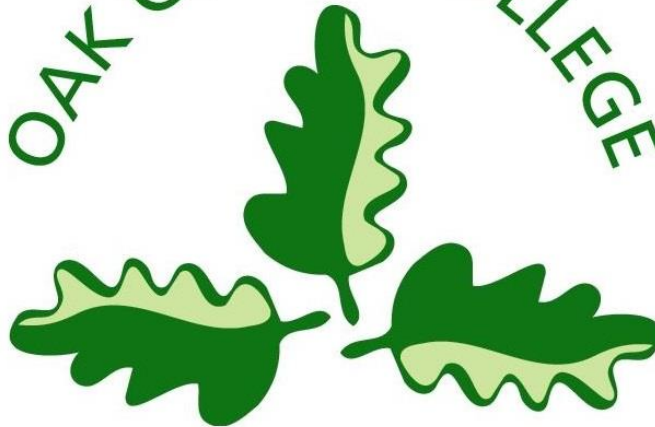Everyone matters, every day counts

SECURITY POLICY

Policy created: 2009   Policy first adopted: 2009

Consulted with SLT June 2016 & Premises Team

Signed chair of Governors:

Re-adopted & signed:

Security Policy

STATEMENT OF INTENT

The Management Committee of **Oak Grove College** recognises the need to ensure the safety of every student, member of staff, volunteers and visitors to our college. We also recognise the importance of protecting the college buildings and contents.

The Management Committee recognises that it has certain legal duties under the Health and Safety at Work Act 1974 and subsequent relevant legislation and will endeavour to fulfil this obligation.

We are committed to ensuring that the college is a safe and secure building. We are also committed to taking all reasonable cost effective measures to protect the building and its contents against the intruder and arsonist.   Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures will be taken. These controls will include training, guidance, advice, codes of practice, physical measures and legal guidance.

Any member of staff, student or parent who has any suggestion for the improvement of policy or security arrangements will be welcome and encouraged to pass on that information to the college. A copy of this policy will be held permanently on the computer: central resource library – non media, staff only, school organisation, school policies and a hard copy in the PA's office.

This policy also links to the Behaviour for Learning and Emergency Plan.

This policy will be reviewed at least once a year and upon significant change of circumstances.

MANAGING THE RISKS
Oak Grove College complies with WSCC policy for security within its schools and will make adjustments if new incentives for security are suggested.

The Governors have a committee whose remit includes Premises; they meet to discuss

security issues and liaise with the rest of the Management Committee.

Training will be given to staff as needs are identified and will be linked to the financial status of the college. (Staff development and the college development plan).

Staff are consulted and informed about security matters and every member of staff has access to the security policy.

ROLE OF THE HEADTEACHER

The Headteacher will be responsible for implementing the Security policy agreed by the Management Committee.

This will include ensuring that:

- All staff appreciates the need and importance of security and their responsibilities.
- Staff training needs are kept under review.
- Parents are informed of the security policy as needed.
- Reports are made as necessary to the Management Committee and, if appropriate, to the LA.
- All crimes are reported to the Police.
- Security arrangements and risk assessments are reviewed annually.
- The Headteacher may delegate, by negotiation, any of the above issues to the Business Manager or Resources Committee of the Management Committee.
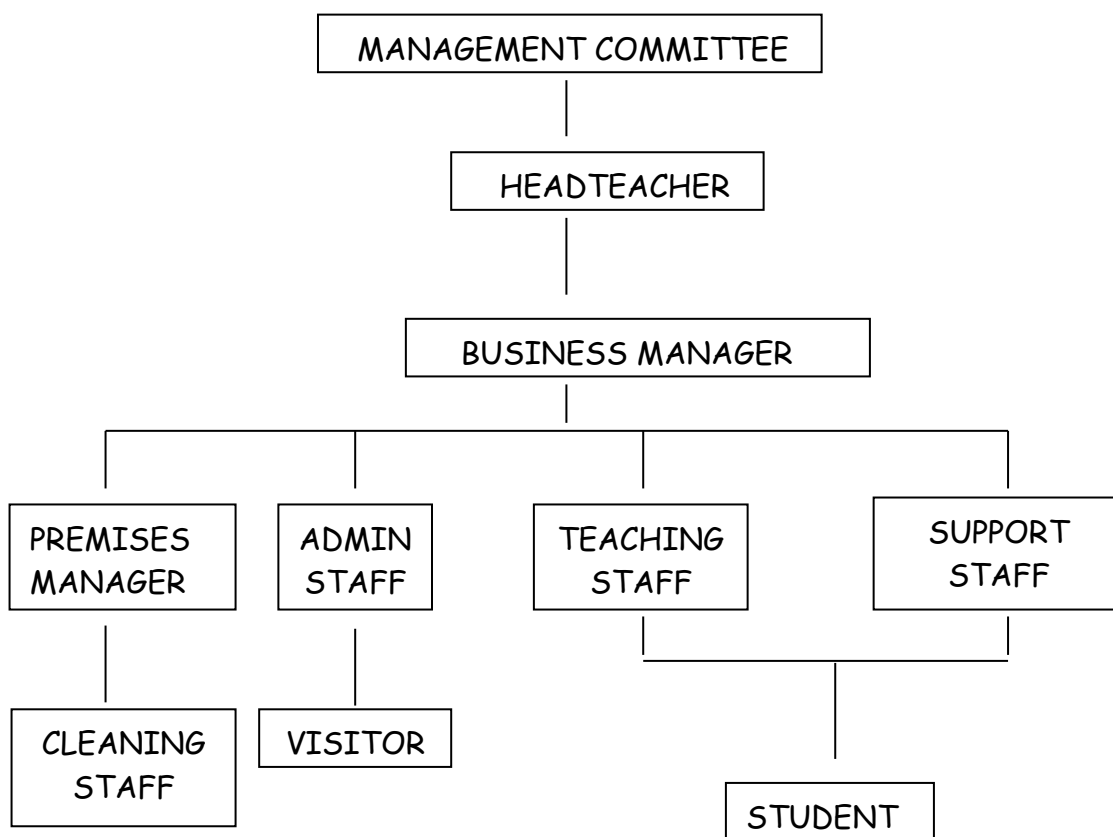
IDENTIFYING AND ASSESSING RISKS

It is recognised that a security survey is only valid at the time that it is taken out. Changes may occur when there is a change of use to any part of the college. Risks may increase at certain times, for example, open evenings, or in the school holidays. Not every change will be controllable. The purpose of monitoring and reviewing security measures is to anticipate changes in risk and respond to any changes as quickly as possible.

The Resources Committee will review this policy annually, or call an emergency meeting if any security issues need to be amended.

Security measures should be in place before the arrival of valuable equipment and to this end all computers and IT equipment etc. have a security code marked on them as soon as they arrive on the premises, all IT hardware are tracked through a software package for security. All computers are placed in areas protected by our security alarm system overnight and at weekends and school holidays. All small equipment i.e. cameras are placed in locked cupboards overnight.

SECURITY ORGANISATION

A chart showing the organisation for security within the college is shown below:

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                    ┌─────────────────────────┐
                    │  MANAGEMENT COMMITTEE   │
                    └────────────┬────────────┘
                                 │
                       ┌─────────┴─────────┐
                       │   HEADTEACHER     │
                       └─────────┬─────────┘
                                 │
                    ┌────────────┴────────────┐
                    │   BUSINESS MANAGER      │
                    └────────────┬────────────┘
         ┌───────────┬───────────┼───────────────┬──────────────┐
   ┌─────┴─────┐ ┌───┴────┐ ┌────┴─────┐   ┌──────┴──────┐
   │ PREMISES  │ │ ADMIN  │ │ TEACHING │   │  SUPPORT    │
   │ MANAGER   │ │ STAFF  │ │  STAFF   │   │   STAFF     │
   └─────┬─────┘ └───┬────┘ └────┬─────┘   └──────┬──────┘
         │           │           └───────┬────────┘
   ┌─────┴─────┐ ┌───┴────┐              │
   │ CLEANING  │ │ VISITOR│         ┌────┴─────┐
   │  STAFF    │ │        │         │ STUDENT  │
   └───────────┘ └────────┘         └──────────┘
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KEY PERSONNEL
Co-chairs of Management Committee   Mrs Liz Cook / Mrs Christine Chalmers
Headteacher   Mr Phillip Potter
Business Manager / Security Officer Mrs Sharon Kettlewell
Premises Manager   Mr Tony Coppard

DUTIES OF MANAGEMENT COMMITTEE

The Management Committee will:

- Formulate and develop a security policy for the college.
- Take account of security when considering the college development plan.
- Ensure any advice and guidance from the LA/DfE/HSE is disseminated to those who need to know and acted upon.
- Be responsible for the overall implementation of the security policy.
- Consider and act upon the recommendations of the Headteacher and Business Manager.
- Monitor security arrangements.
- Prioritise actions where resources are required and ensure appropriate actions are taken.
- Include security issues on agenda at Health and Safety Meetings.
- Review this policy at least once a year or upon significant change of circumstances.

DUTIES OF HEADTEACHER

- Day to day management and implementation of all security matters in the college.
- Agree with the security officer a work remit and an allocation of time and resources to execute security functions.
- Liaise with the LA and other relevant departments on security issues.
- Inform the Governors of any significant event with respect to security.
- Identification of training needs within the college.
- Preparation of information to be sent to parents describing security arrangements and the reasons for such.
- Ensure risk assessments are undertaken and reviewed as necessary.
- The Deputy Head Teacher will deputise in the absence of the Head Teacher.
- The Headteacher will delegate the Business Manager to act as Security Officer and Health and Safety Officer

DUTIES OF BUSINESS MANAGER

- Assist the Headteacher with the day to day implementation of the security policy.
- Undertake an objective and impartial review of existing security arrangements.
- Investigate any significant breaches or violent incidents and arrange for appropriate action to be taken.
- Regularly monitor / review the security
- Co-ordinate the risk assessment processes within the college.
- Ensure all staff receives induction training with respect to the college's security and emergency arrangements.
- Work in close liaison and co-operation with on site staff to ensure security

remains high profile within the establishment.

PREMISES MANAGER DUTIES
The Premises Manager will be responsible for ensuring:

- All doors are locked and windows shut and secure at the end of the working day.
- The buildings intruder alarm system is set at the end of the day
- The perimeter fence is checked on a weekly basis or sooner should an issue be reported
- No valuable items of equipment are left outside overnight. Particular attention must be given to equipment enabling access to buildings, e.g. ladders.
- Defects in external lighting are reported to the Business Manager and appropriate remedial action taken.
- A mobile phone is carried when working late or alone.
- To ensure that all security matters are brought to the attention of the Business Manager.

ALL STAFF
- Employees will follow guidance contained in the security policy.
- Employees will conduct themselves and any undertaking they are involved in a manner conducive to the overall safety of persons and security of the college.
- Staff should report any concerns with regards to security to an appropriate member of staff e.g. Headteacher or Business Manager.
- Staff should challenge all unauthorised visitors to the college site or those not wearing an official visitor's badge in a polite manner. Staff however should be aware of the potential risk of making such a challenge and where appropriate two members of staff should be involved.
- Staff who have serious doubts concerning a visitor/intruder or believe a violent act may be committed should not challenge this person but inform the Headteacher or Business Manager immediately.

REMEMBER DO NOT CHALLENGE UNLESS SAFE TO DO SO

ARRANGEMENTS
- Visitor / access control
- Interview procedure
- Lone working
- Consultation with staff, students and parents
- Incident reporting / recording
- Signage
- Risk assessment
- External security on college site

- Staff induction
- Information for students / parents
- Training
- Cash Handling/valuables
- Emergency procedures
- Use of school hall
- Educational visits
- Contractors on college site
- Home visiting
- Unknown person on college site / inside building
- Assaults/threats to staff/students - verbal/physical
- Vandalism in progress
- Duties of Premises Manager - break-in
- Rights of way through college site
- Responding to alarms
- Locking up at night
- Areas providing shelter for intruders
- Lunchtime
- Suspicious package on college site
- Emergencies in huts
- Procedures for visitors
- Security contacts
- Students/parents procedures
- Support to staff
- Monitoring and review of policy

VISITOR/ACCESS CONTROL

- Access into the college building via the main access points will be controlled and supervised by the main reception / admin staff. Main visitor entrance will be marked 'report to Reception'
- A register / record of all visitors to the college will be maintained. All visitors should wear an official visitor's identification badge and sign the visitor's book. **Visitors should be accompanied by a member of staff at all times. Visitors must read the OGC visitors leaflet and site map.**

INTERVIEW PROCEDURES

- Consideration must be given to the risk posed during interviews with parents/next of kin.
- Any interviews where there is a significant potential for conflict (physical or verbal) must not be carried out in an isolated office and must be made by appointment only. In such cases two members of staff should be present.
- Offices of key staff have a computer system with an assistance required alarm.

LONE WORKING

- Staff should avoid lone working. The college is closed at 6:30pm each night. Should a member of staff need to work later for a specific reason then the Business Manager/Premises staff must be informed. Ensure there is a phone available.

CONSULTATION WITH STAFF, STUDENTS AND PARENTS

- Any members of staff, students or parents who have concerns with respect to security are encouraged to contact the Business Manager to pass on and/or discuss these issues. Confidentiality will be assured in such matters.

INCIDENT REPORTING/RECORDING

- To gauge the effectiveness of security arrangements and to assist the monitoring and review processes all incidents relating to security of college premises and violence to persons will be noted in the Security Incident Log held in the Business Manager's office. In addition to this, WSCC reporting forms HSW2 and VAW1 should be completed if necessary.
- The reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDOOR) requires injuries caused by physical violence against a person at work to be reported to WSCC via the online reporting system and WSCC to report to the Health and Safety Executive.
- Any significant breaches of security/violent incidents must be reported to the Headteacher/Business Manager/Management Committee and acted upon.
- The Business Manager will maintain the security incident log.
- All incidents of crime and all losses are recorded and reported to the Police and a crime number obtained.

SIGNAGE

- Clear and unambiguous signs will be placed at appropriate locations to indicate, WSCC property, visitor car parking, no dogs on premises, and direction to main reception and to remind staff to check doors for students trying to exit.

RISK ASSESSMENT

- Risk assessments will be undertaken to identify any hazards and the appropriate control measures required.
- These assessments will be reviewed at least once a year or upon significant change of circumstances.

EXTERNAL SECURITY OF COLLEGE SITE

- All staff must comply with these regulations.
- All staff, students and visitors must ensure when entering or leaving the building that all gates are locked so only access via the swipe card is possible.
- Ensure that the main doors shut behind you to avoid any intruders entering and

students leaving the premises unsupervised,

- Should a student leave unsupervised ensure Receptionist or member of staff is informed immediately.
- The college has an alarm system which covers the college. It will not prevent an intruder from gaining access to the college and is unlikely to prevent them from leaving.
- The alarm system is tested weekly by the Premises Manager.
- Security lighting is provided in many areas.
- Access to the building once the alarms are set will be restricted to the key holders.
- Key holders are specific staff authorised by the Headteacher and Business Manager.

STAFF INDUCTION

- All members of staff, whether permanent or temporary, will be briefed on the college's security and emergency arrangements and any significant hazards present as part of their induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.

INFORMATION FOR STUDENTS/PARENTS

- Good security will involve the commitment and co-operation of all persons who use the college site.
- Students and parents should feel part of this process. Their class teacher should brief students regularly on the arrangements as they affect them.

CASH HANDLING / VALUABLES

- Cash handling routines and procedures should be strictly controlled and guidance contained in appendix A followed.
- The Business Manager is responsible for ensuring compliance with this guidance.
- Staff are advised that their personal safety takes priority in the event of theft from the college.
- Staff are advised to keep their cars locked and bicycles padlocked when on college premises.
- Handbags need to be stored safely out of sight and in a safe place.
- Any member of staff borrowing a valuable item from college - such as a computer - is required to obtain permission from the Business Manager and sign for it, both on borrowing and returning the item.

EMERGENCY PROCEDURES

DURING ANY BREACH OF SECURITY OR VIOLENT INCIDENT THE SAFETY OF STUDENTS & STAFF IS OF PARAMOUNT IMPORTANCE

- In an emergency i.e. intruder, students will be moved to a safe area until Headteacher informs it is safe to continue to normal college routines
- A Lockdown Procedure drill will be carried out once a year for staff, students and visitors to be aware of procedures in case of a suspicious intruder.
- The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.
- Staff who have concerns regarding a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Headteacher, Business Manager or Admin Office immediately.
- Staff should not attempt to detain or remove an intruder from the premises using force.
- If it is considered an intruder is about to enter the premises and commit a violent act access points should be secured to prevent unauthorised entry. (Fire escape routes must still be maintained). The Police should be called immediately.
- The Business Manager will contact the emergency services on 999 if assistance is required and follow the Emergency Plan if appropriate.
- The college will develop and maintain good links with the local Police and Crime Prevention Officer and seek advice as considered necessary.

USE OF SCHOOL HALL
- Use of the hall for student, staff and parent gatherings is restricted by the fire regulations. Maximum number of people in the hall is 250.

EDUCATIONAL VISITS
- Educational visits will follow college procedures. Staff must read and follow the policy for Educational Visits and consult with the Educational Visit Co-ordinator – James Winchester.

CONTRACTORS ON COLLEGE SITE
- Contractors on the college site operate under the WSCC Code of Health and Safety. If they enter the college building they are required to sign the visitor's register and wear an identification badge and be escorted by a member of the Premises Team.

VANDALISM IN PROGRESS OUTSIDE/INSIDE SCHOOL DAY
- Do not enter the college. Do not approach. Ring the Police. Parents who oversee the college site are asked to be vigilant.

DUTIES OF PREMISES MANAGER IN RESPONSE TO BREAK-IN
- Do not enter premises unless they you are certain that nobody is on site.
- Wait for Police back up.
- Ensure mobile phone is on your person when you come to college.

RESPONDING TO ALARMS

- Should the alarm be activated out of school hours, Emprise Security will attend the site and check all is secure. They will notify the Police and Premises Officer if there are any concerns.
- Designated key holders are not to enter the college without ringing the Police or in the company of one other person.

LOCKING UP AT NIGHT

- The person responsible should carry a mobile phone and be vigilant at all times.
- All exterior doors must be locked and windows shut.