



HEADLANDS SCHOOL  
SINCE 1965

# Site Security Policy & Procedures

<b>Adopted by Governors</b>	Autumn 2020
<b>Reviewed by</b>	Assistant Director of School Business Operations
<b>Last Reviewed date</b>	Spring 2023
<b>Next Review Date</b>	Spring 2026



## **Headlands School**

### **Site Security Policy and Procedures**

#### **This Policy should be considered in conjunction with:**

- School Educational Visits Policy and Planning Manual
- Health and Safety Policy
- Safe Working Policy
- Critical Incident Policy

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#### **Introduction**

Our School Community fully recognises the contribution it can make to protect and support students in school. We are very aware of the importance of maintaining a high level of personal security within the school as well as reducing the potential for theft and vandalism. The aim of the policy is to support the safeguarding of our students and the wellbeing of our staff, by ensuring that the school site is a secure and safe environment.

This policy sets out the measures adopted to ensure, so far as is reasonably practicable, that students, employees and visitors are protected from risks to their Health and Safety.

#### **Organisation**

##### **Responsibilities**

Management responsibility for School security is shared between the Governing Body, the Headteacher, the Director of School Business Operations and the Schools PFI partner.

The School has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility for School security is the Headteacher.

The following employees have responsibilities for ensuring the security of the School site:

Security Issue	Responsible Person	Specific Duties
Perimeter fencing School gates School entry and access points Burglar and Fire Alarm Systems Green Gates	Duty Caretakers and PFI Partner Manager in collaboration with Director of School Business Operations	Regular inspections Maintenance and repairs Surveillance and monitoring Proposals for upgrading security as necessary
Control of visitors	8.00 am – 4.00 pm Monday-Friday term time School Reception Staff	Reception sign in / sign out Control of visitor passes
Control of contractors	Headlands School: Director of School Business Operations  14Forty: Duty Caretakers PFI Partner Manager	Check credentials of contractors prior to appointment. Brief contractors of School security, requirements and arrangements Day-to-day supervision of contractors on site.
Building security risk assessments	14Forty: Duty Caretakers  Headlands School: Director of School Business Operations	Regular assessment of requirements. System maintenance. Staff training.
Emergency procedures	Headteacher Assistant Headteacher: Behaviour Director of School Business Operations Emergency First Aid Staff  PFI Partner Manager Duty Caretaker	Duties and responsibilities in accordance with School's Critical Incident Policy.  Immediate treatment of injuries or illnesses prior to the arrival of emergency services to save lives, reduce effects of injury and speed recovery.

### Consultation

There will be the opportunity to discuss security arrangements regularly as follows:

Method	Frequency
Full Governor Meetings	Termly
Health & Safety Committee	Termly
Senior Leadership Team Meetings	Weekly
Staff Briefings	Weekly
Premises Management Meetings	Fortnightly

**Arrangements:**

The School has implemented the following arrangements to ensure, as far as reasonably practicable, that students, employees and visitors are protected from risks to their Health and Safety.

**Identification of Staff**

All employees of Headlands School have a Headlands Staff identification badge, this will be worn, in a prominent position, by staff at all times.

PFI Partner staff and contractors have a PFI Partner identification badge; this will be worn, in a prominent position, by PFI staff at all times.

**Control of Visitors**

The school has an expectation that visitors to the school will, whenever possible, contact the school prior to their visit to make appropriate arrangements. However, the school does recognise that this will not always be possible.

All visitors must enter the school via the Sewerby Road entrance and head directly to the school Reception, any visitors coming to the Marton Road pedestrian entrance will be directed to the front entrance or will be met by a member of staff who will escort them to the school Reception.

At Reception they will be asked to sign in and will be issued with a school visitor's badge which they must wear at all times. Visitors will be issued with a red lanyard if they have given evidence of DBS clearance. Visitors will be issued with an orange lanyard if they have not provided evidence of DBS clearance and must be supervised by a member of school staff at all times.

All visitors will be issued with guidance of action to take should they have a safeguarding concern about any students within the school, or in the event of an emergency such as fire or lockdown.

On completion of their business, visitors will be escorted back to Reception to sign out and exit school via the front entrance on Sewerby Road.

All staff will challenge visitors in school if they are not wearing a recognised identification badge i.e. Headlands Staff Badge, PFI Staff Badge or Headlands Visitor Badge.

**Control of Contractors**

Contractors attending the school during occupied hours can be either the responsibility of the PFI Partner or that of the school.

Contractors working for the PFI partner will be required to sign in at Reception as with all visitors above, they will then be collected by 14Forty staff who will be responsible for their on-site supervision.

Contractors working for the school will be required to sign in at Reception as with all visitors above, they will then be collected by the relevant member of staff they are undertaking the work for, who will be responsible for their on-site supervision.

Upon completion of their work or appointment the contractor must be escorted to Reception to sign out.

In order to reduce any Health and Safety risks, disruption to staff and students or further issues relating to safeguarding, contractors will only be able to complete works during the hours that the school is occupied in exceptional circumstances and only with the prior agreement of the Headteacher or the Director of School Business Operations.

### **Training**

Security matters are addressed in:

- Induction Training for all new staff.
- Regular updates as necessary during staff training days and weekly staff briefings.
- Specific training on new equipment and systems as required.

### **Supervision during the school day**

#### **8.10am – 8.30am**

Students are supervised on entry to the school site by Senior Leadership Team (SLT) positioned at the front and back gates.

#### **During Lessons**

Students are supervised during lessons by their subject teachers, during lesson change over all teaching staff will stand at their classroom doors and supervise entry and exit to/from their classrooms. All staff with leadership responsibility who are not teaching at these times will supervise the corridors in their areas. SLT and Year Leaders will also provide additional supervision.

#### **Break Times (9.50-10.05 and 10.50-11.05)**

A team of teaching staff will supervise specific areas of the school throughout this period; they will be supported by SLT and Year Leaders.

#### **Lunch Times (12.05-12.45 and 1.05-1.45)**

Students are supervised by SLT, Lead Practitioners and Year Leaders during lunch break. The main (front and back) student gate will be supervised to ensure that only eligible students leave the site. Remaining staff who have a responsibility will patrol the school grounds and corridors.

#### **2.40pm – 3.00pm**

Students are supervised on exit from the school site by SLT positioned at the front and back gates.

### **Before and After School Activities**

All staff supervising out of hours activities on the school site must ensure that they:

- Maintain an accurate attendance register and update this if a student leaves during the session. This register will be vital in accounting for all students and staff in the event of the school needing to be evacuated due to fire or other emergency. In the case of such evacuation the supervising staff will accompany the students to the assembly point and use the register to account for the students.
- Supervise the students at all times during the activity, ensuring that they remain in the designated area.
- At the end of the activity, ensure all students have left the classroom/area which has been used for the activity and ensure students to safely leave the school site.

**School Keys**

Under no circumstances should members of staff provide students with 'master' keys which allows them unsupervised access to rooms or areas of the school, for however short a period of time.

This policy will be reviewed regularly in line with the Health and Safety Policy.