



Site Security Policy

February 2016

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Mission Statement

The Becket is a Catholic school. Our mission is to work in partnership with parents and carers to provide an outstanding Catholic education for all our young people. This means:

- Inspiring and motivating young people to achieve their full potential academically, spiritually, socially and in a full range of extra-curricular activities*
- Helping young people to grow in the love and knowledge of Jesus Christ*
- Developing in young people a deep knowledge and understanding of the Catholic faith*
- Practising Gospel values, such as forgiveness and helping those in need, within our school community and in society as a whole.*

Psalm 91:1-2

He who dwells in the shelter of the Most High will abide in the shadow of the Almighty. I will say to the Lord, "My refuge and my fortress, my God, in whom I trust."

1. Introduction

The Governors of the School are responsible for the overall management of school security with day to day management delegated to the Business Leader and in turn to the Building and Facilities Leader. The school acknowledges that effective security involves everyone in the school.

The Business Leader will take all appropriate measures to promote the security and protection of the staff, students and the premises.

This policy should be read in conjunction with those on Emergency Procedures, Child Protection, Discipline & Behaviour and the Health & Safety Policy of the school.

The school takes the responsibility of safeguarding extremely seriously and understands that a secure site is essential to support this.

2. I.D. Badge System

- All staff and governors are issued with an Identification Card displaying their name and photograph which they should visibly wear at all times when on the school site. This is also a key card and is specifically logged to rooms you will need to access
- No member of staff should ever loan the card to other members of staff or pupils. If a member of staff loses their card this should be reported to the ICT Network Leader as a matter of urgency

3. Visitors' Access Control

The School operates an electronic access control system.

- Visitors wait in the reception area until the signing in procedures are completed
- The reception staff identify legitimate visitors and monitor and contact a member of staff to escort them to meeting area
- All visitors will be given a badge, which they will wear as long as they are on site and return to the Reception office before they leave the site
- Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff

4. CCTV

The site is covered by CCTV and complies with the data protection act 1998. The system is operational 24hours a day.

5. Trespass

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

- Members of staff – unless suspended for health or disciplinary reasons
- Registered students – unless excluded for disciplinary reasons
- Parents or Guardians responsible for a student at the school – unless prevented for legal reasons
- Others – Governors, suppliers, contractors and authorised users of the premises for “out of hours” activities

6. Site Security

- All staff are responsible for security to building and property
- Keys/security passes should not be issued to students except in exceptional circumstances. Loss of keys/security pass should be reported immediately to the ICT Network Leader to ensure that security passes/fobs are disabled on the computer
- At the end of the school day each member of staff should ensure that all windows are securely fastened, blinds are closed and doors are locked in the room they are last in
- Keep buildings clear of all materials that can be used for arson or vandalism
- Adequate security lighting is installed and checked regularly to ensure that it is operational
- Risk Assessments are revisited regularly, particularly in light of entries in the Incident Register
- Mark property clearly and permanently. All valuable equipment should be Smart water marked.
- All equipment should be entered on to the School’s Asset Register or Inventory list, with make, model and serial number when available
- Publicise regularly the fact that property is security marked

7. Vehicle Security

All persons parking their vehicles on the school site must clearly understand that they are responsible for the security of their vehicle and its contents and that the vehicles are parked on site entirely at the owner’s risk.

- A register of authorised vehicle registration is maintained in the main Reception office
- Visitors bringing vehicles on to the school site are required to denote their registration number when they sign in the Visitors’ Book
- Sixth Formers are only allowed to park in designated areas on site

8. Personal Property

- Students are to be 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 appropriate Progress Leader for temporary safekeeping
- Students are offered the opportunity to rent a locker for storage of personal property
- Staff should ensure that any personal property is always locked away in desk drawers, filing cabinets or offices

9. Contractors

Contractors on the school site are required to observe the school's security policy. All contractors are required to wear the school visitor badge.

10. 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 student is carrying an offensive weapon it may be appropriate for a member of staff to search the student if the student agrees to co-operate. In such an event there should be a witness
- When a student declines to co-operate the parents or guardians must be summoned after the matter has been referred to the Head teacher, followed if necessary by referral to the police
- Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police

11. Reporting and Recording Incidents

The School will maintain an Incident Register in the main Reception area. This will contain simple but accurate details of all events, which, while quite minor in nature, could become significant if they recur and become persistent. All staff are expected to report on an Incident Form matters such as:

- Trespass
- Aggressive behaviour by persons other than students around the School site
- Matters reported by students
- Any other incidents giving cause for concern

Implemented on: 2nd Feb 2016

Reviewed on:

Approved by Full Governing Body: 2nd Feb 2016

Next review date: