



# Policy on Security

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The Island Project is committed to making the School ("School" includes the School site at Diddington Hall and College site at Birmingham Rd) a safe and secure environment for its pupils, staff and visitors.

## **1 INTRODUCTION**

This policy document describes the current security measures that we have in place and sets down the Schools requirements for managing aspects of security within School.

## **2. APPLICATION OF THE POLICY**

This policy covers all staff, volunteers, contractors, visitors and pupils.

## **3. RISKS MANAGEMENT**

The School has a comprehensive overview of some of the potential risks to the School and its occupants which includes:

- Personal safety of pupils
- Personal safety of staff
- Personal safety of volunteers, contractors and all visitors to the School
- Burglary/theft – from within the School or its grounds
- Arson – from within the School or its grounds
- Vandalism and criminal damage – on either an internal or external basis
- Intrusion
- Car crime

## **4. SECURITY MEASURE IN PLACE AT DIDDINGTON HALL**

The School site at Diddington Hall does have an intruder alarm and CCTV (with lights) but, it is worth remembering that an intruder alarm only detects intruders. This will not actually prevent an intruder from gaining access and is therefore unlikely to stop an intruder from leaving.

Staff members need to remember that no security measures stand alone. For example, the effectiveness of an intruder alarm depends as much upon denying intruders access to their target, and the response to an alarm, as it does on the reliability of the detection system.

Other systems in place include:

- Coded door entry system on both the Lower and Main School entrances and other entrances have single thumb locks
- Fencing around the garden areas
- Coded lock on the front gates at Kenilworth entrance
- Visitor management – Visitor entrance (locked), visitor signing in book, badges and escorting visitors around School premises

- Staff carry a School walkie-talkie

## **5. SECURITY MEASURES IN PLACE AT BIRMINGHAM ROAD**

Systems in place include:

- Coded lock on main entrance gates
- Fencing around the boundary
- Visitor management – Visitor entrance (locked), visitor signing in book, badges and escorting visitors around College premises
- The site layout

## **6. ROLE OF THE SCHOOL PRINCIPAL AND TRUSTEES**

The School Principal is responsible for implementing the Security Policy agreed by the Trustees and for ensuring such things that:

- All staff appreciate the importance of security and understand the Schools policy and their own responsibilities
- Staff training needs are kept under review and training arranged as necessary
- The Security Policy is published on the school website
- All crimes are reported to the Police
- There are periodic surveys/risk assessment of security
- Door codes are changed on a regular basis

## **7. THE ROLE OF THE COMMERCIAL DIRECTOR**

The Commercial Director has an important role to contribute towards enhancing knowledge and understanding with the School of security issues. The two principal aspects of security in the education setting are the security of School premises both during School hours and out of School hours and secondly the personal safety of staff and pupils (including volunteers, contractor and visitors). The key aim is to enhance the information, guidance and support available to all staff at the School on security matters.

Core duties will include:

- To provide the Management Team with up-to-date information about School security
- To keep a record of keyholders
- To make an appropriate contribution to the implementation of initiatives relevant to security at the School

- Where appropriate, to contribute to training material and training courses for all staff
- To ensure that alarm systems are maintained
- To ensure general maintenance at both School and College to maintain general security of the sites.
- To ensure that adequate insurance is in place

## **8 THE ROLE OF ALL STAFF**

All members of School staff have a part to play in School security, in particular:

- Ensuring that procedures are complied with on pupil handover
- Ensuring the main entrance doors are kept shut and locked during the day at Diddington Hall
- Professionally challenge any unknown person(s) on any School grounds not wearing a School Visitor Badge
- Ensuring all sensitive/confidential data stored on School computers are password protected
- Ensuring all sensitive/confidential correspondence is filed away in a locked cabinet

## **9 REPORTING INCIDENTS**

All incidents of crime should be recorded in the Incident Book, in a simple accurate and concise manner, and reported to the Police (Emergency number 999 or Non-Emergency number 101).

Staff should also inform the School Principal and Commercial Director.

## **10 EMERGENCY KEY HOLDERS**

In the event of an emergency the School Principal and the Commercial Director have keys to the School site and the Head of College and the School Principal have keys to the College site. They can be contacted if necessary.

In extraordinary circumstances alternative arrangements maybe made for School keys to be held by RBH with whom School share the Diddington site with, in accordance with the long standing arrangement established by the landlords.