be listened to and their fears and concerns addressed.

### **Security of Equipment**

All items of equipment in the school are the property of the school and as such must be kept well maintained and secure at all times. Teachers are permitted to take their school laptop / iPad out of the building but they are responsible for it.

If an item is damaged whilst it is in the possession of a member of staff, repairs could be the responsibility of the member of staff. All equipment of significant value will be recorded in an inventory.

### **Cash Handling**

All cash collected on site is securely locked in one of the school safes prior to either collection by the Security Company or banking by staff. The following considerations apply:

Banking should be carried out at irregular times and days. Cash handling should not be carried out in visible areas. Staff must not leave cash in unsecured locations.

When banking large amounts of cash, two members of staff should travel together.

### **Computer Data Security**

It is important that computer data used in administration is secured, as far as is practical and reasonable, from accidental damage, malicious damage or loss.

Therefore:-

1. Computers used in the school will be equipped with up-to-date anti-virus software.
2. Frequent backups will be taken of important data, to minimise the time needed to return to normal, and kept in a fire resistant safe in the school office.
3. Recent backups of important data will be kept securely off the school premises by a member of SLT.

### **Reporting & Recording Incidents**

In addition to Accident Report Forms, Near Miss Report Forms and Violent Incident Report Forms, information relating to matters of trespass, nuisance or threat will be reported to the Senior Site Manager or deputy. The Senior Site Manager will maintain a simple but accurate log of all such events and review this monthly to identify trends or similarities and plan actions as appropriate. The member of SLT delegated responsibility for Site/Community will also overview the logs at least termly.





## **Risk Assessment**

A security risk assessment will be completed and reviewed annually by the Senior Site Manager, the findings being shared and used in the review of this policy. The Risk Assessment template provided by Hampshire County Council will be used.

## **Appendix 1**

### **Key holders**

Senior Site Manager	J Brown
Site Manager	M Smirk
Caretaker	K Bennett
Caretaker	J Easterbrook