

**WEST HOVE
INFANT SCHOOL**
.....
A family of friends



SECURITY POLICY

Adopted by Leadership & Management Committee on behalf of the Governing body: Summer 2023
Amended: Summer 2023
Contact/Personnel details updated: Summer 2023

We are committed to safeguarding and ensuring the health, safety and well-being of all pupils in accordance with safeguarding procedures and guidance for staff outlined in the school's Health and Safety, Child Protection, Security and Safeguarding policies.

Statement of Intent

The Governing Body of West Hove Infant School recognises the need to ensure the safety of every pupil, member of school staff (permanent and temporary) and visitors to the school. We also recognise the importance of protecting the school buildings and contents.

This policy will not only apply to those working on the school premises but to those engaged in off-site activities, sporting and enrichment events and home visits. The Governing Body wishes to make it clear that, whatever form and for whatever reasons, violence is unacceptable.

We are committed to reducing the risk of violence and improving security on the school site by the implementation of this policy. We are also committed to taking all reasonable cost effective measures to protect the building and its contents against the intruder and arsonist. Risk assessments will be undertaken to identify areas of concern and the appropriate control and preventative measures to be taken. These controls will include training, guidance and advice, codes of practice, physical measures and legal guidance.

Violence is defined as any incident in which a person or a member of their family is subjected to verbal abuse, threatening behaviour, harassment or actual physical assault in circumstances relating to their work. The Governing Body will be fully supportive to any members of staff or pupils who have been subjected to violence at work. The effectiveness of this policy will depend on people to implement it and make it work successfully. This will involve every member of the school working together in a positive security and safety culture as part of a team.

Any member of staff, pupil or parent who has any suggestion for the improvement of policy or security arrangements will be welcomed and encouraged to pass on that information to the school. A copy of this policy will be permanently held in the staff room.

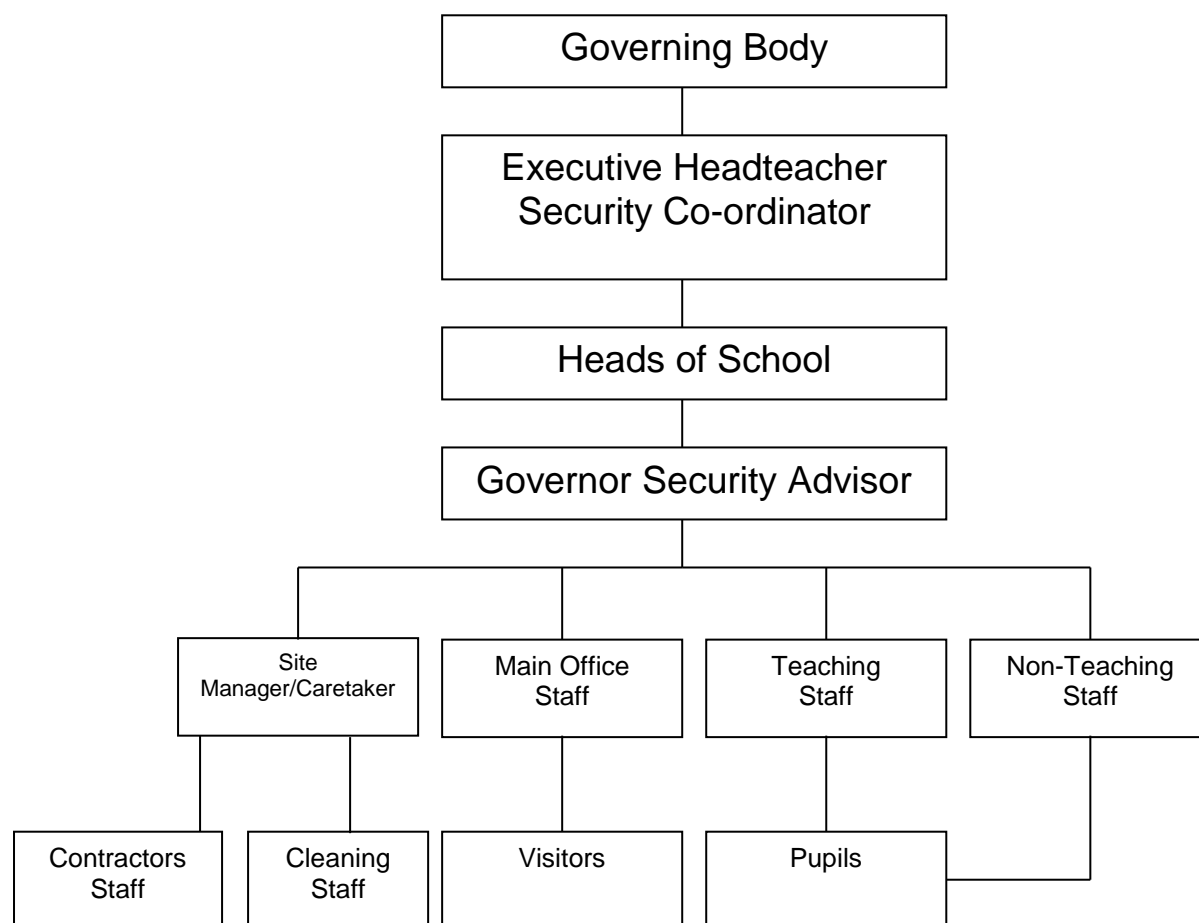
This policy will be reviewed at least every two years and upon significant change of circumstances.

Signed by the Chair of Governors _____ Date _____

Signed by the Executive Headteacher _____ Date _____

Hove Learning Federation Security Organisation

A chart showing the organisation for security within the school is shown below:



Key Personnel

Co-Chairs of Governors	Lisa Marshall and Louise Wilkinson
Executive Headteacher	Madeline Southern
Security Co-ordinator	Madeline Southern
Governor Security Advisor	Lisa Marshall (Health & Safety Governor)
Site Manager/Caretaker	Jamie Scott (School Road) Lee Trott (Portland Road) Dave Mason (Holland Road)
Main Office	Linda Burtenshaw (School Road) Kate Newman (Portland Road) Pam Barry (Holland Road)

DUTIES OF GOVERNING BODY

The Governing Body will:

- Formulate a security policy for the school and review every two years.
- Take account of security when considering the school integrated development plan.
- Ensure any advice and guidance from the LA/DFE/HSE is disseminated to those who need to know it and acted upon.
- Be responsible for the overall implementation of the security policy.
- Consider and act upon the recommendations of the Executive Headteacher who is also the Security Co-ordinator.
- Monitor security arrangements.
- Prioritise actions where resources are required and ensure appropriate actions are taken.
- Include security issues on agenda at Finance & Leadership Committee meetings.
- Review this policy every 3 years or upon significant change of circumstances.

SITE MANAGER/CARETAKER DUTIES

The caretaker will be responsible for ensuring:

- All doors and windows are shut and secure at the end of the working day.
- The building's intruder alarm system is set at the end of the working day.
- Main access points are open at 7.00am and shut and locked at 6.00pm/6.30pm.
- No items of equipment are left outside overnight. Particular attention must be given to equipment enabling access to buildings e.g. ladders.
- Fixed external waste bins are emptied daily.
- Defects in external lighting are reported to the Executive Headteacher and appropriate remedial action taken
- Ensure the CCTV is serviceable
- A mobile phone is carried when working late or alone.
- All electrical items are turned off.

DUTIES OF SECURITY ADVISOR

- Undertake an objective and impartial review of existing security arrangements every two years.
- Investigate any significant breaches or violent incidents and arrange for appropriate action to be taken.
- Regularly monitor/review the security incident log and comments or suggestions given.
- Co-ordinate the risk assessment process within the school.
- Ensure all staff receive induction training with respect to the school's security and emergency arrangements.
- Work in close liaison and co-operation with on-site staff to ensure security remains high profile within the establishment.

DUTIES OF EXECUTIVE HEADTEACHER

(Security Co-ordinator)

- Day to day management and implementation of all security matters in the school.
- Liaise with the LA and other relevant departments on security issues.
- Inform the Governors of any significant event with respect to security.
- Identification of training needs within the school.
- Preparation of information to be sent to parents describing security arrangements and the reasons for such.
- Ensure risk assessments are undertaken and reviewed as necessary.
- The Heads of School will deputise in the absence of the Executive Headteacher.

All Staff

- Employees will follow guidance contained in the Security Policy.
- All members of staff will read the basic guidance contained within the security policy and make themselves aware of any specific arrangements affecting them contained in the appendix.
- Employees will conduct themselves and any undertaking in which they are involved in a manner conducive to the overall safety of persons and security of the School.
- Staff should report any concerns with regard to security to the Executive Headteacher.
- Staff should challenge all unauthorised visitors to the School site or those not wearing an official visitors badge in a polite manner. Staff, however, should be aware of the potential risk of making such a challenge and where appropriate two members of staff should be involved.
- Staff who have serious doubts concerning a visitor or intruder or believe a violent act may be committed must not challenge this person but should inform the Executive Headteacher immediately.

Remember – do not challenge unless safe to do so.

Arrangements

1. Visitor and access control.
2. Interview procedures.
3. Lone working.
4. Consultation with staff, pupils and parents.
5. Incident reporting and recording.
6. Signage.
7. Risk assessment.
8. External security of School site.
9. Staff induction.
10. Information for pupils and parents.
11. Training.
12. Emergency procedures.
13. Security contacts.
14. Pupils and parents procedures.
15. Support to staff.
16. Monitoring and review of the Policy.

1. Visitor and Access Control

- Access into the School building via the main access points will be controlled and supervised by the main office staff.
- A register and record of all visitors to the school will be maintained. All visitors should wear an official visitor's identification badge. With a green badge, the person has been vetted by the school/BHCC with approved DBS, Red badge wearers have not been vetted and must be accompanied at all times whilst of the premises
- The main office staff will be responsible for implementing these arrangements.
- Further specific information is contained in appendix 1.

2. Interview Procedures

- Considerations must be given to the risk posed during interviews with parents, guardians and next of kin.
- Any interviews where there is a significant potential for conflict (physical or verbal) must be carried out in the Executive Headteacher's office, and be made by appointment only. In such cases two members of staff should be present.
- Further specific information is contained in appendix 2.

3. Lone Working

- Staff are not allowed to work alone without the permission of the Head of School. Staff must take appropriate measures to ensure their safety and follow guidance contained in appendix 3.

4. Consultation with Staff, Pupils and Parents

- Any members of staff, pupils or parents who have concerns with respect to security are encouraged to contact the school and pass on and discuss these issues. Confidentiality will be assured in such matters. Any significant findings will be further discussed with the Governors at the appropriate committee meeting.

5. Incident Reporting and Recording

- To gauge the effectiveness of security arrangements and to assist the monitoring and review processes all incidents relating to the security of school premises and violence to persons will be noted in the Head teacher's termly report to the Governing Body. In addition to this Brighton and Hove Local Authority should be informed.
- The Executive Headteacher will monitor the contents of the Security Incident Log on a weekly basis.
- A specimen copy of the Security Incident Log is contained in appendix 4.

6. Signage

- Clear and unambiguous signs will be placed at appropriate locations to indicate: Brighton and Hove City Council property, direction to main reception, restricted access points and staff only areas.

7. Risk Assessment

- Risk assessments will be undertaken to identify any hazards and the appropriate control measures required.
- These assessments will be reviewed at least once per year or upon significant change or circumstances.
- The Executive Headteacher will be responsible for co-ordinating the overall risk assessment plan.

8. External Security of School Site

- The general procedures for security of the school site are contained in appendix 5.
- All staff must comply with these regulations.

9. Staff Induction

- All members of staff whether permanent or temporary will be briefed on the school's security and fire drill procedures and any significant hazards present as part of their induction. The contents of this Security Policy will be brought to their attention.
- The Executive Headteacher and Heads of School will be responsible for ensuring compliance with the above.

10. Information for Pupils and Parents

- Good security will involve the commitment and co-operation of all persons who use the School site.
- Pupils and parents should feel part of this process. Pupils should be briefed regularly on the arrangements as they affect them by their class teacher.

11. Training

- The Executive Headteacher will be responsible for identifying and arranging any training requirements as indicated by risk assessment.

12. Cash Handling

- This school is a cashless environment.
- Cash handling routines and procedures should be strictly controlled and guidance contained in appendix 6 followed.
- The Schools Business Manager is responsible for ensuring compliance with this guidance.

13. Emergency Procedures

During any breach of security or violent incident the safety of pupils and staff is of paramount importance.

- Pupils are not to confront or challenge strangers on site but must report the situation to a member of staff immediately.
- The level of staff response to an incident will depend upon the seriousness of the situation and risks involved.
- Staff should not challenge any person unless safe to do so.
- Staff who have serious doubts concerning a visitor or intruder or who believe a violent act or damage may be committed should not challenge the person but inform the Executive Headteacher immediately. They should observe from a safe distance or concealed position, noting the details of the intruder.
- If approached by a person about to offer violence, staff should move away and retreat to a safe distance.
- Staff should not attempt to detain or remove an intruder from the premises using force.
- If it is considered an intruder is about to enter the premises and commit a violent act access points should be secured to prevent unauthorised entry. (Fire escape routes must still be maintained.) The Police should be called immediately. Partial or full lock down procedures may be initiated.
- The main office staff will contact the emergency services by dialling 999 if assistance is required.
- The School will develop and maintain good links with the local Police and Crime Prevention Office and seek advice as considered necessary.
- In the event of a bomb threat or hoax the form held in appendix 7 should be used to collate information with respect to the caller and bomb threat.

14. Security Contacts

- A current list of contact numbers will be maintained and held in the main office. This list will be distributed to:
 - a. Executive Headteacher;
 - b. Heads of School;
 - c. Site Manager/Caretaker;
 - d. Other members of staff, as considered necessary.

Please refer to appendix 8.

15. Support to Staff

- The Governing Body will be fully supportive of any members of staff or pupils who are subjected to violence at work. An advisory poster on 'Violence at Work (guidance for staff)' will be brought to the attention of all staff and placed in the staff room. A copy of this document is contained in appendix 9.

16. Monitoring and Review of the Policy

- The Governing Body will review the arrangements as per the SIDP and whenever significant changes occur.

Appendix 1

Visitor and Access Control

- All visitors must report to main reception on arrival.
- The designated main visitor entrance will be clearly marked.
- The main reception point will be staffed at all times.
- Main reception staff will maintain lines of communications with senior teachers and managers.
- A record of all visitors will be maintained and the visitors' identification badge system operated.
- Access via other points into the school building will be controlled and restricted, i.e. all main gates will be locked at 9.15am by the caretaker or office staff. Entrance/exit after this time will be through the main reception area.
- Fire exits must not be locked during the working day, except external classroom doors which must be locked to keep intruders out. (During hot weather the door may remain open only if a member of staff is in the classroom at all times to prevent someone wandering in)
- Visitors should be collected from the main reception office by a member of staff and escorted to their destination if they are not familiar with the layout of the building.
- Visitors are not allowed to wander around the school unescorted.
- Any visitor without an official identification badge should be challenged politely by a member of staff, informed of the correct procedures and escorted to the main reception office.

Appendix 2

Interview Procedures

Interviews with the potential for conflict or a violent situation should be:

- assessed for risks prior to the interview;
- planned in advance;
- by appointment only;
- carried out in the Executive Headteacher's office;
- carried out when backup staff are available;
- carried out in the presence of two members of staff;
- administration staff should be made aware of the interview situation and understand the backup procedures to be followed.

When planning the interview:

has the person....

- a history of violence,
- verbally threatened staff in the past,
- attacked staff in the past,
- a medical condition which may result in loss of control?

is the person likely to be....

- drunk,
- on drugs,
- dealing with high levels of stress?

Interview Room:

- It is important to ensure that the room used for interview is free from any item that could be used as a weapon.

During the interview:

- stay calm, speak slowly so as not to be drawn into a heated argument;
- avoid aggressive body language such as hands on hips, wagging fingers or looking down on an aggressor.

Appendix 3

Lone Working

- Staff should not work alone without the permission of the H/T.

Staff working late will:-

- make themselves aware of the essential contact numbers (caretaker);
- have their mobile phone to hand;
- keep external doors to the building locked to prevent unauthorised access (subject to fire escapes being maintained);
- inform other members of staff working late when leaving;
- inform family/next of kin of intentions to work late and expected time of completion;
- confirm with the Executive Headteacher and/or Site Manager/Caretaker the requirements for securing the building and setting the intruder alarm.

Appendix 4

Security Incident Log

[illegible]

Appendix 5

Security of School Site Procedure

Staff are to vacate the premises by 18:00 in order for the Site Manager/Caretaker to secure the premises and set the alarms.

Securing the Premises

- 1) Ensure that all personnel, public and visitors have vacated the premises before securing it.
- 2) Ensure that all windows and doors are closed and locked and lights are switched off.
- 3) Set the alarm system according to the instructions.
- 4) Do not re-enter the premises once the alarm system has been activated.
- 5) Deactivate the alarm system before entering the premises.
- 6) Once the premises have been secured, make an external visual inspection of the buildings before leaving.
- 7) If unable to secure the building, notify the appointed person (the Caretaker).
- 8) Do not inform unauthorised persons of the establishment's security arrangements.

When a Building Appears to Have Been Unlawfully Entered

- 1) Notify the Police immediately.
- 2) Notify the Executive Headteacher or other appointed person (Heads of School)
- 3) Do **not** enter the building until assistance has arrived.
- 4) Where you consider it safe to do so make an external tour to observe the premises.
- 5) Do **not** subject yourself to any personal risk of danger.

Appendix 6

Action Sheet for Person Receiving Telephone Threat

A person receiving a bomb threat message should, if possible, attract the attention of a colleague or manager and inform (insert name of relevant person) that a message has been received.

The caller should be kept talking while as much as possible of the information below is obtained and try to keep the line open.

Questions to Ask

- 1 Where has the bomb been placed?
- 2 When will the bomb explode?
- 3 What does it look like?
- 4 What kind of bomb is it?
- 5 What will cause it to explode?
- 6 Did you place the bomb?
- 7 Why?
- 8 What is your name?
- 9 What is your address?
- 10 What is your telephone number?
- 11 Where are you speaking from?

Callers Voice (underline as appropriate)

CALM	ANGRY	EXCITED	SLOW	RAPID
SOFT	LOUD	LAUGHTER	CRYING	NORMAL
DISTINCT	SLURRED	NASAL	STUTTER	LISP
RASPY	DEEP	RAGGED	DRUNK	ACCENT
DISGUISED	CLEARING	DEEP	HOARSE	THROAT
BREATHING	FAMILIAR VOICE	CRACKING VOICE		

Exact Wording of Threat

Sex M/F Age

Call Length Date

Time What Number

Nationality

Background Sounds (underline as appropriate)

STREET NOISE

CROCKERY

VOICES

PA SYSTEM MUSIC

MOTOR

OFFICE

FACTORY

HOUSE

ANIMAL

CLEAR

STATIC

LOCAL

BOOTH

OTHER

LONG DISTANCE

Language (underline as appropriate)

WELL SPOKEN

READ OUT

TAPED

FOUL

IRRATIONAL

INCOHERENT

Call received by:

Call reported immediately to:

Remarks:

Appendix 7

Security Contact Numbers

Co-Chair of Governors	Lisa Marshall 61 Westbourne Street Hove BN3 5PF Tel: 07758 838626	Louise Wilkinson 15 Shirley Street Hove BN3 3WJ Tel: 07789 458618
Headteacher	Madeline Southern 10 Fircroft Close Brighton, BN16RY Tel: 07805 975309	
Caretaker & Premises Officer	Jamie Scott West Hove Infant School Portland Road, Hove East Sussex Tel: 01273 733386 (07787 980788)	
First Key Holder	AP Security 0845 375 9959 33 The Metro Centre Dwight Road Watford, Herts WD18 9SB	
Second Key Holder	Jamie Scott 85a Poynings Drive Hove BN3 8GN Tel: 07787 980788	
Third Key Holder	Madeline Southern 10 Fircroft Close Brighton, BN16RY Tel: 07805 975309	
School Security Co-ordinator	Madeline Southern As previously stated	
Intruder Alarm Company	SECOM Unit 9 Freshfield Ind. Est. Stevenson Road Brighton East Sussex BN2 0DF Tel: 01293 532249	
Fire Alarm Company	Southern Fire Alarms Tel: 01243 870851	
Gas	Tel: 0800 111 999	
Electricity	Tel: 0800 783 8866	
Water (Southern Water)	Tel: 0845 278 0845	
Emergency Contractors	Reactive Maintenance Helpdesk: 01273 292081 Martin Hucker - 01273 293477 martin.hucker@brighton-hove.gov.uk	
Ambulance	EMERGENCY 999 Nearest A & E	

	Tel: Royal Sussex County Hospital, Tel: 696955 School Nurse: Ms Sarah Williams, Tel: 01273 728281
Fire	EMERGENCY 999 Local station: Hove Fire Station Tel: 0303 999 1000
Police	EMERGENCY 999 Local Station: 0845 60 70 999 / 01273 475432

Local Authority	<p>Maintenance Helpdesk: 01273 292081</p> <p>Legal Advice Schools Insurance Tel: switchboard (01273 290000)</p> <p>Insurance/Risk Management Tel: switchboard (01273 290000)</p> <p>Health and Safety Advice Health & Safety Duty Officer Email: health&safety@brighton-hove.gov.uk</p> <p>Emergency Planning Tel: 01273 296699 (accessed via CYPT Tel: 01273 293433) Out of hours: 07540 675169</p>
Other Contact Numbers	

Appendix 8

Violence at Work

If you believe a risk exists because of:-

- inadequate precautions;
- unsafe working practices;
- the person(s) with whom you are in contact;

you should:-

- tell your Headteacher immediately so that appropriate action can be taken;
- follow school instructions or guidance.

Brighton and Hove Council will be fully supportive of staff who suffer violence in the course of or arising from their employment.

Violence includes:-

- verbal abuse;
- threats;
- harassment;
- actual physical harm.

If you or a member of your family are subjected to the above you must:-

- report the incident immediately to your Headteacher;
- complete an incident and accident report form.