



Barnhill

COMMUNITY HIGH SCHOOL

Security Policy



Approved by:	Barnhill LGB
Date:	6 February 2025
Next review due	5 February 2028

Principles:

We at Barnhill Community High School are committed to:

Providing a secure, safe and stable environment for the education of our pupils;
Minimising the risk of theft, criminal damage and arson; Reducing losses in terms of buildings, sites and contents; Ensuring the safety of staff, pupils and visitors.
Ensuring the continuity of education;
Co-operating and consulting with Police, Fire Brigade and Department of Land and Property;
Assisting the Governing Body in the development of security strategies;
Encouraging all users of our building and site to be fully aware of their responsibilities for ensuring a safe and secure environment;
Regularly reviewing our policy

This policy covers the following areas:

Site access, general building security, movement around and outside of the school. Assault, injury, theft, burglary, criminal damage, vandalism, trespass and nuisance.

Offensive weapons.

Identify threats to the safety and well-being of the school community from those with criminal intent including drug dealers.

Visitors, contractors, helpers or other persons involved with the children.

1. Legal framework

This policy has due regard to legislation and national guidance including, but not limited to, the following:

- School Security, November 2018, Department for Education
- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- DfE (2012) 'Advice on school security: Access to, and barring of individuals from, school premises'

This policy is intended to be used in conjunction with the following school policies:

- Abuse Threats and Violence Policy
- Health and Safety Policy
- E-security Policy
- Complaints Policy
- Safeguarding Policy
- Site Risk Assessment
- Data Protection Policy
- Visitor Policy

2. Roles and responsibilities

The governing body is responsible for:

- Undertaking necessary security risk assessments in conjunction with the Headteacher.
- Monitoring the performance of the school's security measures.
- Reviewing the School Security Policy on an annual basis, amending procedures where necessary.
- Delegating the day-to-day implementation of this policy to the Headteacher.

The Headteacher is responsible for:

- Implementing the security policy and any subsequent action plan.
- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.
- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments in conjunction with the governing body.
- Ensuring appropriate arrangements are in place for the storage of money at the school.
- Reporting any crimes to the police.

All staff members on site are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school reception.
- All visitors will be escorted to and from their destination within the school by a member of staff.
- Challenging any unidentified individuals.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's Key Holder Policy.
- Acting in accordance with the school's Data Protection Policy, ensuring that data and information is secure.
- Reporting any security concerns to the Headteacher.
- Wearing their school ID at all times.
- Their own property which they bring to the school site.

The Facilities Manager is responsible for:

- Maintaining the safe operation of physical and electrical security systems, including school fencing.
- Securing school entrances and exits.
- Liaising with the other members of the Site Team, ensuring that the school is effectively secured at the end of each day.
- Carrying out security checks on a regular basis and maintaining a record of these checks.
- Raising any security concerns with the Headteacher immediately.

Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity which they believe to be suspicious or of a concern to a member of staff immediately.

3. Physical security arrangements

The Facilities Manager will undertake daily visual checks of the school fencing, gates, locks and grounds ensuring that they are maintained to a high standard.

Between the times of 9:15am and 3:15pm, the school gate on Yeading Lane will be closed and padlocked by key pad entry.

School security alarms are tested on a monthly basis and results recorded.

The Facilities Manager or other member of the site team ensures internal and external doors of the building are locked, and that the school alarm is set each night on departure of the building. Confidential information throughout the building is stored in locked filing cabinets.

All school offices will be secured by a keypad lock or Paxtons unit whenever they are unattended. CCTV cameras will be in use and monitored by the Facilities Manager by access to a secure cabinet where recordings/screens are stored.

All visitors will be escorted to and from their destination within the school by a member of staff. The school premise's security lighting will be maintained by the Facilities Manager and records of results kept.

4. Equipment and belongings

All electronic equipment is stored in a secure location at the end of each day.

After school activities using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.

Staff members are responsible for any personal belongings, including teaching equipment, which they bring onto the school premises.

Pupils, parents, visitors and contractors are responsible for their personal belongings and the school is not liable for any damage or loss which may occur.

Pupils are advised not to bring valuable items to school unless absolutely necessary.

Where a pupil requires a valuable item to be brought into school, they can arrange with the Head of Year in advance for a secure place to store the item.

Any equipment to be removed from the school site needs prior approval from the Headteacher and a record of the loan kept.

Sporting equipment will be tidied away and secured inside the building at the end of use.

The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage which may occur.

Lost property if named will be returned to the student's form room, any other property will be stored in student services, where it will be kept until the end of each half- term before disposal.

5. School events

During school events, all rooms except those required will be locked.

Unless needed for the event, all equipment will be securely stored away.

The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.

The event organiser and the Operations Manager / Estates Manager will carry out an extensive risk assessment for each event.

During off-site events, the school premises will be secured.

Individual staff members will not be left alone on the school premises with a parent or visitor. Where necessary, a lone worker risk assessment will be carried out.

6. People Management and Access to Site

Staff

The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.

All staff members of Barnhill///Sweethaven/GSF/Dolce will be issued with a staff ID badge during their induction process. This ID badge will operate the Paxtons/Inventry entry system. Staff members must wear this on their person at all times.

All staff members on arrival to school are to sign in at the Inventry console in reception or a known Paxtons tap in/out point. When departing the site all must complete the same. If leaving and returning to school during school hours signing out and re-signing in must occur.

Lone Working^[1]_[SEP]

Ideally staff should not work alone at school as there are risks involved, such as assault, accident or sudden illness. Indeed, staff should carefully consider if they really need to be on site at all outside of reasonable hours as it is important to preserve a 'work – life balance'. Any member of staff wishing to work outside of normal school hours should endeavour to ensure that at least one other colleague is also on site – ideally within 'hailing distance', or with both parties having mobile phones programmed with each person's number. If a member of staff arrives at school outside of normal school hours and finds another colleague is already in the building, they should let them know that they are on site. If a member of staff is about to leave the building, and just one or two other colleagues are remaining on site, they should let them know they are going. However, if a member of staff chooses to work alone on site they should take these precautions:

- Do not work at height on a ladder or steps.
- Do not go into lofts or any other space in which you might become trapped.
- Do not undertake any tasks involving hazardous tools or materials.
- Avoid working outside of the main building.
- Lock the doors and close the windows to prevent intruders.
- Know the location of the nearest fire exit and how to open it in an emergency.

- Know the location of the nearest first aid kit.
- Carry a mobile phone.
- Cars should be parked close to the entrance.
- When leaving, limit the amount you are carrying to have one hand free.
- Ensure someone knows where you are and when you intend to leave the school. Arrange to telephone them when you are leaving.
- If you arrive at school and find any sign of intruders, do not enter the building. Instead, call the Police.
- If you become aware of intruders or vandals, do not challenge them. Instead, call the Police.
- Do not work alone if you know you have a medical condition that might cause you to become incapacitated or unconscious.
- When working alone, do not attempt any tasks which have been identified as medium or high risk, or which common sense tells you are potentially hazardous given your own level of expertise and the nature of the task.
- A lone worker risk assessment has been completed.

Visitors and Contractors on site

The school acknowledges the concerns of all parents for the welfare of their children and its duty of care to ensure their safety. Critical to this is the selection, monitoring and control of all adults who come into contact with the children. The governing board and all staff take this aspect of management of the school extremely seriously. The following rules apply to all individuals who come into contact with children

All security checks should be followed before any adult is let into school. Identification of all visitors is vital, current (no older than 3 years) DBS certificates should be viewed and copies of identity taken.

Upon arrival at the school, visitors and contractors will be directed to the school reception where they must sign in via Inentry, giving a reason for their visit, and wait for further direction from a member of the office staff.

All visitors and contractors are made aware of, and are expected to act in accordance with, the school's Visitor Policy.

All visitors and contractors who are authorised to be on the school premises will be provided with:

- a school ID badge, which will be kept visible at all times,
- a lanyard, which is to be worn at all times,
- a copy of the Visitor Policy
- a leaflet on safeguarding and fire evacuation.

All visitors and contractors must park off site. Any visitor or contractor found using the car park will (on the first occasion) receive a warning sticker on their windscreen. Subsequent parking will result in a directive to remove their vehicle.

A single central register of all staff, governors and regular volunteers/third party contractors is maintained.

All visitors/contractors are obliged to wear identification badges and lanyards throughout their visit. Children are instructed on what to do when they encounter an unidentified stranger. See Barnhill *Child Protection and Safeguarding Policy* <https://www.barnhill.hillingdon.sch.uk/page/?title=School+Policies&pid=14>

7. Removing people from the premises

In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises. Where an individual has accessed the premises in a way that exceeds their 'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance. Unidentified individuals who refuse to report to the school reception, become aggressive or are deemed to be a threat to the safety of pupils will be escorted from the school premises and, where necessary, the police will be called.

In terms of barring particular individuals from the school premises, a proposal to do so will be made in writing and all parties involved will be given the opportunity to formally express their views. Letters and documentation concerning barring an individual will be signed by the Headteacher. Following formal representations being made by the parties involved, the bar will either be confirmed or removed. All bars will be subject to review within a reasonable timeframe.

Barnhill Community School has the right to take civil action through the courts in order to stop persistent trespassers. In the event that a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

8. Reporting security concerns

Missing or stolen equipment will be reported immediately to a member of the Senior Leadership Team. Unidentified individuals will be challenged immediately and reported to the school reception.

Concerns regarding the security of the school and the associated arrangements will be reported directly to the Headteacher.

The Headteacher will discuss security concerns with the governing body in order to identify an effective resolution.

Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

9. Car Parking and Vehicle Movement

Vehicles used to drop off and collect children are not allowed to enter or leave the staff car park at any time. Special arrangements will be made for disabled visitors.

The car park is only to be used by Barnhill staff for the purpose of parking. Reception will determine which Barnhill staff member is permitted to park in the car park and issue a parking permit. Any unauthorised parking will be challenged.

Contractors – to park off site only. Register at reception before returning to the building with materials or supplies.

Deliveries are to arrive at Barnhill via reception between 08.10 and 16.00. Staff personal deliveries should be delivered to personal home addresses only.

All couriers should access the site from the main entrance and not the car park which is Barnhill staff parking only.

Exceptions to this rule are:

Refuse collection may access the car park; supervised from point of entry to departure.

Catering deliveries – to be escorted on and off site by a member of the site or reception staff.

Grounds maintenance staff may access the car park; supervised from the point of entry.

10. Offensive Weapons

The Headteacher has discretion to determine what an offensive weapon is or what may cause harm if worn or brought into school, and to ban it. Any appeal against the Headteacher's decision will be considered by the governing board. Any weapons confiscated will be handed to the Police.

11. Serious Incidents or Threats

In the event of any serious incident staff should:

- Stay calm.
- Minimise the risk to themselves, children and others.
- Seek help as soon as possible (for example, referral via internal phone).
- Use the internal Tannoy system to alert the school community of an emergency or imminent danger.

The general policy is:

The welfare, security and protection of children, staff and visitors will take precedence over any other action required to contain the situation.

The Headteacher or SLT member must be informed. A decision will then be made on the way forward. After any such event, a detailed report will be prepared by a nominated individual for presentation to the governing board. If required, an emergency meeting will be held by the governing board to review, make recommendations and take appropriate action. Statutory bodies such as the Police, local authority, etc. will be informed and consulted as required. The school will seek to follow best practice guidelines in its response and handling of threats and incidents.

12. Computer Data Security

It is important that computer data used in administration is secured, as far as is practical and reasonable from accidental or malicious damage or loss. To this end:

- Computers used in the school will be equipped with up-to-date anti-virus software.
- Frequent backups will be taken of important data, to minimise the time needed to return to normal. This is encrypted and stored in Cloud storages which conform to UK GDPR legislation.
- The new UK GDPR law is in operation and will be enforced.
- The school makes every child aware and regularly reminds them about our "ICT Usage Policy".

Monitoring and review

A Site Risk Assessment will be conducted on behalf of the Headteacher and governing body on an annual basis.

This policy will be reviewed on an biennial basis by the governing body and Headteacher.
Staff members will be notified of any changes made to this policy or to the school's security system.