



# Site Security Policy

<b>Date of next policy review</b>	<b>2022</b>
<b>Name of person responsible for this policy</b>	<b>Christopher Fulton</b>
<b>Issued to</b>	<b>Staff, governors, parents</b>
<b>Date of issue</b>	<b>September 2020</b>

## Introduction

The security of our site has direct and potentially very serious implications for all stakeholders and the children in our care. This primarily falls under the responsibility delegated by the Board of Governors to our Building Supervisor but it is essential that all members of staff, pupils and visitors understand the routines and requirements involved.

## Legal Background

This policy is to be read in conjunction with our **Fire Safety Measures Log Book, Fire Safety Policy and our Evacuation and Fire Drill Policy**. It is based on guidelines from the ***Health and Safety at Work (NI) Order 1978, Health and Safety at Work Regulations 1992 and Security and Personal Safety in Schools 1997***.

## Why do we need a Site Security Policy?

Safety management within our school site ensures that maximum protection is offered to staff within the course of their work day. It echoes the requirements of Article 4 of the Health and Safety at Work (NI) Order 1978 that an employer should, “so far as is reasonably practicable, ensure the health safety and welfare at work of all his employees”. This duty is not confined to the physical working environment but also covers the provision of information, instruction, training and supervision.

In addition to this, Article 5 of the order cited above sets forward a duty, “that persons *not* in his employment who may be affected thereby are not exposed to risks to their health and safety”. Therefore pupils, visitors, parents and others are all dependent on site security.

# **Responsibilities**

## **Education Authority**

Management responsibility for school security lies primarily with the Education Authority and the Board of Governors. The main role of the Education Authority is to maintain an overall policy for security within schools and to support and monitor its implementation by schools. Their responsibility should extend to things like facilitating training, provision of advice, supporting inspection visits and monitoring annual reports on health and safety by the Board of Governors.

## **Board of Governors**

The Board of Governors are responsible for a more detailed security policy. They exercise their responsibilities as a whole group with no current sub-committee or individual responsible for security. Staff are consulted and informed via the Principal and Health and Safety Coordinator. The Board of Governors are responsible for monitoring and reviewing the policy and will receive regular security reports from the principal. School security will be included in the annual report to parents.

## **Health and Safety Coordinator**

As part of the school's safeguarding team, the Board of Governors designates specific responsibility for security to the Principal. They will liaise with the Board of Governors regarding policy and implementation of security measures; carry out surveys and risk assessments considering staff, pupils, buildings and moveable assets; consult with the Employing Authority; organise training for staff and monitor the effectiveness of the school's strategy, reviewing it as necessary.

## **Principal**

The Principal is responsible for implementing the policy agreed by the Board of Governors. He is further required to ensure that all staff appreciate the importance of security, understand the school's policy and their own responsibilities. He should review training needs and make regular reports to the Board of Governors. Parents should be kept informed of the security policy and encouraged to help. The Principal should establish good links with the police for liaison and reporting of crimes. Additionally, he should ensure that there are specific risk

assessments of security arrangements and organise regular routine security checks. The Principal, in consultation with staff and the Board of Governors, may delegate some of these tasks, depending on the individual requirements of the school.

### **School Staff**

An inclusive and clear ethos of security management should be adopted by staff, pupils and parents. Staff will be kept informed and involved in decision making and will have opportunities for staff training. Both teaching and non-teaching staff must be aware of the part they play in protecting pupils from all hazards; safeguarding property; reporting accidents and incidents promptly and following the school's safeguarding policies. Pupils and parents are encouraged to play their part through supporting these policies and maintaining open lines of communication.

### **Building Supervisor**

The day-to-day appraisal and maintenance of our school site is delegated by the Board of Governors to the Building Supervisor. He follows a rigorous routine of health and safety checks ranging from but not exclusive to site security, fire safety and maintenance of safe conditions throughout the premises. Our Building Supervisor adopts a proactive approach towards site security and liaises with the Education Authority and Principal on a frequent basis.

### **Risk Assessment**

The starting point for successful management of security is to gather as much information as possible about the specific risks facing a school.

These should be tailored to the school's own unique circumstances. At Victoria Primary School, a comprehensive set of risk assessments is being created which will be reviewed regularly and after any significant incident. The Principal will train staff in the use of risk assessments and monitor their use.

### **Security Survey**

A security survey is only valid at the time it is carried out. Risk is dynamic and should be viewed as such. The purpose of monitoring and reviewing

security measures is either to anticipate changes in risk or, failing that, to respond to any change as quickly as possible. Site security will therefore be reviewed on a rolling basis, with scheduled reports to the Board of Governors being carried out on annually. Representatives from the Board of Governors will also carry out an annual walk of the premises in order to inform their judgement on current levels of site security.

### **Security Versus Fire Safety**

**Most security measures are intended to prevent unauthorised access to school buildings and grounds. Some, particularly physical measures, can do so in a way that directly conflicts with fire safety.**

A delegated routine is in place in order that our site can be as secure as possible without children's evacuation being impeded.

- Our playground gates are locked at break and lunch time. Staff outside on duty have a key.
- The main school building is protected by a magnetic entry system but all doors are unlocked to enable unimpeded exit.
- Our fire escape is protected by a one-way access system which is easy to open from within.

Appropriate security measures will vary with the type and size at the school and decisions taken in this area are viewed with our location in mind.

### **Visitors' Access Control**

Access control is in place to ensure that minimal risk is placed on staff and pupils.

- Every visitor is required to sign in and give a reason for visiting.
- Legitimate visitors will have their movement around school monitored and their departure time will be noted.
- Visitors will be given a badge which they should wear as long as they are on school premises.
- Pupils will be encouraged to speak to the closest member of staff if they see a visitor not wearing a badge.
- Contractors' activities will be considered before they are allowed on site and should always check in with the school before starting work.

### **Delegated Arrangements for Site Security**

The day-to-day management of site security is delegated by the Board of Governors to the Building Supervisor.

