



# Site Security Policy

2023-2024

## **Introduction**

At Painsley Catholic College we strive to create and maintain a secure and safe environment for all pupils and adults in college. Parents/Carers need to be confident that procedures are in place to provide this environment. Both pupils and staff should feel that their working environment is a safe place in which to work, but it is also important that all continue to feel welcome.

We aim to meet the latest Government recommendations and guidance, to identify and minimise risk practically and sensibly. With an emphasis on personal health and safety awareness and responsibilities towards each other and their environment.

This policy sits alongside the Health and Safety Policy and emergency preparedness protocols and procedures including;

- Business Continuity Plan
- Evacuation Procedures
- Invacutation Procedures
- CCTV Policy
- Safeguarding Policy
- Data Security Policy
- External/Internal/Lone Working Arrangements - Risk Assessments

## **Roles and Responsibilities**

### All Staff

- Proactively support the Principal and SLT in implementing this policy.
- Report any shortcomings to a member of the Senior Leadership Team.

### Principal

- Implement the security policy and action plan approved by the Local Governing Body.
- Ensure all staff have a clear understanding of their roles and responsibilities.
- Take day to day operational decisions.
- Consider particular risk situations.
- Consult professional advice where and when required.
- Provide appropriate information to all parties.
- Monitor and review security measures.

### Governing Body

- Review and approve the security policy and action plan for the school.
- Ensure that arrangements exist to be monitored and reviewed.

### Students, Parents, Visitors and Contractors

- Expected to respect the measures taken by the College to ensure site security and review changes, implement improvements as necessary.
- Encouraged to report all areas of concern and or improvements that are beneficial to the safety of the College.

## **Personnel**

There are two main entrances and exits in to the College

1. The College main entrance/exit on Station Road. The main entrance is guarded by an automated barrier during the College day to minimise the risk of pedestrians coming in to contact with on coming vehicles. The automated barrier is monitored by the reception team to ascertain the reason for visitors and contractors to enter the site.
2. The Sixth Form main entrance/exit on Attlee Road. The main Sixth Form entrance is guarded by an automatic gate during the College day to minimise the risk of pedestrians coming in to contact with oncoming vehicles. The automated barrier is monitored by the reception team/key pad to ascertain the reason for visitors and contractors to enter the site.

Signage is in place to direct all visitors to report to reception on arrival.

All visitors are required to sign in and out of the site at reception. Leaflets are provided for visitors and contractors covering safeguarding and health and safety guidelines whilst on site.

All staff are to wear their identification badges whilst on site.

All Visitors/Governors are required to wear an identification badge produced by the electronic sign in system.

All Sixth Form students are issued with identification badges and are required to wear them whilst on site.

All Contractors are managed by the Site Manager and are required to sign in and out of the building, issued with identification badges and supervised and or monitored for compliance of the site rules and regulations.

Students are supervised by teachers and support staff. Students are supervised leaving at the end of the College day at SLT duty points. If the student's arrangements for transport has not arrived the student is to wait in the main reception area, where priority contact will be called.

Doors leading in to the school and offices from the reception areas are controlled with electronic locks. Salto cards are issued to all staff giving them access to lock and unlock doors on a control system managed by the site manager.

All external doors are lockable, no member of staff should let a visitor in to the site without knowledge of identity and knowledge that the necessary safeguarding compliance checks have been carried out.

Key holders are responsible for ensuring that the site is left secure upon entry and exit. *(See Appendix 1 for Key Holder List)*

## **Lone Working Arrangements**

Staff are not to work alone unless it is a necessity to their role. *(Refer to the Lone Working Risk Assessment)* Staff should ensure that they have lines of communication available to minimise the risks such as assault, accidents, illness.

## **Alarm Call Outs**

The College has a monitored intruder alarm which is serviced and maintained via a Service Level Agreement.

The Site manager will be contacted as a result of a "person present" on the premises, they will wait outside of the carpark until the Police arrive. If necessary, SLT will be contacted for additional support.

## **CCTV System**

CCTV is in operation across the site, signposted, serviced, maintained and monitored by the Site team. (*See CCTV Policy*)

## **Security Lighting**

Security lighting is in place around the site.

## **Site Compliance Checks**

It is the responsibility of the Site team to ensure that the Total Asset Management system is compliant and up to date, with daily, weekly, fortnightly, monthly and annual site checks including;

- All locks, windows, gates and doors are in working order.
- Security systems are working properly daily
- Exterior fencing is in good condition

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## Serious Incidents or Threats

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In the event of a serious incident or threat you need to minimise the risk to yourself and others and seek help as soon as possible.

The Principal and SLT must be informed and decide on the best course of action. If required emergency procedures such as evacuation/invacuating are to be followed. A detailed report to be compiled and review with recommendations for reform. Professional bodies to be informed and consulted as required.

The College follows all recommendations from the DfE, Government and NCTP (National Counter Terrorism Police).

## **Trespass and Nuisance**

Trespass and nuisance will be directed to SLT in the first instance. SLT will consider the level of risk and may approach if they feel safe to do so an unauthorised visitor and escort them off site. If the situation is not resolved the College will contact the Police for assistance. Trespass/Nuisance is against the Law and will be referred to the Police.

## **Offensive Weapons**

The Principal has the discretion to decide what constitutes an offensive weapon and holds the right to ban any item deemed offensive from the site. Any appeal will follow the complaints procedure.

Staff have the right to question a student and search for an offensive weapon if another member of staff or police officer are present as a witness, for the safety of the student and others.

### **Theft and Burglary**

Theft and Burglary are criminal offensives and the College takes a firm stance on this behavior. The College holds asset registers for ICT and any valuable equipment.

The College minimises cash held on site, no cash is left unsecure and the use of electronic money transfer systems such as Parent Pay and Biometrics. In the rare event cash has to be banked, a security firm is contracted to carry out this action.

Suitable locks are used on all windows and doors and the building is secured during times of inactivity.

All students are encouraged to use their lockers for any personal equipment. The College strongly urges students not to bring in any items of high value or personal sentiment. The College will not take responsibility for loss or damage to personal property. Students are made aware of security issues through the PSHE programme.

All incidents of theft and burglary are investigated.

### **Computer Data Security**

Computer data is secured and monitored by the ICT support team. Any fraudulent or concerning activity is investigated.

Computers are equipped with up to date anti-virus software. Frequent backups so that business can resume as usual in a speedy manner should a threat arise.

### **Reporting and Recording Incidents**

Accident report forms, near misses and violent incidents are all recorded. Riddor incidents are logged with the Local Authority.

The Site manager holds a log of breaks in security and intruder alarm monitoring. Identifying any trends or similarities to plan actions appropriately. The SBM will review the logs.

### **Risk Assessments**

Risk assessments will be utilised and reviewed with findings shared to inform future policy and operation.

## Appendix 1

### Key Holder List 2023-2024

Andrew Williamson – Premise Manager

Julian Baskeyfield – Caretaker

Steve Robson – Caretaker

Darren Bullock – Safeguarding Lead

Rachel Waugh – Principal