



Security Policy

Policy approved by: **Resources Committee**

Date:

Next review date:

STATEMENT OF INTENT

- To identify good practice in maintaining and improving school security in and around school.
- To ensure a whole school approach to Risk Management.
- To encourage participation from the local community and raise general awareness in respect of Crime Prevention.

RISK MANAGEMENT AND SCHOOL SECURITY

At Deanery High School, the matter of security is regarded as one of paramount importance. The School and Governors are committed to the Management of Risk. The Senior Management Team regularly reviews security matters and consults staff. The Resources Committee of the Governing Body includes premises as a standing item at each meeting.

We look at vulnerable areas and minimise the opportunity for incidents to occur. The safety of pupils is of the first importance and outweighs inconvenience to staff, parents and visitors caused by security measures.

SECURITY MEASURES

- All must sign/ swipe in and out. After entering building/site staff must ensure the gates/doors are secured
- All visitors must enter the building via the main entrance and wait in reception until they are correctly signed into school. Visitors
- All visitors must be issued with a photographic identification badge which denotes the nature of the visit to be worn on a lanyard and visible at all times.
- Security fencing surrounds the perimeter of the school to stop unauthorised people and vehicles coming on to the school's premises.
- The entrance gate to the Pupil Entrance is open until 9.00am each day then is secured. The key code must be then entered to open the colleague entrance gate to gain access. The number has been issued to all staff who must ensure gate is secure once entry has been gained.
- All staff and 6th form students are issued with badges and lanyards that must be worn at all times.
- The number of entrances and exits open after 8.30am and 3.15pm is kept to minimum.
- Valuable items are security tagged and recorded on the School Asset Management system (inventory system).
- The school is equipped with a CCTV system and intruder alarm system.
- Automatic fire detection and evacuation system, linked directly to Wigan MBC Central Watch, is in place. This is checked weekly. Fire extinguishers are regularly maintained. Fire drills held on a termly basis.
- Caretakers, SLT and staff on duty are equipped with 2-way radios.
- Cash handling procedures are in place. We have a Scheme of Delegation.
- Health and Safety Regulations are in place, and observed.

RESPONSIBILITIES

Perimeter fencing, access routes	Site Team	Check integrity Check for damages Ensure access routes free from obstructions Log defects and ensure repairs are carried out or defect made safe until repair completed
Securing entrance/exits	Site Team	All staff to ensure access point is secure after entering the site/building. At end of each day to ensure all entrances are secure.
Control of visitors	Receptionist All Staff	To ensure all visitors are logged in and issued appropriate lanyard and accompanied as necessary

		Staff to inform receptionist of all planned visitors in advance. Visitors to be collected from reception
Control of contractors	Site Team	Only Approved Contractors used Staff made aware of works being carried out. Ensure asbestos register viewed and signed as necessary. Obtain risk assessment/method statement if required. Caretaker to observe working practices to ensure safe working practices
Security of money	All Staff Finance Team	No cash to be held on departments To ensure all monies are secured and Banked as scheduled. Safe limit not exceeded Minimum cash kept on site.
Emergency procedures (fire, first aid, accidents)	Business & Finance Manager Senior Leaders/ Heads of Departments	Appropriate procedures in place. To ensure all staff made aware of action to be taken in event of/discovery of fire, named first aiders and procedures for reporting accidents.
Security risk Assessment	Business & Finance Manager Site Team	Inspection, testing and maintenance security systems. Ensure resources available for maintenance and repairs as required.