

SCHOOL SECURITY POLICY

OVERVIEW

This policy will draw on all this school's policies for safeguarding, security and health and safety to ensure the well-being of pupils and staff. It will follow the advice set out in DfE Guidelines 'School and college security' and it will use the relevant supporting materials to develop its work. The headteacher will hold the overview of school security but will delegate aspects of it to members of staff with appropriate skills and training.

INTENT

1. To ensure that the security of pupils and staff is given the highest priority at all times and in all our work.
2. To draw together all our policies for security, safeguarding, internet safety, health, safety and well-being to enable all in school to manage and respond to effectively to any incidents or breaches of security.
3. To ensure that any breaches of security, data protection, safeguarding, health, safety and well-being are dealt with by decisive, immediate and appropriate action
4. To ensure that all staff and pupils know that any incident relating to security, safeguarding, health, safety and well-being must be reported at once to the appropriate leader or to a member of the School Leadership team
5. To ensure that all staff and pupils are aware of our policies for safeguarding and that they know how to correctly respond to any threat to security and safety related issues for example cyber-attacks, internet safety, and serious incidents.
6. To ensure that policies, plans and supporting procedures are based on a realistic assessment of the threats relevant to the school and to develop policies, plans and procedures to manage and respond to those threats
7. To identify the likelihood of a security related incident occurring and assesses the level of impact of such an incident on staff and pupils and the most appropriate actions needed to respond to it to ensure the security and safety of all.
8. To keep security plans and risk assessments up to date and under review so that the SLT can risk assess any emerging issues early and update its plans
9. The DfE Self-assessment emergency planning checklist will be used to review and audit our safety and security procedures (see attachment).

IMPLEMENTATION

1. Staff will be made familiar with this policy and they will be expected to take personal responsibility for both their own security and the security of those they work and learn alongside.
2. The headteacher and SLT will provide effective management and handling of security related matters, to ensure that staff and pupils are able to work and be taught in a safe and secure environment, including the online environment.
3. Staff and pupils will be familiarised with our policies and plans for security including safeguarding, educational visits policy, critical incidents, internet security and GDPR regulations
4. Senior staff will use relevant security and safeguarding networks and they will ensure that this security policy is reviewed and updated as appropriate.
5. The school will put in place measures that are sensible and proportionate to the security threats that have been identified.
6. Where it is appropriate the school will use the templates and checklists and supporting materials found in the DfE Guidance 'School and college security' to develop its security and safeguarding policies, plans and procedures. These include: emergency planning, risk assessment, business continuity planning, evacuation, bomb alert or threat, evacuation, lockdown, post incident support, debrief and lessons learned.
7. The senior leadership team will keep security and safeguarding under regular review and the governing body will review the policies and plans for security and safeguarding every two years.



IMPACT

This security policy will reflect the balance between maintaining an open and welcoming environment for learners, parents and the wider community and protecting them from harm. It will help to create a culture in which staff and students recognise and understand the need to be vigilant about their own and the safety and security of others.





Department
for Education

Self-Assessment Emergency Incident Planning Checklist

The checklist below sets out critical information which should be included in your plans as a minimum. If you answer NO to any of the questions below, you should review your plans/arrangements and consider developing them. Any residual risks should be recorded and managed

Critical/Emergency Incident Planning	Yes/ No	Comment/Action
Site and building security checklist		
Are your buildings secure during operating hours?		
Can public access be restricted?		
Are your identification arrangements robust?		
Do you have a process for dealing with a security alert?		
Do you regularly review your security arrangements?		
Site plan		
Does your plan clearly mark all points of entry?		
Does your plan include locations of hazardous chemicals, gas / electric / water shut of valves?		
Does it clearly indicate safety equipment such as fire extinguishers, evacuation chairs etc?		
Does your plan clearly identify safe zones / lockable rooms?		
Does your plan indicate which areas are covered by CCTV?		
Is your plan regularly reviewed?		
Business Continuity plans		
Do these arrangements identify critical activities?		
Do these arrangements identify contingency arrangements?		
Are these arrangements reviewed (at least every 12 months) plus following activation and/or implementation?		
Have these arrangements been tested/exercised in the last 12 months?		



Do they include a Communications Plan?		
Do they include a Short-term loss or shortage of staff or skills plan?		
Do they include information about how a closure or partial closure of the premises / facilities would be managed?		
Do they include a how you would manage a technology failure?		
Do they include information about Suppliers and Contractors failure?		
Have these arrangements been tested?		
Are these arrangements regularly reviewed?		
Evacuation plans		
Are Incident Control Offices and deputies clearly identified?		
Do these arrangements include on-site evacuation point(s)?		
Do these arrangements include alternative off-site evacuation point(s)?		
Are these arrangements regularly reviewed (at least every 12 months) and following an incident?		
Are these arrangements regularly tested?		
Do your Bomb Alert plans include		
Do these arrangements include on-site evacuation point(s)?		
Do these arrangements include alternative off-site evacuation point(s)?		
Does your plan include Bomb Threat and Suspicious Package procedures?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Shelter (Invacuation) Plan		
Do the arrangements include designated rooms?		
Do they include actions to mitigate the risk of harm/injury?		



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Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Lockdown plan		
Do the arrangements include designated rooms?		
Do they include actions to mitigate the risk of harm/injury?		
Do they include information about equipment that could be used as a weapon?		
Are these arrangements regularly reviewed (at least every 12 months) plus following activation and/or implementations?		
Have these arrangements been tested?		
Post Incident Support Checklist		
Do your arrangements clearly identify sources of help		
Do your arrangements include communication plans?		
Do your arrangements include how you would support students, parents/carers and staff		

Summary	Yes/No	Comment/Action
Do you ensure that the following groups are aware of all of the above plans?		
Staff (inc Volunteers)		
Governors		
Students		
Contractors		
Visitors		
Do you ensure that the following groups are suitably trained to respond to incidents and emergencies?		
Staff (inc Volunteers)		
Governors		
Students		
Contractors		
Is this training/information regularly reviewed including following activation/implementations of any of the above plans/arrangements?		