VTC
PREMISES AND SECURITY POLICY

Approved by:	Headteacher / VTC Advisory Board	**Date:** September 2022
Last reviewed on:	September 2022	
Next review due by:	September 2023	

PREMISES AND SECURITY POLICY

Rationale

The main duty placed on the school is the need to provide a safe and secure environment for its students, staff and visitors and to have in place effective procedures to enable the school to achieve this. The school recognises that an effective security provision depends upon all members of staff being aware of security risks and safeguards throughout the school. This policy covers both the internal and external school premises and needs to be read alongside the Safeguarding Policy (there may be similar issues detailed regarding visitor access and the security of adults and children). The building and its contents require additional security measures.

To identify the most prominent risks a thorough risk assessment has been undertaken and should be read alongside this policy.

Aims

- The school undertakes to provide adequate information, instruction, training and supervision to enable students, staff and visitors to work in a safe and secure environment.
- The Headteacher, with the assistance of the Leadership Team and all other staff, will endeavour to implement this policy. The policy will include appropriate arrangements for consultation with staff (including provision of information received from the LA and other sources) and will encourage them to identify issues and suggest measures for improving performance.
- The school understands the need to seek expert advice, where necessary, in order to determine and reduce risks.

Guidelines

This policy identifies the responsibilities of the various groups of persons affected and the recommended procedures for areas of specific need or risk.

Responsibilities

The Headteacher
The Headteacher has overall responsibility for security and will be responsible for implementing this policy.

The Headteacher or her delegated/nominated representative will be responsible for ensuring that:-
- A valid security risk assessment is in place and reviewed at least annually
- The school's security measures are monitored.
- A competent person leads on school security – The school's competent person is the Head of operations.
- All staff appreciate the importance of security and understand the school's policy and their responsibilities
- Staff training needs are kept under review and training is carried out as needed.
- Staff know they are to release children **only** to the care of individuals named by the parent.
- Children do not leave the premises unsupervised.
- Parents are informed of security issues and encouraged to adhere to any school security procedures.
- Formal risk assessments are conducted on an annual basis and as and when circumstances change, to ensure that security arrangements remain valid.
- Routine security checks are carried out on an on-going basis.
- The school reserves the right to call the police

Head of Operations

- Ensures the school is well maintained.
- Ensures school entrances and exits are secure.
- Employs a contractor to ensure the school is secure at the end of each day.
- Carrying out regular security checks.
- Raising any security concerns to the Headteacher immediately.
- Ensuring the school Critical Incident Plan is in place and up to date.
- Reviewing CCTV systems to monitor activity.
- Ensuring all access control systems including intruder alarms are maintained correctly.
- Seeking professional advice on security issues where necessary.

All Staff

- Ensuring windows and doors are secure at the end of each day.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when not on the school site, e.g. laptops, tablets etc.
- All staff at the school are to take a shared responsibility to ensure the security strategies are implemented.
- All staff must challenge visitors who are not wearing visitor badges.

Visitors

- All visitors to the school must have appointments with specific members of staff, or they will not be allowed to enter the buildings.
- All visitors, including contractors, will be asked to sign the visitors' book indicating their arrival time or complete the electronic visitor system, and wear the visitor badge that is issued to them.
- The host will be responsible for the visitor's understanding of the school's health and safety and fire arrangements.
- When the visitor signs the visitor book, they are signing to state that they have understood and will adhere to the health and safety information provided during their visit.
- The visitor will wait in the seating area in the main lobby until they are collected by the member of staff they are meeting. When they have been collected by the member of staff, that member of staff is responsible for them during their time in the school and must ensure that their visitors sign out (including their departure time) and hand back their visitor badge when their business is concluded.
- Coaches/students of visiting teams, or parents visiting children by arrangement with the school, will still be required to sign in, but may have a sticker instead of a formal badge.
- It is particularly important, not only for security purposes, but also for fire safety purposes, that the school knows who is on site at any particular time.
- All visiting staff from other locations, SEN Therapists, etc., will follow the visitors' security procedure as stated above.

This procedure does not apply to visitors attending whole school events, where large volumes of people are on site and where parents/carers are with their children.

Security

Measures:

- All staff must challenge visitors who are not wearing visitor badges, whether they are in the building or in the school grounds.
- The doors from the reception into the heart of the school have security access systems requiring a staff badge with the correct permissions loaded. The central entrance door leading to the hydrotherapy pool is open to all, however, the next two doors are protected by access controls requiring a badge to gain entry.
- Vehicle access is restricted by a vehicle gate that is controlled via an access control system and Intercom.

- The Head of Operations ensures regular security checks are carried out, including visual checks of the school fencing, glazing, gates and locks and ensures they are regularly maintained.
- Security lighting is inspected and maintained regularly.
- CCTV cameras are installed in External areas and in school corridors (To be installed in August 21).
- All chemicals are stored safely in accordance with industry standards.
- Hard copies of confidential information is stored in locked filing cabinets, which only authorised staff have access to.
- Training is to be given to staff on how best to respond should a classroom intrusion take place despite the best efforts of management to exclude all unwarranted trespass. It is possible that irate parents or members of the public may evade all internal security surveillance and may proceed directly to rooms, either to confront or perpetrate an assault on a member of staff or a child.
- If members of staff are faced with intrusion and threatened assault, the following guidelines may be informative as a basic strategy for reducing conflict, while at the same time recognising that no two situations are the same:

  ➢ Consider the welfare of the children at all times and take whatever action you deem necessary to protect their welfare in any classroom incident.
  ➢ If challenged by an intruder, try to inform a colleague in a nearby classroom of your situation, with a view to providing physical/verbal support, or calling appropriate assistance. Stay calm, try to keep the students calm and seek to diffuse the situation if you are able.
  ➢ If you judge the situation to be serious, then considering removing children from your classroom to a more secure area within the school and then call for help.
  ➢ If at any time you feel threatened, inform the Headteacher of your concerns.
  ➢ Never dismiss out of hand a casual conversation or rumour, which may compromise your safety and that of your colleagues.
  ➢ Be alert to the changes in the wider community impacting on security and to any recent events in local schools.

If parents wish their child to be collected by another adult, they must provide written confirmation of this to the Headteacher so that the relevant staff can be informed.

Security of Equipment and Personal Property:

Inside the school buildings:
- All expensive, portable equipment is to be marked as belonging to the school.
- This is the responsibility of designated members of staff at the school.
- All valuable and recognisable equipment should be photographed.
- The buildings are covered by intruder alarms. The intruder alarm systems are to be in operation when the school is closed.
- Members of staff are responsible for returning equipment to their designated secure location.
- Members of staff are not allowed to take school equipment home without the prior written permission of the Headteacher. If such permission has been granted for a specific duration/project, they are to ensure that they sign-out the equipment and leave a record with the appropriate line manager.

Personal Property:
- All students are discouraged from bringing unnecessary valuable equipment into the school.
- Any mislaid property found, will be kept in the school until claimed. Items not claimed will be disposed of after a period of three months.
- All claimed property must be signed for. The school will not be held responsible for the loss, theft or damage to property belonging to students, staff or visitors.

Access to the school site
- All visitors and contractors are required to sign in at Reception or the Site office via an electronic signing in system and given a badge to wear while on school premises.
- Approved contractors may be issued with passes to allow them access to parts of the school only if agreed with the Head of Operations.
- All visitors and contractors are required to sign out before leaving site.
- All visitors will be escorted by their host.
- Individuals hiring the school must act in accordance with the School Lettings Policy and their hire agreement.
- All visitors are made aware of relevant school policies whilst on the school site.
- In the event of a threat to staff, students, parents or visitors, the Head teacher reserves the right to ban an individual from entering the premises.
- Letters and documentation concerning baring an individual will be signed by the Headteacher.
- Where an individual has access the premises in a way that exceeds their 'implied license', the school has the right to remove them from the premises, this includes any individual causing a nuisance or disturbance.

E-Security
- The ICT Manager is responsible for ensuring that appropriate online security systems are in place, including malware, internet gateways, firewalls and virus protection software.
- The school uses a secure network that is password protected.
- The ICT manager carried out regular reviews of any new cyber security risks and takes necessary action to protect the schools systems.
- Access to CCTV images is password protected and restricted to authorised staff only.

Emergency procedures
- The school will seek expert advice from the LA, police and other agencies when developing and reviewing emergency procedures.
- In the event of a security breach or emergency, the school will follow the procedures outlined in the Critical Incident Plan.
- The headteacher will ensure the appropriate authority is notified of any incidents and the need to implement emergency procedures, i.e. LA, Police in accordance with the critical incident plan.

Testing of security procedures
- The Head of Operations will develop a schedule of testing the school's security and emergency procedures, including staff training.
- Results of these tests will be discussed with the SLT and improvements will be made where necessary.

Monitoring of Security Strategies
- Informally through verbal reports from staff and visitors.
- The Head of Operations will review the internal security measures with the staff regularly and report any deficiencies to the LT

Review of procedure

This procedure will be reviewed annually.

The Governing Board approved this policy on date: 30/09/2022
Signed: Malcolm Chalk, Chair of VTC School Advisory Board
Signed: Sean Campbell, Headteacher

Reviewed By: Headteacher / VTC Advisory Board
Review date: September 2022
Next Review Date: September 2023

Security Checklist

Issue	Yes/No	Control measure/Comment	Date checked
Is the site overseen by neighbours?		Some natural screening by trees. Neighbours having some view may act as a deterrent for intruders	
Are the outbuildings secure?		Padlocks/ combination locks	
Is refuse secured away from the building?		Refuse bins in locked bin yards	
Are climbing aids such as ladders, goal posts, benches and tables secured?		Ladders are locked. Benches and tables are not secured	
Are there areas of the site that encourage unwanted trespassers and visitors?		The lay-by outside the lower gate. Unable to secure this area	
Is rubbish and other debris cleared regularly?		Site staff duty	
Do you know who holds keys to the premises?		Site security Head of Operations Senior Caretaker Caretaker Headteacher Other	
Are lettings events detailed anywhere for access during an emergency?		Timings and location on the lettings calendar Contact details need to be in the emergency file	
Are any changes to passwords, lock numbers, contact numbers communicated to key holders?		Via the Head of Operations and the list is held in reception	

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