

# Visitor & Intruder Security Policy

Reviewed: October 2019

## GENERAL

The Management responsibility for school security is shared between the local authority, Spie, the governing body and the Headteacher.

The LA's role is to maintain an overall policy for security within its PFI schools, as part of its Health and Safety policy, and to support and monitor its implementation by schools, by providing resources, training and advice.

The Governors have a duty to ensure the safety of everyone on the school site so should ensure that the systems are in place to see that this duty is exercised properly. Although fulfilling a public function, schools are private property. The public has no automatic right of entry.

### **The governing body shall:**

1. Delegate responsibility for the security of the site to the Premises Manager.
2. Consult and inform all staff about security through the security policy.
3. Give due consideration to security resources as part of the school improvement plan of annual expenditure on premises costs.
4. Review the security policy in line with the schools policy review programme.

### **The Headteacher shall:**

1. Inform all staff of the security policy and their own responsibilities.
2. Review any training needs.
3. Ensure parents are informed of the security policy and encouraged to help.
4. Ensure reports are made to the governing body and where appropriate the LA.
5. All crimes are reported to the police.
6. Regular routine security checks are undertaken by Premises/Lettings/Spie staff.

## SECURITY

**Doors:** Student entrance, opens and is monitored by staff from 8am – 8.40am they will then be magnetically locked until 3pm.

**Gates:** Main entrance (reception) gates to access reception will be open from 7.30am till 8.40am they will then be locked. Access after 8.40am will be via an intercom system to reception. Gate will be opened remotely by receptionist/admin staff. Access to disabled parking is via the intercom and the receptionist will come and open the gate as required.

Both external car park gates are open from 7am – 8.40am they are then locked until 3pm. Staff who wish to leave the car park during the school day must lock the gate after they leave and return the gate key to reception.

When external gates are open during the above hours the internal gates (*see map of site attached*) will be magnetically closed to ensure no entry into the building by anyone other than staff who can use their ID to enter the building and register their presence on site.

**Late arrivers:** Should enter the school via the main entrance students sign the late register and staff use their ID to register


**Vehicles:** Two car parks monitored by CCTV are provided for staff parking. There are 5 designated visitor parking bays outside the main school located in the service road.

The service road is marked with double yellow lines to ensure it is free for buses to pick up and drop off.

Delivery vehicles and refuse collectors are not permitted on site during break and lunch times.

## Security Measures:

### 1. Reporting Incidents



All incidents of crime and all losses should be reported to the police and where appropriate to the LA.


In the event of theft, vandalism or arson the schools Premises Manager should be informed in order that an insurance claim may be submitted through the LA/Spie.

## 2. Security and Personal Safety

Bebington High Sports College is a site with 3 entrances. (2 entrances accessing car parks and the main entrance)

- a) **Visitors Access Control** – all visitors are required to announce their arrival via the intercom system on the main entrance gate. A member of staff will remotely release the gate so visitors can enter the reception area where they will be signed in and issued with a visitors badge that must be worn at all times whilst on site. Visitors will be briefed on our evacuation procedures in the event of an alarm, the procedures are noted on the back of the visitors badge. When leaving the site, visitors must sign out and return their visitor badge at reception.
- b) **Telephone System** – Telephones are located in all areas of the building. In an emergency staff should telephone the main office who will find a senior member of staff to assist them.
- c) **Lone Working** – Staff working in isolated areas during holidays periods should consult with the Premises Manager to ensure they are aware of the necessary procedures of communication and are aware of the Lone Working Risk Assessment.
- d) **Senior Leader Support** – A member of the SLT will always be available to respond to emergencies in school hours. Outside of core school hours the Premises Manager should be contacted who will liaise with Spie Ltd.

## 3. Secure Doors and Windows



Staff are required to close windows and lock their classroom doors at the end of the school day. External doors in the main body of the building are locked by the Spie Site Team at 6pm, staff must ensure they have left the building by 5.30pm.

Doors segregating the main body of the building leading to link corridor in sport and the doors by Headteachers PA office will lock automatically at 5.30pm. This will restrict access to the main building until 7.30am.

School keys issued to staff must be kept in a secure place and all losses must be reported to the Premises Manager immediately.

#### **4. Fire Detection**

The fire alarm is checked each week by the Spie Site Team, escapes and routes are identified by notices in all rooms and extinguishers serviced annually.

Procedures for evacuation are detailed in the in the Staff Handbook and on Office365 shared drive.

#### **5. Cash Handling**

Cash is banked weekly and monies collected are locked in safes located in either the main office or lettings office.

#### **6. Personal Property**

Staff and students are discouraged from bringing personal/valuable property into school.

#### **7. School equipment**

Will be security water marked by a member of the Technical Support team and an inventory kept by the relevant department.

#### **8. Arson prevention**

Skips are stored at least 15 meters away from the school building. Rubbish bins should be locked in a secure compound.

## 9. Contractors working on Site

Contractors working at school can affect normal security precautions.

Contractors must liaise with school Spie Site Team and follow the security procedures in their Permit to Work.

- Thieves can be attracted to the site by the presence of contractors equipment
- Building materials lying around could provide ammunition for broken windows or for arson. Equipment could provide unauthorised access to buildings eg; ladders.
- Alarm systems may be disrupted.

## 10. Intruder Alarm

The school intruder alarm system protects the building once locked and vacated by all staff.

The Site Team are responsible for checking the system and taking measures to avoid false alarms.


Spie staff will respond to alarm call outs with the assistance of Custodian Security Services and the Police or Fire Service where appropriate. Spie will liaise with the Premises Manager in the event of an out of hours call out.

## 11. Security Lighting

The school has external lighting to provide adequate illumination to pathways and car parking areas and to enable individuals to see and move safely around the school and deny intruders the cover of darkness by illuminating access routes and target areas.

## 12. CCTV

The school has an internal and external CCTV system. The external CCTV system is managed and monitored by Spie Ltd. *See attached map of location of external cameras).*



The internal CCTV system is located in the Server Room and managed and monitored by our ICT network staff. *See attached map of location of internal cameras.*

### **13. Security Patrols**

Spie Ltd have tendered the out of hours security patrol of the school site to Custodian Security Services Ltd. Custodian are keyholders to the school and have access to all areas and rooms in the event of an alarm call.

### **14. Lettings**

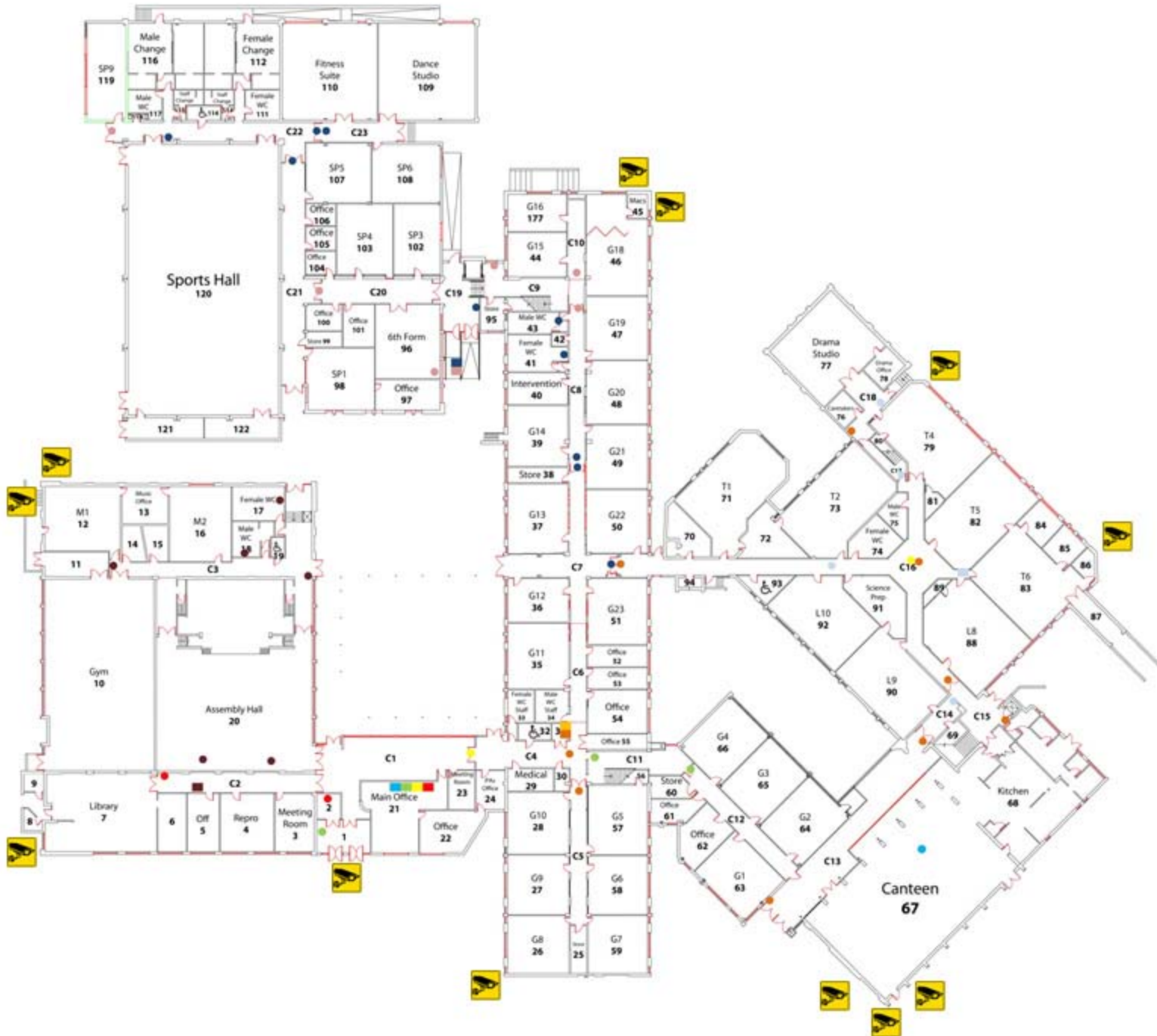
The sports area of the school is open to community use from 4.30pm – 10pm weekdays.

The Lettings Officer on duty is responsible for the safety of the buildings and to ensure it is locked and alarmed at the end of the night.

## **Monitoring and Evaluation**

Security will be monitored through KIT meetings with the school, LA and Spie Ltd

# Ground floor locations of internal CCTV





# First floor locations of internal CCTV

