

Welburn Hall School



## School Security Policy

Policy Dated July 2013

Updated April 2018

Review Period: Every two years  
Next review Due: Summer Term - 2017  
Adopted by Governors:

Signed by Chair of Governors:

Signed by Headteacher:

## Overview

Welburn Hall School is situated in large grounds covering 12 acres and including a lake, a river (beck) and wooded areas. Security is made more difficult by the fact that there is a public footpath running through part of the grounds. We continue to endeavour to have the route changed as we have for the last six or seven years but a local landowner has opposed any suggested changes so far.

A large sprawling site where we cannot control everyone who may come onto the site makes security difficult but measures have been put into place.

### **1. Aim and Responsibilities**

The aim of the school's security policy is to:

- Provide an environment where the safeguarding of students is of paramount importance and underpins every element of this policy.
- To ensure that no one has unsupervised access to the school or boarding premises when the pupils are onsite.
- Enable staff, visitors and the wider school community to work, play and undertake their obligations within a safe environment as far as is reasonably practicable
- To help learners to be able to make use of the extensive and beautiful grounds while remaining safe
- Address and introduce any measures or systems which are legally required, particularly under existing and future Health & Safety requirements and
- To ensure that as far as is reasonably practicable, the school buildings, fixtures, fittings and resources are protected from damage and loss

### **Responsibilities**

The Governing Body will be responsible for strategic direction and will ensure a security policy is in place, which is monitored and reviewed bi-annually.

The Headteacher has delegated responsibility for the day to day security of the School. All members of the wider school community, including students, staff, parents, premises hirers, visitors, and contractors have a interest in ensuring the school environment is safe and are therefore expected to make their contribution to these arrangements.

The school has a Site Manager living in designated on-site accommodation. All staff will be trained as to their role in site security regularly.

### **2. Trespass**

- 2.1 Trespass may give rise to a criminal offence under Section 547 of the Education Act 1996. (See section 6.2 and 6.4 of the Head's Legal Guide)
- 2.2 The school is a private place. Any person who is not included in the following categories (i.e. authorised 'users' of the premises) and enters without permission is a trespasser and may be asked to leave:
  - 2.3(a) members of staff (unless suspended for health or disciplinary reasons)
  - 2.3(b) registered students (unless excluded for disciplinary reasons or outside of school hours)

2.3(c) parents and/or guardians responsible for a student at the school (unless prevented for legal reasons)

2.3(d) governors, LA representatives, suppliers, authorized visitors, contractors and authorised users of the premises for out of school activities.

2.3(e) members of the public using the public footpath / right of way appropriately and legitimately.

### **3. Visitors' Access Control**

The school will operate a simple workable access control system which:

- 3.1 considers everyone who is not a member of staff or student as an intruder until they have cleared the visitor reception procedures
- 3.2 provides visitors with a waiting area until they can be received / have their needs addressed
- 3.3 identifies legitimate visitors and monitors their arrival and reason for their visit by requiring them to sign in and sign out on departure using the electronic system in the reception area.
- 3.4 all visitors / governors will be issued a badge which they will wear as long as they are on the site.
- 3.5 The entrance drive is gated at the bridge and there is signage asking visitors to close the gate behind them. There are also notices that there is no unauthorized access permitted. The gate is open at pupils arrival time and closed at approximately 9.15am. It is opened again at approximately 3.00pm for the taxis and transport operatives for day pupils. The gate is closed again at approximately 5.30pm.
- 3.6 There is a gate at the exit which is usually open all day and closed, but not locked, by the site manager before he retires for the night between 10 and 11pm.
- 3.7 Both gates are locked at weekends.
- 3.8 There are four CCTV cameras located on the outside of the buildings. The monitor for these is on the night station. There is a 28 day recording facility on the cameras.
- 3.9 The front and side doors to the boarding facility are fitted with key code locks as are vulnerable classrooms, the ICT store and the staffroom at school.
- 3.10 All visitors to the school sign in using our InVentry system which takes their photograph and issues an adhesive badge. Information is stored on this system.
- 3.11 Staff will challenge visitors not wearing a badge.
- 3.12 Students must not approach strangers who are not wearing a badge, but are encouraged to report all strangers to the nearest member of staff or to Reception.

3.13 All staff will be issued with ID badges and will display these whilst on the premises at all times.

#### **4. Offences Not Involving Assault**

The use of threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause embarrassment, alarm or distress, even when no intent is involved is an offence under Section 5 of the Public Order Act 1986.

The school will decide according to the nature of the incident whether to involve the police or deal with an incident internally.

The school is aware of and will act on, where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

#### **5. Assault and Battery**

In the event of any person assaulting or battering another person, the school:

- 5.1 may restrain the assailant with reasonable force to protect the victim
- 5.2 in all but minor cases refer any assaults which appear to involve bodily harm to the police
- 5.3 will also report to the police any incidents which take place in public places off school premises, but in circumstances where the school has responsibility for any of those involved whether they be members of staff or students
- 5.4 will complete an incident form for all appropriate incidents, records being maintained by the Headteacher.
- 5.5 the school through the Head Teacher and Site Manager will take additional action as appropriate

#### **6. Site Security - Land, Buildings & Property**

The school will endeavour to meet relevant standards by introducing as many of the recommendations as are practical outlined by NYCC and the DfE.

The school will also respond appropriately to any other initiatives from the LA, local police authority, Fire Services or other relevant organisations and bodies.

Every member of staff has a responsibility for security of buildings and property. Vigilance is to be encouraged and awareness of security developed.

The Headteacher / Site Manager should, in addition to maintaining appropriate and up to date information on keyholding, lock suites etc. and door closure regimes, keep a record of relevant incidents, see attached.

#### **7. Site Security - Grounds & Buildings**

- 7.1 all windows, doors and perimeter gates of the school site are to be securely fastened at the end of the day, with due regard for pupils who may be boarding in the residential accommodation, and in accordance with the residential security procedures laid down by the Head of Care.
- 7.2 grounds and buildings, especially in the immediate vicinity, are to be kept clear of all materials which could be used for arson and vandalism
- 7.3 adequate security lighting will be provided, checked regularly and reviewed periodically
- 7.4 risk assessments will be regularly reviewed particularly in conjunction with incident records
- 7.5 whenever alterations and improvements to the premises are undertaken, security systems will be reviewed.
- 7.6 The school operates a CCTV monitoring system, in a manner approved by the Headteacher.  
The purpose of CCTV systems in School is to:
  - Increase personal safety and reduce the fear of crime.
  - Protect the School buildings and their assets.
  - Support the police in detecting and preventing crime.
  - Assist in identifying, apprehending and prosecuting offenders.
  - Protect members of the public and private property.
- 7.7 Please see the CCTV Policy for a more detailed policy

## **8. Other Property including Resources**

- 8.1 All items that need recording in inventories and other attractive items will be permanently marked in accordance with NYCC guidelines. Wherever possible such items should be retained in locked stores and cupboards.
- 8.2 Attractive electrical items, including PCs, VCRs and TVs etc will wherever possible be retained to furniture etc by cable or other similar means.  
Notices will be displayed in suitable locations to publicise the security marking of items.
- 8.3 Students / pupils and staff are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability.

## **9. Access**

- 9.1 Access times:  
Access to the House is at the discretion of school staff during the school week. Students, staff and visitors should understand that when their business at the school has finished, they should leave the site. Any visitors to the House, including contractors, are not allowed upstairs during boarding times.

## 9.2 Holiday times / weekends:

These vary considerably depending upon need. Access is via the front door only by arrangement with the Site Manager.

## 10. Vehicle Security

All persons parking their vehicles on the site must clearly understand that they are responsible for the security of their vehicles and contents and that the vehicles are parked on the site entirely at the owner's risk. All visitors will be required to provide their vehicle details on arrival.

A register of authorised staff vehicle registration numbers will be maintained in Reception.

## 11. Contractors

Contractors on the site are required to observe the school's security policy:

11.1 It is expected that the contracting companies will inform their employees of the school's arrangements and systems.

11.2 Conform with the school's policy on Safeguarding/Child Protection.

11.3 contractors working on the site will also be informed of the school's arrangements, particularly as it directly affects them, by the Site Staff

11.4 in particular, contractors will be reminded of the procedures for signing in and out, fire safety arrangements, safety & security of materials and equipment, access & egress (including the alarms system), ladders and scaffold arrangements etc.

## 12. Reporting and Recording Incidents

The School will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A:

- Trespass
- Aggressive behaviour by persons other than students around the School building Matters reported by students
- Any other incidents giving cause for concern
- The Headteacher will retain the completed forms in an Incident Register
- The Headteacher will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action

## 13. How our school promotes safety and security.

Our approach requires everyone to be vigilant. Staff and pupils know that all visitors should be wearing a badge. Staff will challenge visitors not wearing a badge.

Children are supervised at all times and do not normally wander unsupervised in the grounds during the day or on an evening. Some older, trusted students may walk in the grounds after school when it is light but staff are aware of where they are and they are supervised from a distance.

Anyone found on site without cause is challenged and asked to leave but this is a rare occurrence.

We will continue to work for a solution regarding the public right of way that goes through the grounds of the school and it is a priority but our hands are tied at the moment. It is fortunate that it is not a really popular route and we do not get very many walkers cutting through

#### **14. Reference**

The following publications will be used as references to provide guidance and assist in developing strategies and specific arrangements.

##### **NYCC Guidelines:**

- Safeguarding / Child Protection Policy DBS Checking Procedures
- Guidance of Safeguarding and Premises Security
- Guidance on Risk Management with Extended Services and Community Use of School Facilities
- Health & Safety Policy & Guidance Safer Working Practices
- School Finance Manual
- School Emergency Response Guide

##### **Welburn Hall School policies, including:**

- Health & Safety Policy
- Residential Security procedures as set out by the Head of Care Lone Working Policy
- Child Protection Policy
- E-Safety and Information Governance Action in the Event of Fire Procedures

#### **15. Review**

Security arrangements will be reviewed regularly, and as directed by the NYCC Safeguarding Audit for School and Security Guidelines. This Policy should be reviewed every other year.



## WELBURN HALL SCHOOL - SECURITY INCIDENT REPORT FORM

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible. A member of staff should complete the form if the incident involves or is witnessed by a student. Please use continuation sheets if necessary.

### 1. Member of staff reporting incident:

Name: .....  
Address: (if different from school address) .....  
Position.....

### 2. Personal details of person assaulted/verbally abused (if appropriate)

Name: .....  
Work Address: (if different from school address).....  
Position: (if member of staff) .....  
Dept/Class: .....  
Age: ..... Gender: .....

### 3. Details of trespasser/assailant(s) (if known)

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.....

### 4. Witness(es) (if any)

Name: .....Gender.....Age.....  
Address: .....Postcode.....  
Other Information: .....

Relationship between member of staff/student and trespasser/assailant (if any)  
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### 5. DETAILS OF INCIDENT

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of Incident (attach sketch if appropriate)

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c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

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6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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7. Any further information/sketches, etc. (as attachments)

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Signed: ..... Dated: .....