

**TASKER MILWARD VC SCHOOL  
POLICY FOR SECURITY AND PROTECTION OF STAFF, STUDENTS, VISITORS  
AND PREMISES**

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**Security and Protection of Staff, Students, Visitors and Premises**

The Governors are responsible for overall management of school security with day to day management delegated to the Head. For ease of reference this will hereafter be termed "The School".

The School will take all appropriate measures to promote the security and protection of its staff, its students and of its premises. This policy should be read in conjunction with those on BfL, Child Protection and the Health and Safety Policy of the school.

The Governors will take action on:

- Arrangements for consulting and informing all staff about security;
- Training;
- Monitoring and reviewing the policy;

**The Head will be responsible for the overall implementation of the policy agreed by the Governing Body and , together with the member of staff with delegated responsibility for day to day security, will ensure that:**

- All staff appreciate the importance of security and understand the school's policy and their own responsibilities;
- Training needs are reviewed and training arranged as necessary;
- New staff will be informed of the school's security policy;
- Parents and students are informed of the security policy and encouraged to help;
- Regular reports are made to the Governing body;
- Advice is sought from the police when necessary;
- All crimes are reported to the police.

**The School will take action on matters of security on receiving information from:**

- Any student directly affected;
- Parents, family or friends;

- Members of staff;
- External agencies, particularly the police;
- Community users of the school.

**Action is carried out by:**

- Members of staff;
- The Senior Leadership Team;
- The Head;
- External agencies, particularly the police.

**If any member of staff feels under threat or is appraised of a threat to themselves or any other member of the school community then they must inform a member of the Senior Leadership Team immediately so that appropriate action can be taken to ensure the safety of all employed in the school.**

If staff, students or parents believe that the school is not providing a reasonable degree of security or protection for its members they should make their views known to the person responsible for security or any other member of the Senior Leadership Team who will investigate and take appropriate action.

**1. TRESPASS**

- Trespass may give rise to a criminal offence under section 547 of the Education Act 1996. (see section 6.2 and 6.4 of Head's Legal guide)
- Trespass is most common where the grounds provide a convenient shortcut. This school has determined an authorised list of categories of persons, sanctioned by governors:
- The school is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave.
  - (a) Members of staff – unless suspended for health or disciplinary reasons;
  - (b) Registered students – unless excluded for disciplinary reasons;
  - (c) Parents or guardians responsible for a student at the school – unless prevented for legal reasons;
  - (d) Others – Governors, suppliers, contractors and authorised users of the premises for “out of hours” activities.

**2. VISITORS' ACCESS CONTROL**

An open door policy can put staff and students at risk. The school will, therefore, operate a simple, workable access control system;

- Consider everyone who is not a member of staff or student as an intruder
- until they have gone through the visitor reception procedure;
- Provide visitors with a waiting area until they can be dealt with;
- Identify legitimate visitors and monitor;
- (i) their arrival and reason for their visit by requiring them to **Sign in**,
- (ii) movement around the school and
- (iii) departure time;
- All visitors will be given a badge, which they will wear as long as they are on site;
- Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.

### ***3. OFFENCES NOT INVOLVING ASSAULT***

- Section 5 of the Public Order Act 1986 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.
- The school may decide that incidents in or around school, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police. The wishes of the injured party will be the driver in such decision making.
- The school is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

### ***4. ASSAULT AND BATTERY***

In the event of any person assaulting or battering another person:

- The school may restrain the assailant with reasonable force to protect the victim;
- In all but minor cases the school will refer to the police any assaults which appear to involve bodily harm. The school will also report to the police incidents which take place in a public place off school premises, but in circumstances where the school has responsibility for any of those involved whether they be members of staff or students;
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault;
- The school will be ready to provide a substantive account of what led up to the incident.

### ***5. OFFENSIVE WEAPONS***

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as

inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the school premises. (A folding pocketknife with a cutting edge of no more than three inches is excluded from the definition of an offensive weapon).

- When it is reasonable to believe that a student is carrying an offensive weapon it may be appropriate for a member of staff to search the student if the student agrees to co-operate. In such an event there should be a witness present.

The Violent Crime Reduction Act 2006, gives Schools new powers to search pupils and seize weapons.

- Where a member of staff has reasonable grounds to suspect, or screening arouses suspicion that a pupil is carrying a weapon, school staff should immediately refer the matter to SLT who may use the new powers to carry out a "hands on" search without consent.
- When a student declines to co-operate the parents or carers must be summoned after the matter has been referred to the Head, followed if necessary by referral to the police.

## **6. 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 Head for temporary safe-keeping.

## **7. THEFT, PETTY VANDALISM, MINOR CRIMINAL DAMAGE AND BURGLARY**

Vandalism is usually found in areas like recesses and doorways, which offer concealment or which are not under regular surveillance. Such areas may also be targets for arson attacks.

- Criminal incidents of this sort are likely to require reporting to the police, but are unlikely to require an emergency response unless an intruder is still present on the premises.
- When an intruder is thought to be present on the premises police help must be sought immediately.
- When incidents do not require an emergency response the normal disciplinary procedures of the school must apply (see BfL policy).

## **8. REPORTING AND RECORDING INCIDENTS**

The school will maintain an Incident Register. This will contain simple but

accurate details of **all** events, which, while quite minor in nature, could become significant if they recurred and became persistent. All staff are expected to record on an Incident Form, an example of which is annexed hereto, matters such as:

- Trespass
- Aggressive behaviour by persons other than students around the school campus
- Matters reported by students
- Any other incidents, involving persons other than students, giving cause for concern.

The member of staff responsible for security will retain these completed forms in the Incident Register.

The Head and Business Manager will check the Incident Register regularly to see if any patterns are developing and to consider the need for any consequent action.

## **9. SITE SECURITY – LAND, BUILDINGS AND PROPERTY**

The school will endeavor to meet the standards by taking up as many of the recommendations as are practical outlined in the DfEE publication, *Improving Security in Schools* ISBN 011 270916 8.

- All staff are responsible for security of buildings and property. Vigilance is an essential attribute – security is an attitude of mind, not just a series of tools.
- At the end of the school day each member of staff should ensure that all windows etc., are securely fastened.
- Keep buildings clear of all materials that can be used for Arson or Vandalism.
- Adequate security lighting should be installed.
- Revisit Risk Assessments on a regular basis, particularly in light of Incident Register entries.
- Mark property clearly and permanently – even to the extent of painting TVs and Videos with a bright yellow strip so as to make them not so tempting to thieves. Publicise the fact that property is security marked.

The school has a comprehensive CCTV system that consists of cameras (updated March 2011) located at strategic locations. The CCTV system is regularly monitored by **designated staff only**. Access to CCTV footage is strictly limited to these designated personnel only. The school will ensure that it has in place all the necessary required signage to conform to Data Protection legislation.

All CCTV footage is recorded and stored for a limited amount of time. Access to this recorded footage is restricted to designated personnel only.

CCTV footage will be used as a form of evidence if necessary. Footage will also be offered to the police in the case of a criminal investigation.  
(CCTV policy)

## **10. 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 reception office.
- Visitors bringing vehicles onto the site are required to denote their registration number when they sign the Visitors' Book.

## **11. CONTRACTORS**

Contractors on the school site are required to observe the school's security policy.

- Building material must not be left lying around that could be used as ammunition to smash windows or as fuel for an arson attack.
- Ensure thieves are not attracted to the site by the presence of contractors' equipment.
- When not in use scaffolding should not give access to previously secure upper floor areas.
- Alarm systems must not be disrupted.
- As far as possible ensure workmen are screened in the same way as school staff.

## **12. ORGANISATION**

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

<b>SECURITY ISSUES</b>	<b>NAME</b>	<b>SPECIFIC DUTIES</b>
Perimeter fencing and access routes	Business Manager	Ensuring all areas are secure and free from obstructions
Securing school entrance/exits	Caretakers	Opening and locking up each day (main keyholder)
Control of Visitors	Reception Staff	Registering all visitors and contractors, including issue of badges
Control of Contractors	Business Manager	Registering all contractors
Security of money	Business Manager Finance Officer	Ensuring all cash is stored in the appropriate school safe
Emergency procedures are adhered to at all times	SLT	Ensuring school procedures
Security Risk Assessment	Business Manager	To assess on a regular basis



## **APPENDIX 1 CODE OF CONDUCT**

It is the aim of Tasker Milward VC School to provide a safe and pleasant environment in which students are educated and staff may carry out their work.

To assist in providing this, all persons accessing the services of the school are expected to observe the Code of Conduct.

The Code of Conduct states:

**Persons in contact with Tasker Milward VC School whether in person or by telephone should behave in a manner that respects the rights of others and the school environment.**

The following behaviour falls outside the Code of Conduct and is therefore considered to be unacceptable.

- Use of threatening/abusive/obscene language
- Offensive remarks of a racial, sexual or personally derogatory nature
- Damage to property
- Theft
- Spitting
- Threatening/aggressive gestures and/or actions
- Inappropriate behaviour involving alcohol/substance misuse

Any person acting in an unacceptable manner will be asked by a member of staff to stop behaving in such a way and to observe the Code of Conduct.

**Violent behaviour is never tolerated and will result in police prosecution of the aggressor.**

