



Lapworth CE Primary School  
Policy for School Security



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## Section 1: The Policy Statement

Lapworth CE Primary School is committed to providing a safe and secure working, teaching and learning environment for all staff, pupils, governors, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the school, which recognises the importance and relevance of risk management and security strategies.

The school understands that whilst there is a need to promote an open and welcoming environment, there also a responsibility to address all security and personal safety related issues. This will ensure protection of the schools staff, pupils, visitors and contractors, as well as its physical assets.

The 'School Management Team' referred to in the document, is as defined in the Health and Safety policy Management Structure.

### Review of Policy and Procedures

The Security Policy and any accompanying procedures will be reviewed on an annual basis along with the Health and Safety Policy.

Policy Date: \_\_\_\_\_

Review Date: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

Chair of Governors: \_\_\_\_\_

Date: \_\_\_\_\_

## **Section 2: Responsibilities / Organisation**

The Security Policy is to be used alongside the schools current Health and Safety Policy. As outlined in the school's Health and Safety Policy, roles and responsibilities will be nominated to the person through job role, position and/or title.

The Security Policy will be held in the Risk Management folder. It will be reviewed on an annual basis along with the Health and Safety policy, or sooner if change or alterations occur.

The security within the working environment is the responsibility of all those on site. Regular checks, reports, and self-assessments are carried out through the working year, the results of which are used to assist with a rolling security plan and updating of the Security Policy.

Staff will be informed of the school's security arrangements both formally and informally and updated with any security issues if/ when they occur. This will be done through management team meetings and through the staff induction process for all new staff.

## **Section 3: Arrangements**

### **1. Access control (site)**

Adequate arrangement to secure the site will be assessed by the school management team. A rolling program will be in place to ensure that any additions and/or maintenance to the perimeter are addressed. Current controls that are in place, such as gates and pedestrian entrances should be locked, whenever possible, both during and out of school hours. Any arrangements for lettings or extended school activities will be arranged on a separate basis.

### **2. Access control (buildings)**

All the appropriate signage should be displayed throughout the site directing visitors, staff, and pupils to the designated entrances to be used to access the building. All of these doors should, wherever possible, have access control measures in place for use during the school day. Staff should check these measures at regular times to ensure they are in working order and have not been compromised. All staff will ensure that doors and windows to their areas are secured at the end of the working day.

The management team, on at least an annual basis, will ensure the current measures are appropriate and adequate. This process will assess all access control measures to the site with the view to improvement where necessary.

All visitors will have restricted access to the school, reporting to the main reception, using the signing in system at all times. Where possible, visitors will be accompanied by a member of staff at all times.

Where badges are issued, staff and visitors should display them at all times. Staff should be aware of the schools procedures and actively question all persons on site if they are unbadged / unknown.

All contractors should be made aware of the school's policy for 'Contractors working on site'. A nominated person will be in charge of the contractors, ensuring they are aware of any security related issues, which may be affected by their work. Assessment should be made of all areas if such work will breach the current access control measures in place.

All pupils entering the school later than the dedicated time of arrival must report to the main reception, registering in through the school system and process.

Any child leaving the site before the dedicated time should only be allowed to do so with prior arrangement through an appropriate member of staff and parents/guardians. No pupil should be allowed to leave the school unless contact has been made with parents/guardians via written or verbal permission/agreement, or unless specific circumstances prevail.

Keys for the school will be given out under the agreement of the school management team, limiting master keys to a restricted number where possible. Key security will be monitored on site by using a key inventory. All staff who have been allocated keys will appear on the list which should be updated if staff leave or further keys are issued.

All spare keys should be securely locked away and covered by the intruder alarm system out of school hours. All access to spare keys should be logged.

### **3. Trespass on site**

The school and grounds are private property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser, and should be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the headteacher and/or notify the police. Staff should avoid any confrontation with the offender. Signage, where appropriate, should be in place around the site.

### **4. Break and lunch time procedures**

The management will make the appropriate arrangements for the supervision of the pupils during break and lunch times. This information will be given to all staff, including any part time/temporary staff on duty at such times. These procedures should be in written form, known and available to all staff.

### **5. Lone working**

The school has in place a Lone Working Policy which all staff should be made aware of. Staff undertaking tasks involving lone working should have a personal risk assessment in place. All lone working tasks should be discussed with the management team.

### **6. Person safety – staff, pupils**

The school management team on a regular basis will review all of the current access control measures, to include limited access control out of school hours. Exterior lighting should be present by all access and egress areas including the car park and other vulnerable areas. Information and instruction will be given to both staff and pupils regarding the importance of personal safety whilst on site. This information is in line with guidance available from the Local Authority.

The children will receive information through inputs such as the 'stranger danger' message as and when required. The school, via the WES email/phone system, and the police receive information of any issues which may affect the pupil's personal safety. This will be dealt with by the management team appropriately at the time, passing on any information as and when required to staff, parents and pupils.

All incidents breaching personal safety must be reported to the Risk Management team at WES Safety and Premises using the WCC Accident / Dangerous Occurrence Form (Appendix D).

All staff should be aware of their actions in case of emergency. Written procedures should be in place to ensure lines of communication such as internal/external telephone lines, portable radios, personal attack alarms or any other system used on the school site are adequate.

Communication should also be addressed in the Lettings and Extended School Procedure for the school.

## **7. Criminal damage**

If criminal damage occurs on site, personal safety and security for the site may have been breached. All damage must be reported to WES Safety and Premises via the Security Incident Report forms (Appendix B) and the police gaining a crime number, where required. Any damage done must be assessed to ensure that access control measures are still in place and that the damage will be attended to by Resources – Property contractors used by the school as quickly as possible. Temporary arrangements should be in place if the damage cannot be returned to ‘full standard’ straight away.

## **8. Safety of property**

The school is protected by an intruder alarm system, which is serviced by annual contract. The alarm system is in line with the Schools All Risks Insurance Criteria (April 2007).

The alarm should be used at all times outside of the school day. Where possible the alarm zoning facility will be used during lettings and/or out of hours activities, increasing security to unused buildings/rooms, also adding to the personal safety of the staff at such times.

The site maintenance staff will ensure that the alarm is in full working order by carrying out regular visual checks of the system.

All items belonging to the school of value should be security marked. This can be done by various means, with high visibility marking preferably used where possible.

All items should appear on the Asset Management Register, which is updated as required.

## **9. Personal property**

All pupils are asked not to bring personal property of value into school. Arrangements will be made for the safeguard of equipment brought into the school by pupils when required for use in lessons, e.g. musical equipment. This will be in agreement with a staff member and the pupil.

Staff are responsible for all their own personal valuables brought onto site. These should be locked away securely at all times. Staff are reminded that no items of value should be left in vehicles in the car park.

Visitors are reminded that the school is not responsible for the loss of any personal item/s.

## **10. Security of cash being held on site**

All cash on site will be kept to a minimum. Keys to any secure area including the safe will be limited to nominated staff only. All cash should be counted in a secure area with adequate arrangements made for cash collection or deposit. All staff handling cash, including anyone taking cash to the bank should have a risk assessment for the task. All amounts of cash held on site should be covered by the nominated amount within the Insurance criteria. Money will be banked at least on a weekly basis, or as agreed with the management team.

Children will be discouraged from bringing money on to site, unless for a specific reason.

## **11. Insurance**

The school management will ensure that the relevant level of insurance is in place to cover both the cost of loss or damage to property and its contents. As part of the Asset Management Plan, a current inventory of all the relevant property will be held on site. This will be updated as and when required.

## **12. Verbal or physical abuse – to staff and pupils**

The school will follow the Local Authority guidelines. All such incidents must be recorded via the WCC Accident/Dangerous Incident Report form available from WES Safety and Premises Risk Management team (Appendix D).

## **13. CCTV**

If any form of CCTV system is in place on the school site, signage will be displayed. A CCTV system must be fitted by an approved contractor, with the advised service/maintenance agreement in place. Contact with WES Safety and Premises Risk Management team to obtain best practice with regards to systems, design and cost.

## **14. School lettings/ extended school use**

Where the school is used for lettings, a 'Lettings Policy' will be agreed by the management and distributed to all of the hirers. All arrangements for the school security will be discussed for each letting, highlighting any additional systems in place for the duration of the letting. Particular regard will be given to personal safety.

Extended school activities should be assessed with regard any additional security systems to be in place. Guidance and advice will be gained through WES Safety and Premises. The school should produce a separate policy for extended school use.

If the school is used for polling station purposes, guidance will be given from WES Safety and Premises.

## **15. Fire detection systems / arson prevention**

All of the current fire detection and fire alarm systems are tested as advised by WES Safety and Premises with records kept. Fire drills should be carried out at least on a termly basis, with records kept. Staff/pupils where appropriate should be made aware of any issues should current procedures change.

Access control will play a part in the arson prevention. Staff will be reminded of the need to limit the amount of combustible items from both in and around the school. At all times staff should following the waste procedures for the site. Advice and guidance will be gained from WES Safety and Premises if required, and assessed as part of the schools annual risk management assessment process.

All fire including arson or an attempted arson attack must be reported to WES, by using the specific Fire Report form (Appendix C) as required by Zurich Insurance.

## **16. Offensive weapons on site**

It is a criminal offence to carry an offensive weapon. The school should hold a policy regarding the action to be taken. If there is any doubt the police will be called to assess the situation.

The police will be called to deal with any person on site who is not a student and is suspected of having an offensive weapon. The offender will be reported to the head-teacher / police without confrontation by any member of staff. Personal safety of the staff member is paramount at this time. All incidents of this nature must be reported to WES.

## **17. Bomb threats**

The school understands that any form of bomb threat could have serious outcomes for all persons in and around the school area at such times. The school will formally set guidelines regarding this with any policies and procedures in place, this should be made available to all staff. The procedures should include nominated staff to deal with calling the police, organising the evacuation and co-ordinating the whole emergency.

Appendix A outlines general guidance from the Emergency Action folder (Warwickshire Emergency Planning Unit). As such, incidents can vary staff will be aware of the schools own procedures (which should be in place) and the tasks they may be asked to undertake.

In addition to informing the police at the time a threat is made, you must inform your Area Schools and Communities Officer, Directorate Health and Safety Officer and the County Emergency Planning Unit.

## **18. Reporting security incidents**

All staff are aware that incidents of any security breach must be recorded/reported through the school's reporting procedure. This should then be passed on to the appropriate areas (management, police/community support officer). All breaches of security must also be reported to the WES Safety and Premises Risk Management team by using the Security Incident Report forms (Appendix D).

## **19. Additional security issues for the school**

If any pupil displays behavioural issues, which could create both personal safety and security issues, the school will assess this as an individual case. If any child presents a security risk, the appropriate staff should be aware of any additional procedures put into

place. This will be undertaken with the agreement of the management and the parent/guardian of the child.

Where possible the issue of personal safety and security of the school will be integrated into the curriculum.

## **20. Emergency contacts (current at date of Policy)**

Police	In an emergency – (9) 999 Local front desk – 01926 410111
Community Support Officer	Carl Whitehouse
WES Safety and Premises (Risk Management) Section	Health and Safety and Risk Management Assistant – 01926 742125 Risk Management Officer – 01926 742123
Intruder alarm company	DDD
CCTV company	N/A
Resources – Property	Hotline – 01926 414123
WES Schools All Risks Insurance	County Insurance Officer – 01926 418160

**21. School opening hours: (insert date)**

	Time	Time
Gates open	Open 07:15	Close 19:30
Pupils on site	In 08:45	Out 15:30
Lettings	In N/A	Out
Extended schools	Open N/A	Close

## General guidance for Dealing with Bomb Threats and Suspect Packages

Bomb threats are rare in Warwickshire schools and when they do occur they are usually made by malicious hoaxers. However, all such threats must be taken seriously. Each incident is likely to require a different approach depending on the individual circumstances and so it is difficult to prepare a comprehensive guide.

### Receiving a telephone bomb threat

The majority of bomb threats are made by telephone (a copy of the school procedure should be located in the main office or reception where phone calls are taken). If you receive a call:

- Stay calm and do not hang up. Gather as much information as you can. Write down the details if possible (see attached aide-memoire).
- Try to establish the location of the bomb. In particular, is it inside or outside, to the front or the back of the building, upstairs or downstairs and so on. If the threat is a real one, the caller is probably trying to avoid casualties and the more information you can get, the more likely it is that pupils and staff can be moved safely.
- Try to ascertain how much time there is before the device explodes.
- Ensure that the headteacher (or the most senior member of staff on site) is informed immediately, who will instruct the appropriate action to be taken (call the police and start the evacuation process).

If the bomb is reported **inside** the building:

1. Notify the police straight away and act on whatever advice they give you.
2. Subject to any alternative advice from the police, evacuate the whole area and seal off the immediate area if the location of the bomb is known. Ensure that pupils and staff are not moved towards or past the bombs location, if it is known.
3. When activating the evacuation procedure, remember that the escape routes taken by the staff and pupils could take them near to the bomb, so either ensure that everyone is redirected, or evacuate by other means. You may choose to evacuate to a different holding area in the school grounds, (some bombs have been placed in assembly areas, used to gather people together).
4. Do not use electronic transmitting devices such as mobile phones or radio inter-coms (these can trigger some devices). Communication should be verbal, with nominated person/s physically informing staff to evacuate.
5. Only re-enter the building/s when informed to do so by the emergency services and or the headteacher/ senior staff member in charge.
6. As soon as it is appropriate after the event, inform WES Safety and Premises (Risk Management team) regarding the incident.

If the bomb is reported to be **outside** the building:

1. Notify the police straight away, and act on whatever advice they give you.
2. Subject to any alternative advice from the police, keep pupils and staff inside the building but move everyone away from the side of the building where the bomb is located (if known).
3. Draw the curtains or blinds if it is safe to do so and then keep everyone away from the windows. Sit on the floor to below the level of windows and wait for further advice from the emergency services.
4. Do not use electronic transmitting devices such as mobile phones or radio inter-coms (these can trigger some devices). Communication should be verbal, with nominated person/s physically informing staff to evacuate.
5. If pupils or staff are outside the buildings at the time of the emergency, ensure they are moved to a safe area. They should not re-enter the school.
6. Only re-enter the building/s when informed to do so by the emergency services and or the headteacher/ senior staff member in charge.
7. As soon as it is appropriate after the event, inform WES Safety and Premises (Risk Management team) regarding the incident.

### **Mail bombs**

When receiving and handling post, it is important to be aware of any suspect packages. These can be delivered by hand or through the postal system.

Possible things to look for could include: strange odours on/ from the package, excessive amounts of tape or string around the package, odd shaped envelopes, poorly spelt or badly written address, any grease marks or signs of a powder substance on the outside of the package or unusual weight for the size of the package.

If there is any doubt about the package:

- Stay calm
- Do not touch it
- Do not move it
- Do not open it
- Inform the headteacher (or most senior member of staff on site) as soon as possible who will instruct for the emergency services to be called.
- Inform other members of staff in the area and start to evacuate. (This should be done without using the fire bell).
- Do not use electronic transmitting devices such as mobile phones or radio inter-coms (these can trigger some devices).

## Recording Telephone Bomb Threats

### Action to be taken on receipt of a threat

**Inform caller** – e.g: “This is a school in Warwick; is this the building you are referring to?”

### Immediate

- Alert someone else if possible
- Do not put the handset down or cut off the caller
- Obtain as much information as you can
- Try to keep the caller talking (apologise for the bad line, ask them to repeat what they're saying etc.)

**Complete this form as you go along, asking the questions in sequence as necessary**

**Message** (try to get the exact words)

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**Where is it?** \_\_\_\_\_

**What time will it go off?** \_\_\_\_\_

**What does it look like?** \_\_\_\_\_

**Is there a code word?** \_\_\_\_\_

**What kind of bomb is it? (type of explosive)** \_\_\_\_\_

**Why are they doing this?** \_\_\_\_\_

**Who are you? Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Date/Time of call** \_\_\_\_\_

When the call has finished, pass this form to the police who will decide what to do. The more information you can get, the easier it will be to decide whether the threat is genuine or not.

**Complete the following as soon as is practical**

**Details of caller**

Man..... Woman..... Age .....

Boy..... Girl ..... Familiar .....

**Speech**

Serious ..... Laughing ..... Rambling .....

Impediment ..... Irrational ..... Intoxicated .....

**Accent**

English ..... Irish ..... Scottish .....

Welsh ..... Local ..... Foreign .....

If foreign, where? ..... If regional, where? .....

**Was the message?**

Read out ..... Spontaneous .....

**Distractions**

Any noise on the line? \_\_\_\_\_

Operator connected (accent) \_\_\_\_\_

Coin operated phone box \_\_\_\_\_

Interruptions \_\_\_\_\_

**Background**

Traffic ..... Fast ..... Slow .....

Aircraft ..... Talk ..... Typing .....

Machinery ..... Music ..... Children .....

Other \_\_\_\_\_

Once the call is complete, do not put the handset down or cut off the line even after the call is terminated (may help to trace the call).

**Person receiving the call** \_\_\_\_\_

**Number call received on** \_\_\_\_\_

Ian Webb  
 Risk Management Officer  
 WES Safety and Premises  
 Saltisford Office Park  
 Ansell Way, Warwick CV34 4UL  
 Tel 01926 742123

## Security Incident Report / Record

**School/Premise Name:** \_\_\_\_\_

**Contact Name and Position:** \_\_\_\_\_

**Date of Incident:** \_\_\_\_\_

**Approximate Time (if known):** \_\_\_\_\_

Was the incident/crime reported to the police?      Yes       No   
 Type of incident/crime

- Physical Violence
- Verbal Aggression
- Arson/other fire
- Theft/or attempt
- Burglary/or attempt
- Vandalism

**Other incident**     

Is alleged offender/miscreant known?      Yes       No

Other useful information

**Nothing to report**

Please return this form at the end of each month or ASAP if the seriousness requires to:  
 Ian Webb, Risk Management Officer, WES Safety and Premises, Children, Young People and  
 Families, Saltisford Office Park, Ansell Way, Warwick, CV34 4UL.  
 Tel 01926 742123 Fax 01926 742302.

## Warwickshire Education Services

### Fire Damage Report Form

Name of educational establishment:

Date of fire:

Location within grounds:

Possible cause:

Damage caused:

Preventative action taken (if any):

Other useful information:

Person reporting incident:

Signature:

Date:

Please complete and return this form as early as possible following a fire at your educational establishment. Please contact Miles Marriott via telephone on 01926 742125 or fax a copy of this form to 01926 742302 to WES Safety and Premises, Saltisford Office Park, Ansell Way, Warwick CV34 4UL.

## WCC Accident/Dangerous Incident Report Form

Are you the:	Injured <input type="checkbox"/>	Directorate:	<input style="width: 95%;" type="text"/>
(Tick one box)	Colleague <input type="checkbox"/>		
	Manager <input type="checkbox"/>	Establishment/Premises	<input style="width: 95%;" type="text"/>
Manager/Supervisor's name	<input style="width: 95%;" type="text"/>		

**Sections A, B, C and D to be completed by injured person if possible**

**A. PERSONAL DETAILS OF INJURED PERSON (IF REPORTING NEAR MISS ACCIDENT GO TO SECTION B)**

Surname	<input style="width: 95%;" type="text"/>		Forenames	<input style="width: 95%;" type="text"/>	
Age	<input type="checkbox"/>	Male	<input type="checkbox"/>	Home Address	<input style="width: 95%;" type="text"/>
		Female	<input type="checkbox"/>		
Home Telephone No. (if known)	<input style="width: 95%;" type="text"/>				
Employee	<input type="checkbox"/>	Contractor	<input type="checkbox"/>	Trainee	<input type="checkbox"/>
				Work Experience	<input type="checkbox"/>
				Client, Pupil or Student	<input type="checkbox"/>
				Member of Public	<input type="checkbox"/>
If W.C.C employee, Job Title	<input style="width: 95%;" type="text"/>				
		Full time	<input type="checkbox"/>	Part time	<input type="checkbox"/>

**B. DETAILS OF ACCIDENT/DANGEROUS OCCURRENCE (please continue on separate sheet)**

B.1	Exact address and location where incident occurred	B.2	Briefly describe the circumstances
	<input style="width: 95%;" type="text"/>		<input style="width: 95%;" type="text"/>
	Date of incident	/	/
	Time of incident		am/pm
	Name, address and tel. of witnesses <input style="width: 95%;" type="text"/>		

**C. DETAILS OF ANY INJURY**

Nature of injury (e.g. fracture, laceration) <input style="width: 95%;" type="text"/>	Part of body affected e.g. arm, leg <input style="width: 95%;" type="text"/>
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**D. EXTENT OF INJURY**

Fatal injury <input type="checkbox"/>	Sent/taken home <input type="checkbox"/>	Sent/taken to hospital <input type="checkbox"/>	Detained in hospital over 24 hours <input type="checkbox"/>	Prevented from working for more than 3 days <input type="checkbox"/>
Major injury or condition <input type="checkbox"/>	Rendered unconscious <input type="checkbox"/>	In need of resuscitation <input type="checkbox"/>	Returned to normal activity <input type="checkbox"/>	

**Sections E and F to be completed by Supervisor/Manager/Headteacher**

**E. KIND OF ACCIDENT (Tick one box)**

Contact with electricity or an electrical discharge <input type="checkbox"/>	Exposure to or contact with harmful substance <input type="checkbox"/>	Hit something fixed or stationary <input type="checkbox"/>	Physically / verbally assaulted <input type="checkbox"/>
Contact with hot substances / materials <input type="checkbox"/>	Fall from a height* <input type="checkbox"/>	Hotwork (welding etc) <input type="checkbox"/>	Play Equipment <input type="checkbox"/>
Contact with moving machinery or material being machined <input type="checkbox"/>	*Distance fallen (metres) <input type="checkbox"/>	Injured by an animal / insect <input type="checkbox"/>	Release of Gas or Steam <input type="checkbox"/>
Drowning or asphyxiation <input type="checkbox"/>	Hand tools <input type="checkbox"/>	Injured whilst handling, lifting or carrying <input type="checkbox"/>	Slipped, tripped or fell on same level <input type="checkbox"/>
Exposure to an explosion <input type="checkbox"/>	Hit by moving, flying or falling object <input type="checkbox"/>	Other kind of Accident <input type="checkbox"/>	Trapped by something collapsing <input type="checkbox"/>
Exposure to fire <input type="checkbox"/>	Hit by moving vehicle <input type="checkbox"/>		NEAR MISS INCIDENT <input type="checkbox"/>

**F. ACTION TO PREVENT RECURRENCE (please continue on separate sheet)**

What action are you taking to prevent recurrence?	<input style="width: 80%;" type="text"/>
When will it be implemented?	/ / <input style="width: 100%;" type="text"/>

Signed by Supervisor/Manager/Head Teacher	Print Name	Date / /
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