



DORMSTON SCHOOL

School Security Policy

Introduction

This document identifies the key elements of the Dormston Schools security management system and the ways in which we seek to improve security of our pupils, staff, governors and other visitors.

This policy should be read in conjunction with the schools Safeguarding and Child Protection Policies.

Many of us remember shocking incidents, such as when an intruder got into the grounds of a school in Wolverhampton where children were attacked and other such events that have been on the news. Whilst we recognise these incidents are very few and far between, we at the Dormston School have put into place procedures to ensure the risk of this happening is very low.

The school and its contents are constantly at risk from potential criminal damage, theft and arson and, as above in some severe cases the safety of staff and pupils has been put at risk.

If one of the above was to happen it will inevitably impact on the running of the school and possibly have a major impact on somebody's health or lifestyle. So it follows that every reasonable step should be taken to prevent anything from happening and keep the school environment a safe and pleasant place to learn and work.

Aims

- our aim is to provide a safe and secure environment for our pupils, staff and visitors anywhere on our school site;
- this policy aims to ensure that we have effective procedures in place;
- to ensure this policy is communicated to all staff and visitors to the school and that consultation is used to improve procedures;

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

- to enable strategic leadership to promote a collaborative and co-ordinated response to any risks;
- to identify and improve the security and accountability across the school;
- to ensure we implement ongoing improvements, measures and controls;
- to ensure we review regularly security measures;
- to inform parents and carers of the security policy and encourage them to help ensure it is effective;
- to ensure the governors recognise and accept their corporate responsibility to provide a safe and secure environment.

Roles and Responsibilities

Staff

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the school. Teaching and Non-teaching staff should be fully aware of the security procedures of this school and know how to:

- protect pupils from harm;
- guard against assault;
- safeguard property;
- contact the emergency services;
- implement the emergency procedures;
- have responsibility to ensure they act with reasonable care with regard to the security of themselves, others and the premises;
- challenge everyone walking around the school without a lanyard or information to inform who the visitor is, and escort them to reception if required;
- ensure the security of valuable items are locked away as appropriate;
- ensure all confidential information and data is protected as in the Data Protection and E-Safety Policies;
- staff should report any concerns to the schools business manager;
- all staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of pupils, employees and others on the school site.

Staff should be aware of and conform to operational procedures that affect security for example:

- key control requests;
- visitor monitoring;
- external door monitoring;
- new employees will be informed of this during their induction training.

The Head Teacher:

The Head teacher has overall responsibility for policy, organisation and arrangements throughout the school and is responsible for the effective implementation of the security policy. He will delegate responsibility for the day to day security of the School and for ensuring such things as:

- arrangements in school that comply with the security policy are agreed by governors;
- ensuring that all staff within the school receive information, instruction and training in the security policy and procedures;
- establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence;
- ensuring that all visitors, contractors and agency staff adhere to the security policy;
- monitor the implementation of the policy and security arrangements;
- all staff appreciating the importance of security and understand the School's policy/procedures and their own responsibilities;
- staff training needs are kept under review and training arranged as and when necessary;
- new staff are informed of the School's security policy/procedures;
- parents and pupils are informed of the security policy/procedure and encouraged to help ensure that The Dormston School has a safe school culture;
- instigate appropriate disciplinary action if it is shown staff have ignored or shown disregard to the policy.

Pupils

- pupils will be encouraged to exercise personal responsibility for the security of themselves and others;
- pupils will co-operate with the arrangements made for the security of the school. If pupils do not follow security arrangements they will be breaching the schools behaviour policy.

School Buildings Manager will:

- ensure regular and routine security checks are undertaken;
- maintain a record of security checks;
- maintain all security systems and equipment;
- record any security lapses and bring these promptly to the attention of the school business manager;
- raise awareness of security issues with non-teaching staff;
- ensure the site is checked during holiday periods;
- undertake all required security checks, including perimeter fences and checking of locks/gates;
- ensure all external doors and perimeter gates are secured after 5pm each day.
- maintain a key log;

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

- maintain the school inventory and ensure all valuable equipment is asset tagged, labelled and included on the inventory, including all tools;
- monitor site security and liaise with police / insurance companies as required in the event of an incident;
- ensure external lighting is maintained in good condition and set to appropriate times;
- ensure cleaners and other contractors working in the school understand and respect school security and follow all procedure;
- check all doors and windows are secure at the end of the day, set alarms and check there are no trespassers on the school site. This duty will also be undertaken by the Dormston Sports & Arts Centre Duty Managers as in the Centre NOP;
- that all staff lock up the premises securely every evening and alarm all buildings. If the alarms fail to set he must provide assistance to centre staff or staff locking up who will be unable to leave the premises without the situation being remedied. If staff have to wait for the alarm company this will be paid at time and a half with lieu time given.

Governors

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for pupils, employees and visitors to The Dormston School. The school's security procedures will operate within the framework described in this policy.

- where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them;
- the Governing Body will provide staff with enough resources, information and training to implement the security procedures;
- the Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of pupils and staff;
- the Governors will ensure that the school has a security policy and that this has been implemented;
- Governors will monitor the performance of the school security measures. This will be achieved by the health & safety governor monitoring, performance on their special interest visits and via the head teacher's reports to governors;
- by all governors observing its implementation when they visit the school.
- Governors will delegate the day to day implementation of the policy to the Head Teacher;
- will ensure all staff are aware of, and adhere to school security and participate in training where appropriate.

Physical Security/Control of Access and Egress

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting

Responsible Officer – Mr S Dixon
 Review Officer – Mr N Eveson
 Link Governor – Mr G Craig
 Review Date – September 2017

a risk and the reasonableness of the control measures needed to reduce this risk. The school through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding of all pupils.

Visitors (Including Parents and Carers)

The Dormston School has a policy to welcome all visitors, however we realise that problems do occur at times with angry parents, disaffected young people, criminal trespass or the even more serious crimes we read about in the press such as child abductions or assaults on school sites. To minimise the risk to the school community, especially the pupils, we have introduced procedures to limit access to the school site

The control of visitors is a fundamental part of our school's security policy for the safeguarding of the school community.

Our policy is that:

- all visitors report to the school reception on arrival;
- all visitors are issued with a coloured lanyard to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff;
- any person on site without a badge will be asked to accompany a member of staff to the school reception or asked to leave the site;
- any refusal will be reported immediately to the Head Teacher. Any aggression will be reported to the police;
- visitors will not remove any items of school property without the express permission of school staff.

For their own safety any authorised visitors will be given appropriate information on the school's Child Protection and Safeguarding Policies, health & safety procedures such as parking, fire safety and first aid. This information is also provided on the back of the lanyards.

Staff Access

- the Buildings manager opens the building at 6:15am each morning. All alarms will be deactivated and all rooms checked and fire doors unlocked;
- staff will have access after this time to the building and their room.

Weekend and Holiday Access

- staff will need to check the times the school is open each weekend and will be allowed access by the Duty Officer on duty if the building is open. In special cases the school may be opened at the request of the Head Teacher. In holiday periods the building will be open each morning from 7:30am, all staff including teaching staff are required to sign in and out in the folder provided which will be located on the shelf in front of the Dormston Centre office. Staff can have access at this time.

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

Leaving School during the Day

All staff and pupils must sign out of the school site at the front reception desk. Pupil's information will be passed on to the attendance officer by the receptionist. In the event of a fire alarm or other emergency the receptionist will have up to date information as to who is on the school site at the time.

Visitor Access Control

The School operates a simple workable access control system:

- all visitors must report to the main reception (this is the only available access to the building with all other entrances locked and only opened at the end of the school day to allow pupils to leave, and these areas are patrolled at these times);
- all visitors will be given a lanyard, this will be Green if we see evidence of a DBS check or Red if no DBS check has been undertaken, in this case this visitor will never be alone during the school day;
- deliveries have access to the main entrance doors, but will only be able to enter into the foyer area. Access to the main school building through these doors is only available through a member of staff physically going to the second set of doors and unlocking them with a key. These doors cannot be operated via a push button access system, this is to keep it secure at all times;
- all other gates and doors are kept locked and the areas patrolled throughout the day;
- any parents, or pupils who have been barred will be communicated to the school reception and no access will be allowed. Any persons who does try to get onto the school site will be reported to the Head teacher to take further legal action;
- the School operates a signing in /signing out system for all pupils who are late/ leaving early.

Parents' Evenings

- all valuable equipment to be locked away in classrooms and classrooms which are not being used to be locked;
- staff to meet with parents in the halls and avoid booking appointments where they are concerned about their personal safety at the end of the day. Staff should advise the Senior Leadership Team if they feel additional support is required when dealing with potentially violent or aggressive parents/carers;
- staff to be around to monitor main entrance to ensure all access is controlled;
- occasionally security may be asked to patrol some evenings.

Extended Schools Activities

All extended school activities will be in the control of a member of staff. Pupils should sign a register and sign up for all activities. The registers will be monitored against the pupils signed forms.

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

All providers will be DBS checked and under the stewardship of a member of the school staff at all times when with any pupils, this includes sports activities, music tuition, theatre usage and curriculum activities.

When the activity is finished the member of staff should ensure all pupils leave the premises safely.

Any guests or parents spectating these or sporting activities are required to sign in the visitor book and will be advised that no photography is allowed on the school site at any time. The member of staff in charge of the activity should monitor the spectators and ensure they have followed security procedures i.e. coming into the school through an assigned entrance where staff can let them in and monitoring for pictures being taken. The staff member should also take all pupils to the changing areas and wait outside monitoring until all pupils have left the building to ensure no adults or other children are present.

The breakfast club will have regular members of staff monitoring and reviewing.

Contractors in School

Contractors and maintenance personnel will not always have been DBS checked. No contractor will be left unsupervised around the building if they cannot evidence that they have been DBS checked. If contractors can evidence this, they will be given a green lanyard but will still be taken to the area of the school they are required to work in, they will be checked at regular intervals to ensure they are in the correct area.

Anyone engaging contractors or inviting visitors into school has health and safety responsibilities, both for the contractors and visitors as well as anyone else that could be affected by their activities. Contractors themselves also have legal health and safety responsibilities.

It is vitally important that contractors are properly managed to ensure they do not cause injury or ill health to themselves, to staff or to pupils.

The buildings manager has responsibility for all contractors, arranging their appointments, ensuring they fill out appropriate forms and are controlled on the premises.

- any contractors without DBS evidence will be given a red lanyard and will only have access to the school when they are supervised by the buildings manager or buildings supervisor;
- all will be given school lanyards either Green or Red and be expected to wear them at all times;
- they will only park where authorised to do so;
- will only carry out work agreed at the start of the contract and at the times agreed;
- will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised pupils if they have a green lanyard;

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

- they will sign in and out of the building at all times;
- they will be asked to read the schools safeguarding expectations and requirements for them when they are on site;
- fire and emergency situation information is on the back of the lanyard given out;
- buildings materials and equipment should not be left around the school;
- risk assessments must be provided by contractor for all works consisting of hot works, working at height and any other potential high risk activities;
- all contractors must complete a job sheet when they leave the site, filled in correctly and signed off by a member of the buildings team;
- all contractors are asked to inform the school before they arrive so appointments can be managed;
- contractors will be used from our preferred companies, or from the Dudley Council call out list. All Dudley Council contractors should have DBS approval.

Lone Workers

Our school has Lone Working Risk Assessments in place. No staff are ever alone at work but may be in alternative parts of the building. If this is the case the building will be secured at all times for no external access. Walkie-Talkies are used by staff in the evenings as a means of security.

Monitoring

Staff undertake duties that cover the whole of the school site at each break time, lunch and at the beginning and end of the school day.

Perimeter

The whole of the school is protected by high metal fences with gates for the main access points.

Entrances

The main entrance has controlled sliding doors and the back gates are operated by a lock and key. The main entrance is left open in the morning between 7.30am and 9am and again in the afternoon after 3.00pm at all other time the gates will be locked. During the period they are opened these entrances will be patrolled by staff members.

Car Park

Because of the layout of the school cars can be parked at the side and rear of the school and are covered by CCTV cameras. They are all left at the owner's risk

STP (pitch)

The football pitch is surrounded by a high wire mesh fence with a gate which is secured by a padlock. The PE department and Centre have keys to open and close this. It will be closed and locked whenever not in use.

Exterior Lighting

The car park and walkways of the school have timed lighting. The buildings manager is responsible for checking this lighting is working efficiently to ensure the security of the school community and buildings. Emergency lighting checks are undertaken every six months.

Cameras (CCTV)

There are 27 cameras covering the school. Please see the schools CCTV policy. Any recordings given to Police for evidence will be requested using the appropriate signed forms as in the CCTV Policy.

Alarms

Both buildings are protected by an intruder alarm which are set overnight, at the weekends and during the holidays. These alarms are activated by any movement detected by the movement sensors detected around the school. The school has a direct line connection to the central alarm receiving centre. In the event of activation, security will visit the site and make safe until the buildings manager responds.

Key Control

The buildings manager has an up to date register of all staff who have keys to the building. When a staff member leaves these keys are handed in to the buildings manager.

Bicycles

The theft of, and damage to, bicycles is one of the most persistent problems affecting the personal property of pupils. For additional security, owners should be encouraged to secure their bicycles to the fabric of a fixed structure by the use of locks and chains. However the school can take no responsibility for any loss or damage for bikes left on the school premises.

School Grounds

The entire school grounds are protected by boundary fencing and all other access is controlled. Access to the school carpark is restricted to staff but at times unauthorised visitors may park on here, however they will have no access to the school site from this area.

If a stranger is seen on school grounds at any time (all visitors will have either a Green or Red lanyard on them). Green lanyard visitors are allowed on site unaccompanied but they will be challenged that they are in the right area. Visitors with a Red lanyard if they are on their own must be approached and accompanied back to the school reception. If a visitor has no lanyard the likelihood is they are trespassing and must be challenged.

The Dormston Centre

Our school security arrangements have taken into account any community groups or third parties who use the facilities. The Dormston Centre runs in the evenings and weekends. It has its own NOP (Normal Operating Procedure) which includes security.

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

All staff have regular training and the staff adhere to the school policy. All clubs/groups that use the facility have a registered Safeguarding lead signed on the booking forms.

What the Law Says

School premises are private property and parents/carers will generally have to have permission from the school to be on school premises. Although fulfilling a public function schools are private places. The public has no automatic right of entry. Parents/Carers of enrolled pupils have an 'implied licence' to come onto the school premises at certain stated times, which the school will set out. Parents/carers exceeding this would be trespassing. Usually parental access to the school premises will be by appointment, or by invitation to a school event.

In cases of abuse or threats to staff, pupils or other parents, schools can ban parents from entering the school.

The Dormston School will consider that aggressive, abusive or insulting behaviour, or language from a parent or visitor presents a risk to staff or pupils. It is enough for a member of staff or a pupil to feel threatened. In such circumstances, the Dormston School has the power in common law to bar the parent or visitor from the premises.

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance.

Trespass and Barring of Individuals

If the Dormston School imposes a bar we will do so reasonably, in writing, giving the person concerned a formal opportunity to express their views. Letters in relation to barring will be signed by the Head Teacher, although in some incidents these letters will be sent direct from the local authority legal department.

In practice the bar will be provisional until parents/carers have been given the opportunity to make formal representations. The bar will then be confirmed or removed. All bars will be subject to a reasonable timescale which will be determined by the Head Teacher. It will allow the parent/carer a reasonable opportunity to make representations as is an essential part of the process and has been upheld as necessary in court.

Trespassing is a civil offence. Schools can take civil action through the courts to stop persistent trespass. Schools may write to advise persistent trespassers of potential offence.

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) and section 206 of the Education Act 2002.

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

- members of staff - unless suspended for health or disciplinary reasons;
- registered pupils - unless excluded for disciplinary reasons;
- parents or carers responsible for a pupil at the School - unless prevented for legal reasons.

Removing Intruders

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. The parent/carer of visitor would have to cause or permit a nuisance or disturbance to commit a section 547 offence. If there are reasonable grounds for suspecting that someone has committed an offence under section 547 then the offender can be removed from the school. This removal may be effected by a Police Officer or a person authorised by the governing body to do so.

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use 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 harassment, alarm or distress, even when no intent is involved.

The School may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

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

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

An incident that involves physical force

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

The School may restrain the assailant with reasonable force to protect the victim. In all but minor cases the School will refer to the police any assaults which appear to involve bodily harm. The School will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or pupils.

Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault. The school provides an incident report form for

Responsible Officer – Mr S Dixon
 Review Officer – Mr N Eveson
 Link Governor – Mr G Craig
 Review Date – September 2017

any records so the School will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the School premises. When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for senior members of staff to search the pupil if the pupil agrees to co-operate. In such an event there should be a witness present. Searches will be undertaken by a member of staff who is of the same gender as the student being searched.

When a pupil declines to co-operate, the parents / carers will be summoned after the matter has been referred to the Head teacher, followed if necessary referral to the police. All searches will be carried out in accordance with the schools behaviour policy.

Procedures

- all staff must be aware of the school's security procedures, especially staff that have been given a specific role to play, such as break and dinner time duties;
- all staff induction will include the school's security policy and will be recorded on the employees training profiles;
- these arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools security arrangements as a condition of sharing use of the building;
- parents will be informed about the school security arrangements and any part they are expected to play. For example when visiting the school or at handover times.

Risk Assessment

A security risk assessment will be completed annually by the School Business Manager. The findings will be used in the review of this security policy.

The risk assessment will take into account:

- the location and layout of the school;
- past incidents related to security;
- the performance of other security measures already in place or that could be implemented;
- the cost of physical security improvements and the availability of funding;
- where justified by consideration of the governors it will ensure that physical security measures are installed. Where physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils;

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

- where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

Local Authority (LA)

The L.A. will provide strategic direction and leadership through providing training, advice, inspection visits and monitoring the School. They will also supply emergency buildings support for repair and maintenance.

Alternative Provision Providers

Please see the school Alternative Provision Policy. All checks for security and child protection are taken with the provider and all provision are DfE registered.

Reporting and Recording Incidents

All security incidents should be reported to the School Business Manager either at the time of occurrence or, if not around please fill in an incident report form and email or leave in tray in main reception. If it is an emergency the SMT will take action. (Appendix 1)

The School Business Manager will report all security incidents to the Head teacher and the Governing Body and maintain records for insurance and other reporting purposes. If the alarms are activated during silent hours, the key holder will carry out an initial investigation to ascertain the circumstances of the activation.

The following actions are to be adhered to:

- the staff member on the call out will not enter the premises alone but must wait for, enter with the security company;
- if there is a reason for the alarm activation other than a breach of security, the source should be identified (where possible), isolated and the alarms reset;
- if there is a breach of security and the intruders are still on site, the police should be contacted immediately. Under no circumstances is an employee to confront intruders. The security company will always be in attendance;
- if the intruders have departed, the police should be informed immediately;
- all false alarms & breaches of security are to be reported to the School Business Manager the next working day and an incident report form (at annex B) completed and given to the School Business Manager.

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.

Security of Personal Property

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bring to school any valuable personal property.

Lost property should be handed to the school office where it will be kept for 6 months before disposal.

Pupils are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the Head teacher regarding temporary safe keeping.

Staff are responsible for their personal property.

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers as per the school medication policy. Any medicines will be locked in the medication cabinet provided in the Centre reception office. Arrangements for the administration of medicines are detailed in the medication in schools policy.

Security of Equipment and Cash Taken

All information is provided in the school procedures manuals. This details amounts, security, and safe access and control measures.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

If any pupil causes any damage they may be liable for disciplinary action as in the school behaviour policy.

Monitoring and Review

The Head Teacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Resources Committee. Governors will monitor performance

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

via the Head Teachers termly report to governors and when visiting school. This policy will be reviewed yearly.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

| Security Issue | Name | Specific Duties |
|---|--------------------------------------|--|
| Agreeing and reviewing the school security policy | Resources Committee | <ul style="list-style-type: none"> • Agree policy • Review every 12 months |
| Day to day implementation and management of policy. | Head Teacher/School Business Manager | <ul style="list-style-type: none"> • Inform staff • Monitor performance • Review arrangements |
| Securing school entrance/exits as detailed in this policy. | Buildings Manager/Caretaker | <ul style="list-style-type: none"> • Unlock/Lock gates at the directed times • Patrol grounds • Monitor and support contractors • Report any buildings defects |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences). | Buildings Manager/Caretaker | <ul style="list-style-type: none"> • Part of normal duties to check physical integrity of security devices. |
| Control of Visitors | Admin Staff | <ul style="list-style-type: none"> • Follow signing in procedures, check identity etc. and Issue lanyards. |
| Control of Contractors | School Buildings Manager | <ul style="list-style-type: none"> • Show round building. • Fill in correct forms • Monitor work |
| Security of Money etc. | Admin staff Buildings Manager | <ul style="list-style-type: none"> • Inventory lists • School Cash Handling Procedures |

Responsible Officer – Mr S Dixon
Review Officer – Mr N Eveson
Link Governor – Mr G Craig
Review Date – September 2017

| | | |
|--------------------------|--|--|
| Security risk Assessment | Head Teacher / School Business Manager | Review annually and inform governors of findings to use as part of policy review |
|--------------------------|--|--|

Other Associated School Policies

The Dormston School Safeguarding Policy
 The Dormston School Child Protection Policy
 The Dormston School Behaviour Policy
 The Dormston School Health & Safety Policy
 The Dormston School Medical Policy
 The Dormston School CCTV Policy

Responsible Officer – Mr S Dixon
 Review Officer – Mr N Eveson
 Link Governor – Mr G Craig
 Review Date – September 2017