



## PLYMOUTH HIGH SCHOOL FOR GIRLS

**POLICY: SECURITY POLICY & GUIDANCE**

**SLT LINK MEMBER: Paul Renyard**

**GOVERNORS SUB COMMITTEE: P & R**

This policy was adopted/updated: **Updated January 2016**

This policy will be reviewed: **September 2018**

Statutory Policy: NO

Source: School

## Plymouth High School

### Security Policy and Guidance

#### **Rationale**

This policy has been developed in accordance with the principles established by the following Legislation and Guidance:

#### **Legislation**

- Children Act 1989
- Children Act 2004
- Safeguarding vulnerable groups Act 2006
- Protection of Freedoms Act 2012
- Children and Families Act 2014
- Education Act 2002
- Adoption and Children Act 2002
- Female Genital Mutilation Act 2003
- Sexual Offences Act 2003
- Children and Adoption Act 2006
- Children and Young Persons Act 2008
- Border, Citizenship and Immigration Act 2009
- Apprenticeship, Skills Children and Learning Act 2009
- Education Act 2011

#### **Policy and Guidance**

- Working Together to safeguard children 2015
- Keeping Children Safe in education 2015
- Plymouth Safeguarding Children Board – Policies and Guidance:
- <http://www.plymouth.gov.uk/localsafeguardingchildrenboard/>

#### **Security of Premises**

The school is mindful of its obligation to provide a safe and secure working environment for all students, staff and visitors, and will review its procedures and equipment at least annually to maintain and extend existing measures.

#### **Intruder Alarm System**

PHSG operates 4 interdependent intruder alarm systems; Main building, Annexe, Metcalfe and the Gym. All are linked to and monitored by Securiguard Ltd. All systems are maintained annually by Securiguard.

#### **CCTV**

The school operates a centralised CCTV system which currently supports (and records) 6 high definition, colour cameras monitoring the periphery and entrance lobby along with a stand-alone camera monitoring the ground floor stairwell at the southern end of the New Wing. There are relevant signs on the outside of the building warning that CCTV is in operation and also on our Visitors Book. The system is maintained annually by AshWilliams Ltd and the CCTV monitoring screen is checked daily to ensure all cameras are operating.

#### **The School Grounds**

Pedestrian and vehicular access to the school can be gained through:

- Main entrance vehicle gate onto St. Lawrence Road which is open when the school is occupied and padlocked out of school hours.
- Pedestrian gate at front of school which remains unlocked at all times.
- Side Gate at the Alton Road end of the site which is open between 08.00-08.40 and 15.20-17.00 term time only and unlocked in the event of an emergency. Padlocked out of school hours.

- Rear Gate onto St. Lawrence Road is open as required and only when site is occupied and kept padlocked at all other times.

Students being collected by parents from after-school clubs are to be collected from the main St. Lawrence Road entrance of the school.

### **The School Buildings**

Access to the Main building is gained by:

- Front door to Reception and onward through secure doors if permitted
- Rear door adjacent to First Aid Room
- Access door adjacent to Room 14
- Newman fire exit doors when open

Access to the Annexe building is gained by:

- Main door
- Door adjacent to Room 7
- Door adjacent to Room 20

Secondary access to the Annexe may be gained by:

- Sixth Form Entrance
- Room 21
- Room 20

Access to the Metcalfe building is gained by:

- Main Door

Access to the Gym building is gained by:

- Main Door
- Side Door

Although the majority of visitors to the school gain access via the main Reception which is staffed at all school times, access is not restricted to this point. Due to the need for staff and pupils to access areas of the school it would not be practical nor safe to keep all access doors locked. Staff are required to keep fire doors closed where practical.

### **Entry Procedure to the School Building from the Main Reception**

All staff, Governors and 6<sup>th</sup> form students may enter via a pair of magnetically held security doors. Visitors are required to report to Reception to sign in and receive a visitors badge and are seated in the Reception Foyer on the non-secure side of the locked access doors. Visitors are escorted beyond this point. Pre-identified and approved visitors may be issued with a "Green" visitors badge which allows unaccompanied access through the security doors.

Staff and 6<sup>th</sup> Form are issued with a smart id badge which enables access through the MagLock doors.

### **Monitoring Security**

Once the above routine has been established it is important that school staff adhere and any lapses are to be reported to the Headteacher. During school holidays when nominated staff are on site, the school will be partially unlocked and only where required. When main Reception is not staffed, the main entrance door will be locked and a sign with contact names and mobile numbers placed where it can be seen by persons wishing to gain entry or make delivery.

Perimeter security will be inspected at least twice annually to ensure that gaps or weaknesses do not appear in boundary security. This review will form part of the Health & Safety Inspection carried out by the Business and Premises Managers each Spring and Autumn Term.

### **Lone Working and Personal Security**

In the interest of the health and safety of all staff, situations where staff work alone or in isolation from others should be discouraged. Where this is not possible staff should ensure that all reasonable steps have been taken to ensure that the building and school grounds have been made secure from intruders.

At the end of a working day staff leaving the site should be mindful of colleagues who remain and who may be at risk through working alone. Staff who choose to remain on site should advise a member of the Premises Team or School Business Manager that they will be on site and should also advise when they leave. Staff running after-school clubs should also supply a list of staff and pupils participating, dates and duration of club.

Staff wishing to continue working in isolated circumstances should follow the guidance outlined in this section to ensure that any risks to their health are minimised.

For details of times for locking gates during and after the normal school day please refer to 'Requirements for Opening and Closing School'.

If staff need to work in school during the weekend or non-term time they should contact the Headteacher in the first instance to see if the school will be occupied during these times.

If the above steps have been taken and there is no alternative to working in school alone, it is vital that staff inform a relative/friend/colleague of their whereabouts and the expected duration of their stay on site and to advise when leaving site.

Staff meeting with parents/carers who they feel may become aggressive or threatening in any way should always have a senior member of staff present. The parent/carer will be informed by the senior staff member that if the tone of the meeting becomes unprofessional then it will be terminated immediately and both members of staff are to vacate the room. Members of staff should always position themselves between the parent/carer and the door so that the exit from the room cannot be impeded.

### **Requirements for Opening and Closing Plymouth High School**

#### **School Grounds**

##### Opening

Main entrance gates (St. Lawrence Road) are opened by the Premises Manager or Cleaning Supervisor at 07.15 each working day (term time only).

Side entrance gates (Alton Road) are opened by the Premises Manager or Cleaning Supervisor at 08.00 and 15.20 each working day (term time only).

Internal pedestrian security gate will be unlocked at 07.45 and 15.25 each working day (term time only) or by staff, 6<sup>th</sup> form or Governor id badge at any other time.

Internal vehicle gate will be powered open at 08.00 and 15.25 each working day (term time only) or by remote key fob or by push or key switch (both located in Reception) at any other time.

Internal rear pedestrian gate is opened on demand using staff id badge only.

All maglock doors and gates, along with powered vehicle gate release or open automatically in the event of fire alarm activation.

##### Closing

Main Entrance gates to be padlocked by the last to leave key holder as required. This is normally the Cleaning Supervisor at 18.00 (term time only).

Side entrance gates will be closed by the Cleaning Supervisor at 08.40 and 16.30 each working day (term time only).

Internal pedestrian security gate will be locked at 08.50 and as required (dependant on out of school hours activity) each working day (term time only) or by 8 second time lapse following badge entry.

Internal vehicle gate will be powered closed at 08.30 and as required (dependant on out of school hours activity) each working day (term time only) or by time lapse following electronic fob or Reception initiated entry.

#### **The School Buildings**

## Opening

The Cleaning Supervisor or Premises Manager unlock the main entrance and disarm the alarm system starting at 07.15.

The Annexe building will be unlocked on request or by 07.45 each working day (term time only).

During the day fire exit doors should ideally remain closed and secure.

## Closing

The last to leave key holder is responsible for the closing of the school, the setting of the alarm, and the securing of the perimeter gate. The Premises Manager's / Cleaning Supervisor's working hours are 07.15 – 18.00 Monday to Friday (term time only).

Normally the Cleaning Supervisor will be the last person to leave the premises at night and will be responsible for making the building secure. However during certain functions i.e. Governors meetings, the last to leave key holder will have responsibility for locking and securing the school buildings and grounds. The following must be taken into consideration:

- all fire doors locked
- all lights switched off (toilets are often forgotten – also check storerooms and cleaning cupboards)
- all windows closed and fastened
- classroom internal doors locked – in particular at ground and basement levels
- entrances/exits locked and free of obstructions
- electrical items such as computers switched off/disabled
- internal fire doors closed or access doors secure
- all blinds, where possible, closed

## **Non-term time Opening and Closing**

Unless on holiday previously agreed, the Premises Manager and/or School Business Manager will be on site between agreed dates and times. Full opening of grounds and buildings is not necessary and only areas being used will be opened. Times will be flexible in the event of contractors needing access to carry out work on site.

## **List of Authorised Key Holders**

Copies of a list of Key Holders in order of contact and their phone numbers is given to the LA and to Securiguard.

## **Action on Discovering Intruders**

Education staff professionals that make regular contact with members of the public are amongst the workers most likely to be faced with confrontational or violent behaviour especially in situations where members of the public are likely to be uptight, angry, upset or otherwise highly emotional.

The majority of visitors will enter via the main entrance and the reason for their presence in school noted. However there may be the odd occasion when staff or students encounter an intruder on site who has not made themselves known to the Reception staff. In such a situation the Headteacher, Deputy Head, Assistant Head or School Business Manager should be contacted immediately and the person concerned should be asked why they are in school grounds without permission.

School premises are deemed to be private places where the safeguarding of students is paramount and anyone who enters the school site without permission is considered a trespasser and will be asked to leave.

If an intruder becomes aggressive or refuses to leave the premises the Headteacher/Deputy Head/Assistant Head/SBM should summon a member of staff to call the police. If the incident takes place during a break time, all students should be escorted to a place of safety. Staff should ensure that fire doors and other entry points to the school buildings are made secure to restrict access.

The police are the first point of contact if an intruder in school becomes a nuisance or refuses to leave the premises and are to be informed as quickly as possible. The quickest method of contacting the police is via 999 emergency line.

Once the police have arrived they will resume full control of the situation.

A summary of DCSF guidance for dealing with trespassers or intruders taken from the publication 'Dealing with Troublemakers' ([www.dfes.gov.uk](http://www.dfes.gov.uk)) is shown as **Appendix A**.

For further guidance on dealing with an intruder or criminal acts see **Appendix B**.

For guidance on recording a security incident refer to **Appendix C** Intruder / Incident Form

In order to facilitate follow up investigation following the conclusion of a security incident, an Incident Check List (**Appendix D**) must be completed as soon as possible.

### **Signing in Procedures for Visitors**

During the normal working day, all visitors to school are to enter via the main entrance and will be asked for identification and the nature of their visit. If the visitors are bona fide and the nature of their visit is deemed appropriate, they will be issued with a Visitors security badge and sign the visitors book. Reception staff will explain the evacuation and safeguarding procedures. Visitors must be met at Reception by a member of staff and accompanied throughout their visit unless otherwise approved by a member of SLT. All visitors must also sign the visitors book on departure and return the issued visitor badge.

### **Signing in Procedures for Governors**

During the normal working day, Governors will enter via the main entrance and sign in at Reception and, having been previously DBS checked, do not need to be accompanied thereafter.

Governors individual identity badges allow access into the main school building and Library. Governors are required to sign out at Reception on departure and retain their individual identity badge.

### **Security of Cash on Site and in Transit**

#### On Site

In general cash on site will be kept to a minimum where possible and will be stored in the main school safe. There is 1 key to the safe which is retained by the Finance and Personnel Officer. Other persons authorised to access the key/safe are:

- Headteacher
- Deputy Head
- Assistant Head
- School Business Manager

A small amount of cash is stored in a digital safe located in the Finance Office. The combination is known by the Finance and Personnel Officer and the School Business Manager.

On all occasions cash will be banked as early as possible via the next secure collection which is on a Friday. The collection is carried out by G4S once a week term time only. The school should aim to keep amounts held on site to an absolute minimum.

#### In Transit

Staff or PTFA transporting cash are advised to keep the amounts well hidden by using appropriate bags/holdall stored securely out of sight in the boot of their car.

It is good practice to keep any walking whilst carrying cash to a minimum and if applicable avoid poorly lit/isolated routes.

### **Recording and Reporting Incidents**

All incidents of vandalism, violent and threatening behaviour, theft and intruders on site need to be noted. It is vital that all incidents are recorded accurately and systematically to aid possible police investigations and to identify weakness in school security systems.

### **School Security Management – Good Practice**

Attached as **Appendix E**

## Dealing with Intruders/Trespassers on School Premises

Description	Options for Action	Penalties
Person trespasses on school premises	School asks person to leave	
Trespasser refuses to leave school premises, or causes or permits nuisance or disturbance	Police officer, or authorised person removes trespasser LEA/School warns trespasser by letter Police officer, authorised person or LEA brings proceedings	Maximum penalty: level 2 fine (£500 <sup>1</sup> ); parent of 16 year old or younger may be bound over
If trespasser causes a breach of the peace	Police officer may arrest and charge trespasser	Up to 6 months' imprisonment for failure to comply with any 'binding over' order of the court
Trespasser causes loss or damage, e.g. by disruption of school activity	School may take civil action to seek compensation	Damages may be awarded Court may order offender to pay compensation
Trespasser causes deliberate or reckless damage	School reports incident to police; possible offence of criminal damage	If intending to endanger life, or reckless as to danger to life, maximum penalty: life imprisonment Other criminal damage, if tried on indictment: maximum penalty: 10 years' imprisonment
Trespasser persistently enters school premises	LEA/school seeks injunction	Court orders trespasser not to enter school premises; if trespasser breaches injunction, the court can impose substantial penalties.

1 This figure is the maximum prevailing at the date of publication. Maximum fines are regularly updated by Parliament.



### Action in the Event of a Crime or Armed Intruder in School

Do not confront intruders

- Dial 999 - ask for Police.
- Seek Police assistance
- Inform Headteacher
- Provide relevant details to the Police

Without jeopardising student or personal safety compile any information that may link with or help identify the intruder e.g. cars, striking features, photo, CCTV

Complete Incident Log book and Incident Checklist

- Time arrived on premises
- When the intruder was spotted
- What you heard
- What you found
- What you saw.
- 

DO NOT touch anything at a crime scene until the Police arrive

On the all clear from the Police:

- Tidy up mess
- Graffiti
- Complete necessary repairs
- Submit insurance claim if appropriate
- De-brief staff and evaluate events and procedures and revise as necessary

Plymouth High School - Intruder / Incident Form		
Location	Date	Time
Damage Caused		
Point of Entry		
Action Taken		
Approximate cost of Damage		
Implications		
Police Log Ref:		
Signed:		Date:

Plymouth High School - Incident Checklist										
Date:			Time:		Name(s) of Staff making report:					
Location:										
Person(s) dealing with incident:										
Victim(s)										
Witness(es)										
Action Taken:										
Police Informed:			Date:		Time:		Name(s) of Officer(s):			
<b>Type of Incident:</b>										
Assault Abuse	Physical		Racial		Sexual		Verbal			
Damage to:	Building(s)		Equipment		Grounds		Personal Property			
<b>Person(s) Involved</b>										
Sex & Age	Male		Female		Age Group					
Build	Thin		Medium		Muscular		Stocky		Fat	
Eye Colour	Black		Blue		Brown		Green		Grey	
Hair Colour	Black		D/Brown		L/Brown		Fair		Ginger	
Hair Type	Bald		Balding		Curly		Long		Short	
Other Features	Beard		Moustache		Glasses		Tattoo		Piercing	
Complexion ethnic group										
Clothing of Upper Body										
Clothing of Lower Body										
<b>Any Vehicle(s) Involved</b>										
Specification	Saloon Car		Sports Car		Estate Car		Van		Lorry	
	Registration:		Make:		Model:		Colour:			
<b>Distinguishing Features:</b>										
<b>Description of Incident:</b>										

<b>Plymouth High School Security Management – Good Practice</b>	
<b>Cash on Premises</b> <ul style="list-style-type: none"> <li>• Keep cash to a minimum ideally in the school safe</li> <li>• Otherwise retain in secure place</li> <li>• When transporting money off site – use different, well lit routes</li> </ul>	<b>Use of Building during the Evening</b> <ul style="list-style-type: none"> <li>• Meet individual need</li> <li>• Lock unoccupied areas</li> <li>• Do not jeopardise fire escapes/routes</li> <li>• Ensure delegated person is aware of locking up procedures</li> </ul>
<b>Property Marking</b> <ul style="list-style-type: none"> <li>• All portable property should be clearly and visibly marked</li> </ul>	<b>School Grounds</b> <ul style="list-style-type: none"> <li>• Remove objects that can be used as projectiles to avoid temptation</li> <li>• Use the school grounds communally – engender sense of ownership to minimise vandalism</li> </ul>
<b>Valuable Property</b> <ul style="list-style-type: none"> <li>• Valuable property, both financial and operational should be securely stored</li> <li>• Keep up to date Equipment list</li> <li>• Securely transport items taken off site such as Laptops</li> </ul>	<b>Keys</b> <ul style="list-style-type: none"> <li>• Maintain current key holders list</li> <li>• Recipients to sign for keys when issued</li> <li>• Safe keys – access to designated persons only</li> </ul>
<b>Personal Property – Students and Staff</b> <ul style="list-style-type: none"> <li>• Valuable personal property should not be brought into school</li> <li>• Security of personal property is the responsibility of the owner</li> </ul>	<b>Involving Local Community</b> <ul style="list-style-type: none"> <li>• Schools should work in partnership with residents to act as neighbours of the school and report on suspicious activities</li> </ul>

## BOMB THREAT PROMPT CARD FOR RECEPTION STAFF

If you take a telephone call from someone who claims to have information about a bomb, if possible alert another staff member so that the Headteacher can be informed.

	✓
1. Stay calm	
2. Let the caller finish the message without interruption. Use Part 1 to record EXACTLY what they say, especially any codeword they might give. Keep the caller talking (apologise for the bad line, ask the caller to speak up).	
3. Make a note on <b>Part 1</b> of: <ul style="list-style-type: none"> <li>• The exact time of the call</li> <li>• The caller's sex and approximate age</li> <li>• Any accent the person has, or any distinguishing feature about their voice, eg speech impediment, state of drunkenness, etc</li> </ul>	
4. When they have finished the message, try to ask as many of the following questions as you can, being cautious to avoid provoking the caller: <ul style="list-style-type: none"> <li>• Where is the bomb?</li> <li>• What time is it due to go off?</li> <li>• What kind of bomb is it?</li> <li>• What does it look like?</li> <li>• What will cause it to explode?</li> <li>• Why are you doing this?</li> <li>• What is your name?</li> <li>• What is your address?</li> <li>• What is your telephone number?</li> </ul>	
5. After the call, dial 1471 – you may get the details of where the phone call was made from, especially in the case of a hoax caller.	
6. Report the call to the Police and the Headteacher/nominated deputy <b>immediately</b> . In the extreme unlikely event that there was a codeword with the message, and the location of the bomb was given as a location other than the school, follow the same procedure – report the call immediately to the Police and then notify the Headteacher.	
7. Complete <b>Part 2</b> of the Telephone Bomb Threat Form as soon as possible.	

## TELEPHONE BOMB THREAT – PART 1

Record the exact wording of the threat (include any codewords given):

.....  
.....

### Ask these questions:

Where is the bomb?

.....

What time is it due to go off?

.....

What kind of bomb is it?

.....

What does it look like?

.....

What will cause it to explode?

.....

Why are you doing this?

.....

What is your name and address?

.....

What is your telephone number?

.....

**Record time and date call completed:**

**Dial 1471 to obtain number, if recorded:**

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## TELEPHONE BOMB THREAT – PART 2

Informed person(s) – record name and telephone number .....				
Contact the Police – record time informed: .....				
<b>THIS SECTION SHOULD BE COMPLETED ONCE THE CALLER HAS HUNG UP AND THE POLICE AND OTHER PERSON(S) HAVE BEEN INFORMED</b>				
Time and date of call				
Length of call				
Number at which call was received				
<b>ABOUT THE CALLER (delete as appropriate)</b>				
Sex of caller?	Male	Female		
Nationality?		Approx age?		
<b>THREAT LANGUAGE (delete as appropriate)</b>				
Well spoken	Irrational	Taped	Foul	Incoherent
<b>CALLER'S VOICE (delete as appropriate)</b>				
Calm	Crying	Clearing throat	Angry	Nasal
Slurred	Excited	Stutter	Disguised	Slow
Lisp	Accent	Rapid	Deep	Familiar
Laughter	Hoarse	Other (specify)		
If the voice sounded familiar, whose did it sound like?				
If the voice had an accent, please describe?				
<b>BACKGROUND SOUNDS (delete as appropriate)</b>				
Street noises	House noises	Animal noises	Crockery	Motor/Traffic
Clear	Voices	Static	PA system	Booth
Other (specify)				
<b>ANY OTHER RELEVANT INFORMATION</b>				
Print name:		Date:		
Signature:				