Security Strategy

(January 2022)

The Ursuline Preparatory School Mission Statement

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To live and learn in harmony,
Caring for each other;
Treating everybody as a sister and a brother;
Reflecting Christ's actions and His message too,
By striving for excellence in all that we do.

Security Strategy

The Governing Body of The Ursuline Prep School Ilford are committed to taking all reasonable steps to achieve the safety and security of its staff, pupils and visitors and to protect the physical environment in which education takes place. As well as all valuable items kept on the premises, this includes not only items of monetary value but also individual records/data and pupil/student work.

The Governing Body is further committed to providing help so that, in the event of things going wrong, staff and pupils are supported and disruption of the delivery of education is minimised.
In seeking to achieve these aims, the Governing Body expects the help and co-operation of all staff, pupils and parents; the strategy and the working practices to assist staff in so doing are set out in the remainder of this document. It is hoped that staff are able to use these procedures to develop an appropriate response to the need for personal safety and security. A proper balance needs to be maintained between "security/personal safety" and "health and safety" considerations; this balance can only be made via informed decisions based on risk assessment.

Introduction

The school buildings are secured throughout the day by supervised 'control of entry' at the main access point in Coventry Road. Access to the playground at the beginning and end of the school day is via a 'combination' protected gate, which is otherwise permanently locked. All visitors to the school must report first to the Reception where they sign in and are issued with a visitor's badge.

The school's premises are fully secured out-of-hours and are fully alarmed. Alarm signals are routed to the police authorities. The site is also well lit during the hours of darkness to facilitate CCTV coverage.

From a security stand point the school is fortunate in having a compact site which is relatively easy to secure. This policy is therefore based upon maintaining a secure perimeter at all times which will deter all but the most determined.

Advice is routinely sought from the Crime Prevention Officer and local police on practical measures to increase our vigilance and physical security measures.

Co-ordination

The facilities manager (also the Health and Safety Co-ordinator) co-ordinates security matters within the school.

Shared responsibility

Everyone is expected to be actively involved in maintaining, monitoring and improving levels of security and personal safety in our school. Specific members of staff are responsible for the discharge of certain responsibilities, either undertaking them themselves or by ensuring that members of their team carry out those responsibilities in a satisfactory manner; these specific tasks are set out in this document.

Arrangements

Risk assessments related to security are undertaken by the facilities manager.

Risk assessments will be reviewed as and when necessary – eg. if there is an incident related to a specific area , if the local authority advises of incidents in other schools, if the law requires it and, in any event, annually.

Premises

Boundary fencing will be maintained in a secure state. To make this possible the premises department will carry out a weekly inspection of the boundary and report any defects to the facilities manager.

Exterior maintenance:

In order to reduce the risk of vandalism the exterior of the premises will be maintained in the best possible condition. To make this possible the premises department will carry out a weekly inspection of the exterior of the premises and report any defects to the facilities manager.

Authorised Visitors to Site

Visitor access will be restricted to the main entrance but contractors and deliveries can gain entrance under supervision though the back entrance to the site in Cranbrook Road.

Visitor logging:

All visitors are required to sign the visitors register on arrival and are provided with an identity badge. All visitors are required to wear the identification badges clearly visible whilst on the premises.

Seeing Parents

With the exception of seeing parents directly after school, all such meetings must be notified to the headteacher. It may be decided that another member of staff should be present, or nearby. In addition, a decision should be made about the most appropriate location [classroom or interview room near to reception] and an appropriate time. Arrangements should always be made so as to reduce the likelihood of any incident occurring; in the event of an incident occurring staff need to be clear about what steps to take to maintain an acceptable level of personal safety.

Clearing of site

At the end of each day, the site will be checked by the premises staff on duty to ensure that all pupils & staff have left the premises.

Ex-pupils visiting
Ex-pupils are all advised that they are very welcome to come back to visit their old school but this can only be done with prior arrangement.

Unauthorised Visitors to Sites

Trespassers:
If a trespasser refuses to leave school premises, or enters after being requested to leave, their behaviour may give rise to a criminal offence under Section 547 of the Education Act 1996.

Abusive threatening behaviour and violent:

In the event of abusive or violent behaviour taking place. Call to the police for assistance by dialling 999 The Reception door should remain locked at all times.

Dogs

Dogs are not allowed on school premises except for 'guide dogs' or 'hearing dogs' or where the school is used by the Police dog handlers for training purposes:

Security Equipment

Security alarm maintenance:

Fitted security alarms are maintained in accordance with the manufacturer's instructions. They are tested daily. All designated key holders should have their own access code (which should not be divulged to others) the school's disciplinary procedures will be invoked if staff share access codes to unauthorised persons.

CCTV maintenance and use:

The CCTV system is maintained in accordance with the manufacturer's instructions. It is operated in accordance with the school's code of practice and the Data Protection Act.

Storage of Equipment and other items

Any course work required for assessment taken home to be worked on *or* taken to meetings, must be kept under the supervision of the relevant member of staff whilst in transit [eg not left unattended in a car]. A record of who has removed/taken/the whereabouts of the said records must be recorded at that time.

Minibus:

The school minibus is to be returned to the designated secure area. The only exception to this is when a member of staff is taking the vehicle out directly after completing a journey. The vehicle should not be left unsecured at any time. The minibus should not be overloaded.
Only persons with the appropriate training and driving licence/test should be permitted to drive the vehicle.

Personal belongings:

All staff and pupils are reminded of the inadvisability of bringing valuable items onto the school site. When items are brought to school with the prior knowledge and agreement of a headteacher, they are to be stored in a designated location.

Storing Pupil Records:

Paper records are stored in the filing cabinets provided in specified locations. Any pupil records taken home to be worked on or taken to meetings must be kept under the supervision of the relevant member of staff whilst in transit [ie. not left unattended in a car].

Storing cash:

Only an absolute minimum is kept on the premises - this is to be locked in the specified location.

Off site activities:

Security and personal safety elements are a necessary part of risk assessment conducted as part of the planning of these activities [see school policies file]

Training:

Initial training

All staff and governors are provided with security and personal safety awareness training

Ongoing training:

New staff and governors appointed will be given training as part of the relevant induction programme. A copy of the personal safety booklet is issued to all staff.

Techniques

Training in techniques in dealing with difficult people will be provided for teaching and support staff.

Dealing with difficult pupils and the use of breakaway techniques [where necessary] are part of the school’s behaviour policy arrangements.

Pupils

Risk assessment for pupils:

Elementary risk assessment work is included in relevant curriculum activities and pupils are encouraged to develop this in the context of their own personal risk assessments.

Induction:

Teaching staff clearly explain personal safety and security procedures to pupils as part of the basic induction programme along with fire/evacuation procedures, first aid arrangements etc.

Supervision:

An appropriate level of supervision is maintained at all times, procedures for this are to be found in the Staff Polices Handbook.

Lone Working:

Any member of staff working alone on the premises must ensure that this arrangement is known about in the school office, this information also needs to be passed on to the premises department.

Whilst on site they must not carry out activities which put themselves at an unacceptable level of risk. In order to decide this, staff should take into account the content of the training which has been provided.
Those working alone must ensure that any part of the premises in which they have worked is properly locked when they leave.

Data Protection:

All data must be backed up according to the procedures set out in the School polices file to which staff should have ready access to.

Organisation:

The following members of staff carry out specific functions either themselves or by overseeing their staff.

Office Manager / Bursar/ Head's PA
Arrangements for: visitors and contractors signing in and out
Storage of personal files [staff and pupils]

Network Manager
Secure storage of servers
Backing up of computer records

Facilities Manager:
Arrangements for: locking and unlocking premises
Security fencing
CCTV systems

Intruder alarm System
Security Lighting

Class Teacher:
Arrangements for: the secure storage of tools
Storage of hazardous and flammable substances

Monitoring:

Procedures to support security and personal safety
The School Health and Safety Co-ordinator will monitor compliance with the procedures set out in this policy.

Outcomes:

All incidents are to be recorded and reported using the accident and incident procedure.
The school Health and Safety Co-ordinator will investigate as necessary.
At the end of each year, a summary of incidents will be prepared and provided as an appendix to the next Headteacher's report to the Governing Body.

Report and Review:

At the end of each financial year, the bursar will provide an annual report and a review will be prepared for the Governing Body. This report and review will be accompanied by a draft annual security/personal safety plan for the ensuing year.

Annual Security Plan:

An annual plan will be developed for each year and will form part of the School Development Plan. It will set out in detail items for the ensuing financial year with indications of other items listed on the basis of risk assessed priority.

The following list identifies areas for review concerning the security and personal safety at the school

1. Ongoing awareness training for new staff and governors as part of induction training.
2. Specific training for designated staff
3. Improvement, repairs and maintenance to the schools boundaries
4. External building security.
5. Internal lock arrangements
6. Replacement or upgrades to CCTV and security lighting
7. Upgrade or improvements to intruder alarm system.
8. Planning and developments for subsequent years
9. Security/Personal Safety identified in the accident and incident log
10. Intrusion/ Arson/ Theft/ Vandalism/ Assault counter measures