

ST PIRAN'S SCHOOL

SECURITY AND WORKPLACE SAFETY

INTRODUCTION

Our policy for the security and workplace safety at St Piran's School is primarily to provide a safe and secure environment in which our pupils can learn, our staff can work and our visitors can freely come and go. Its second objective is to protect our buildings and grounds, together with the equipment belonging to the school and the personal possessions of everyone in our community.

RESPONSIBILITIES

The Headmaster has overall responsibility for health and safety on site delegated to the SSO, Bursar on a daily basis. This includes ensuring there are suitable arrangements in place for security, workplace safety and lone working and monitoring and reviewing these arrangements on a regular basis.

The contract cleaners, groundsman and St Piran's Centre staff are responsible for the physical security of the buildings, for locking and unlocking external buildings and windows at the start and close of every day, switching on and off security alarms and for carrying out regular checks of the site, both when it is occupied and unoccupied. The Bursar manages the CCTV system from the monitors in the Bursar's office.

The Director of Studies, resident on site, will summon the Emergency Services, if the security or fire alarms go off outside the hours that the School Office is staffed, unless he is pre-warned of a planned fire practice. In his absence, it will be the Headmaster.

The Head of IT is responsible for maintaining a safe IT technical infrastructure at the school. Her responsibilities include protecting the network and equipment from attack by viruses, maintaining robust firewalls to safeguard or prevent inappropriate usage, and ensuring the security of our electronic hardware.

At least one member of the teaching staff is always present on duty in order to supervise pupils whenever they are in the school outside normal school hours. Pupils are not allowed to be unsupervised on site, and are expected to go home at the end of the school day, 5.10pm or the end of Extended Day, 6pm. Arrangements are made to ensure pupils are supervised during play and concert rehearsals, or other events that bring small groups into school out of hours.

RISK ASSESSMENTS

The Bursar and maintenance team have conducted risk assessments on the security and safety of the grounds and all the buildings. A copy of these risk assessments, together with a copy of this policy is in the staff section of the school's intranet and in the Health and Safety folder and in the Bursar's office. These risk assessments are included on the site Risk Assessment Register.

VISITORS AND CONTRACTORS

All visitors and contractors are required to sign in at the main School Office, where they are issued with a visitor's badge, which should be worn at all times. They are shown the school's emergency evacuation notice and the way to the assembly point. Visitors and contractors wait in the Reception Area and are collected by the person whom they have come to see. All staff are expected to escort their visitors whilst they are at the school and to ensure that they sign out and return their badges on leaving.

When large numbers of visitors are at the school for Open Days, plays, concerts, exhibitions and other events, a brief announcement is made advising them of the location of the emergency exits that they should use in the event of the alarms sounding. Any such event is subject to our risk assessment policy.

Parking Facilities and Deliveries

There are clear signs directing visitors to our visitors' car park.

There are warning signs restricting speed to 10mph, and speed humps to restrict speed. Our Catering Manager has instructed our regular suppliers to make all food deliveries before 8.00am. Deliveries are restricted between the hours of 8am-9am and 3.15pm-4.15pm, which are times of high pupil movement.

School Office

The School Office is manned between 8.00am and 5.30pm during weekdays in term-time and between 8.00am and 4.00pm during half terms and holiday apart from the Christmas and Easter closedowns. The master fire alarm panel, showing the location of all alarm call points, and the security alarm panel are physically located in the Main School Foyer. The staff are given advance warning of fire practices. If either alarm goes off for any other reason, the staff have standing instructions to summon the Emergency Services.

Training

All staff receive a briefing on security and workplace safety within their first week at the school. This includes advice on:

- Supervising pupils, where new members of the teaching staff are given training in registration, and in the arrangements for supervising pupils.
- Safeguarding the school's property. Staff are asked to follow an agreed procedure for taking equipment, such as laptops off the site, and for returning them.
- Measures to deter opportunist thieves, such as closing windows and blinds when leaving valuable equipment unsupervised.
- Keeping outside doors shut.
- Arrangements for late and lone working
- In addition Staff who work in the Nursery Department or with EYFS children receive induction training that covers the needs of our youngest pupils.

The briefing also covers:

- The location of the school's CCTV cameras in the high risk areas of the school, together with the school's monitoring procedures.
- The procedure for booking in visitors and escorting them.
- The value of being curious about strangers, and of reporting concerns.
- The regime of login and password protection for electronic equipment.
- How academic and medical staff are trained in keeping pupils safe. (See policy on Induction of new staff in Child Protection).

Lone Working

If a member of staff wishes to work after 6.00pm, the normal school closure time when there is no function, they must arrange to do so in advance with the Centre Manager, who will inform the Cleaning Supervisor who will lock the rest of the school. They should notify the Centre Manager when they are leaving for the night. If they have not left by 10.00pm the Cleaning Supervisor may ask them to do so.

Pupils

We use PSHCE and form teacher discussions to promote awareness of safety amongst all age groups. The local Police Community Safety Officer is involved in a programme of safety discussions for our Year 6s, which covers:

- Travelling on foot
- Using public transport
- Safeguarding mobile phones and other personal possessions.

This programme is linked with our PSHCE programmes on anti-bullying and the safe use of ICT, mobile phones and other electronic devices.

Use of School Facilities by Members of the Local Community

Local community groups use our sports facilities and the St Piran's Centre outside school hours, at weekends and in the holidays. We regulate their use by hire agreements that cover practical matters such as: hours of usage, hiring costs, insurance and security. A member of our Maintenance or St Piran's Centre team is always on site when outside groups are present.

PHYSICAL SECURITY MEASURES

External doors and windows

All external doors and windows are fitted with locks wherever practicable. The windows that give access to the IT suites and to other areas containing valuable equipment are fitted with grilles and blinds, which are closed every evening.

Selected external doors to the main buildings are fitted with code-operated security locks, which are always in operation throughout the school day.

- The Reception Building
- The St Piran's Centre
- The Main Entrance Door
- The School Office
- Extended Day

Security Alarms

Selected external door are linked to the security alarm system. The alarm is regularly maintained and conforms to British standards and is operated in accordance with the recommended code of practice. All external doors are also fitted with key pad codes which are always in operation. The same list as above, with the addition of the Nursery Department.

Unsupervised Access by Pupils

We ensure that pupils do not have unsupervised access to potentially dangerous areas, such as the swimming pool, the science laboratories, the design technology rooms etc. Doors to these areas are kept locked at all times when not in use. All flammables are kept securely locked in appropriate storage facilities. Pupils do not have access to the Grounds, Maintenance, Catering areas of the school. (See our separate policy on the supervision of pupils).

Property Register

A register of electronic equipment is maintained by the Head of IT. This is updated annually.

Security Lights

We use security lights to protect the outside of our buildings. They are fitted to every external door and pathway around each building and connecting with the pedestrian entrance and the car parks.

CCTV

We have CCTV cameras covering the main entrances used by visitors, the pedestrian and vehicle entrances and the car parks. CCTVs are also placed in the following areas:

- the Reception and Nursery buildings,
- the blind area behind the Sports Hall,
- the AWP and
- the back path to Bridle Road.

We do not have CCTV cameras inside any buildings. We have a total of 10 cameras, all of which are equipped with IR night vision and are vandal and weather proof.

We have notified the Information Commissioner that St Piran's School operates a CCTV system for the prevention and detection of crime and for the protection of pupils, staff and visitors. In accordance with the law, we do not use CCTV for any other purposes, nor provide images to any third party, save to law enforcement bodies. We conduct an annual audit and review of our use of CCTV, and display signs at our entrances, warning of its usage. Our main monitors are in the Bursar's office to which access is restricted.

The Bursar and St Piran's Centre management are trained in operating, recording and retaining images taken. They are aware of the procedure for handling requests for the disclosure of their own image by individuals, where the school's policy is:

- To agree the request on production of a photograph confirming the identity of the individual making the request and an administrative fee of £10.00.
- To consult the Information Commissioner where there is doubt about the request.

Our CCTV system is serviced annually and cameras are checked regularly to ensure that they continue to provide clear images. An annual checklist of our system is carried out using the checklist at Appendix 2 to the ICO's CCTV Code of Practice, 2008 (www.ico.gov.uk).

Monitoring

Physical control measures are regularly maintained and are regularly checked to ensure they are functioning.

All doors and windows are checked by the Cleaning Supervisor when locking up.

Regular checks are made by the Caretaker throughout the day to ensure that restricted areas remain secured.

MAINTAINING A SAFE AND SECURE ENVIRONMENT IN OUR EARLY YEARS DEPARTMENT

The safety of the children is our highest priority, and because they are so young, we need to be particularly vigilant. We will therefore:

- Only allow a child to go home with someone other than their parent(s) if we have received advance permission (preferably in writing) that he or she may be collected by another adult
- Never allow a child to leave the premises unsupervised. There is always at least one adult in charge of the outside play area - which is fenced off from the rest of the school
- Ask all visitors to identify themselves and to state their business before we give them access to the premises. Visitors sign in at the main school office, wear security badges and are escorted throughout their visit. They sign out on leaving.
- Register all pupils at the start of the morning and afternoon sessions
- Check all pupils out as they are collected by their parents or carers

All visitors, including contractors, are required to sign in at the Main School Office where they will be allocated a security badges. The security locks make it impossible for visitors to proceed further until this process has been completed. Parents and carers are asked to wait for their children at the end of a session. Each child is handed over by the Teacher to his or her parent or carer outside the Nursery or Reception.

Reviewed by: Bursar
Date: July 2015
Next Review Date: January 2017