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Site Security & Lone Working Procedures Policy

2024 – 2025

Reviewer:	Site Manager
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INTRODUCTION

The Trustee Body of EGGAR'S SCHOOL recognises the importance of Health and Safety for the whole school community. Therefore, the Site Manager, as delegated by the Trustee Body, is committed to the following principles:

- Providing a secure, safe and stable environment for the education of its students and for its staff
- Minimising the risk of trespass, theft, criminal damage and arson
- Reducing losses in financial terms of buildings, sites and contents
- Ensuring continuity of education.

The above principles will be carried out by the Trustee Body in partnership with the Site Manager and other relevant organisations such as:

- The Police
- The Fire Brigade
- Insurance Companies.

In its role as employer the Trustee Body has the responsibility for ensuring, as far as is practical, the Health and Safety of staff and students in schools. It will undertake these responsibilities in accordance with the Health and Safety at Work Act. The school's Health and Safety Policy is comprehensive and is reviewed annually.

The Trustee Body is committed to reducing the numbers of incidents involving trespass, criminal damage, theft and arson.

EGGAR'S SCHOOL is a large site and consequently certain elements make it vulnerable to the criminal. These include:

- Buildings set in spacious grounds, which cannot be easily seen by neighbouring housing.
- Buildings constructed in such a way as to afford natural cover to the criminal, e.g., alcoves, recessed porches, quadrangles, detached blocks of buildings.
- Buildings and grounds vacated for a significant number of hours each day, particularly during the hours of darkness.
- Relatively low levels of physical or electronic security.

Over recent years the value of equipment and resources held in school has increased. Much of the equipment is expensive and highly attractive to the would-be thief especially ICT equipment and technology department resources. The loss of such equipment will have financial implications for the school and would severely affect curriculum delivery.

Most incidents involving the theft of equipment or property are also accompanied by criminal damage. The cost of this damage frequently exceeds the value of the equipment or property stolen and besides being expensive to repair it can be very disruptive to the normal functioning of the school and may result in the temporary closure of part or all of the school. While the overall incidence of arson accounts for only a small percentage of the total number of incidents, the effects are potentially more severe, the costs disproportionately high and the disruption to the curriculum greater.

1.0 RESPONSIBILITIES

The implementation and management of this policy is the responsibility of the Trustee Body and the Head Teacher.

2.0 STRATEGY REQUIREMENTS

The Trustee Body accepts that there is no such thing as “total security” but recognises the need to increase the level of security awareness in all individuals associated with the provision of education within the school, to assess the risks and implement control measures to reduce the risk as far as practicable.

The Trustee Body believes that:

- The costs and time committed to counter measures should be commensurate with the level of risk.
- When considering the risk and range of counter measures, advice should be sought from other sources of expertise e.g., Crime Prevention Officers, Fire Brigade.
- The level of risk and the effectiveness of any counter measures must be continuously monitored.

3.0 IMPLEMENTATION

The policy expects that there to be:

- A site security risk assessment to identify the nature and level of risk at the school. Information relating to location, nature of the site, building construction, day-to-day management, records of previous incidents and the value of the buildings and contents will need to be considered.
- A strategy for risk management aimed at reducing the likelihood of loss or damage to the school or injury to staff, students/students and visitors.
- Active encouragement of a positive attitude and commitment towards security in everyone associated with the school.
- Consultation and co-operation with other agencies such as the Police and Fire Brigade when considering the introduction of counter measures.
- Monitoring of the nature and level of risk and the effectiveness of counter measures.
- Appropriate training provided to the Trustees to assist them in discharging their risk management responsibilities.

4.0 RISK ASSESSMENT

A Site Risk Assessment form is appended to this policy and is updated annually. The following areas are considered within this assessment:

5.0 LOCATION, NATURE OF THE SITE AND BUILDING CONSTRUCTION

EGGAR'S SCHOOL is situated in a rural location. Its features are as follows:

- It has many vulnerable areas with most parts of the school not overlooked by housing. The school buildings are set in spacious grounds, which cannot be easily seen by neighbouring housing or the main highway.
- Buildings have been constructed in such a way as to afford natural cover to the criminal e.g., alcoves, recessed porches, detached blocks of buildings, roof lights and flat roofs.
- Substantial areas of ground floor glazing.
- Exterior doors are secure but many by location are vulnerable.
- Shrubs and trees provide hiding places near buildings.
- Fencing, to the rear of the school, is low level in places, therefore rendering the site moderately accessible, especially out of hours.

Valuable equipment is not stored in an unprotected ground floor rooms, but in a secure or less vulnerable area. Blinds are provided to ground floor classrooms, so equipment is not on view when the school is not in situ.

6.0 THE DAY-TO-DAY MANAGEMENT OF THE BUILDINGS

- The main school buildings high risk areas are security alarmed via an approved security alarm company. The alarm system is extended when adaptations to and refurbishment of the building allows. The alarm system is a sequential system fully compliant to current standards.
- The School has a Service Level Agreement with Kestral Guards, who patrol the site on weekends and school holidays. They also perform a reactive call-out to any alarm activations.
- External lighting covers entrance and exit doors adjacent to car parks in front of the school, B and C Blocks, ICT, Sports Hall and at the back and front of the Refectory.
- Broken windows are replaced with British Standard toughened glass.
- The school has close links with local police and the Community Police Officer. Police will patrol the school on request.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy throughout the day.
- The School operates a signing in /signing out system for all parents and visitors and a signing in /signing out system for students who are late/ leaving early. Students out of lessons must carry a visible orange lanyard, issued by a member of staff.
- Students who wish to leave the site during the school day must have written permission, sighted by appropriate staff.
- Site staff closely monitors the movement of vehicles whilst present on the school premises and are responsible for contractors on site.
- Contractors always comply fully with school procedures.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

7.0 INSURANCE

EGGAR'S SCHOOL is insured through RPA Risk Assurance for:

- Buildings and Contents
- Public Liability
- Employers Liability
- Hirer's Liability
- Trustees' Liability

EGGAR's SCHOOL is insured through ZURICH for:

- Motor Vehicle Insurance
- Machinery and Engineering Insurance

Staff and student involvement:

Everyone is reminded it is their responsibility to prevent crime including:

- Safeguarding of personal belongings.
- Safeguarding school property.
- The cost of crime in school.

Staff and students are encouraged to engage in good practice. The School Council have a vital role in this regard.

8.0 CRIME PREVENTION

The school works closely with Hampshire Police and school liaison officers visit the school regularly.

Students are taught to understand and accept the principles and duties of citizenship.

The school strives to foster an acceptance of individual responsibility and morality within the community and to society.

8.1 EXTERNAL DOORS AND WINDOWS

The Site Manager or Site Assistants check that the premises are secure at the end of each day. This includes verifying that every external door is secure and that all windows are properly fastened (Upper Floor windows may be left open during Summer days of very high temperatures). If any window or door is found to be open or insecure then he:

- Makes it secure.
- If a repair is required then initiate the repair procedure at the earliest opportunity the next day.
- All external doors, when locked, can be opened from the inside (in the event of fire).

8.2 INTERNAL DOORS

- All Science Department internal doors are locked when the school is not in situ.
- Designated restricted areas e.g., offices have entry protected by a key code system.
- For evening usage fire prevention purposes, internal doors in corridors are not locked.
- Other doors will be closed but not locked.
- Valuable equipment is not kept in areas of high risk that cannot be secured.

8.3 EXTERNAL LIGHTING

Security lighting has been installed in key locations and is regularly checked to ensure it is working properly.

8.4 OUTDOOR GYMNASIUM

The School has an outdoor gymnasium, situated adjacent to the Play Courts. This is surrounded by fencing and locked gates, to prevent access at unauthorised times.

8.5 PERSONAL SAFETY

The Trustee Body is pro-active in its approach to the protection of students, staff and visitors against violence.

8.6 VISITORS

All visitors must report to the main reception where they will be required to show photographic identification (ID) and sign the visitors' book. The front access doors are kept locked during the school day (opened for student arrival and exit at the beginning and end of the school day, or at monitored times only). Visitors to the school, during the school day, need to use the buzzer access system, to gain entry to the school, where they can then sign in. In signing the visitors' book, they will agree to abide by the school's policy on safeguarding. Visitor badges must be worn at all times.

If a member of staff* sees anyone who they do not recognise and who is not wearing a visitor's badge then they will politely:

- Ask the purpose of his/her visit.
- Ask if they have reported to the office.
- Escort the visitor to the office for a badge if the visit is legitimate or
- Off the premises if no reason for the visit is given.

***Staff must never place themselves in a position of risk when dealing with visitors and must immediately seek the assistance of other members of staff, where this is required. If necessary, the assistance of the Police will be sought. If such an incident occurs, whether or not the Police are informed, the Head Teacher will be informed as soon as possible.**

If a student sees a stranger in school without a badge, they will immediately inform a member of staff. It is the responsibility of that member of staff to investigate.

8.7 STUDENTS

The school operates an efficient attendance/registration system (SIMS) which allows us to monitor absenteeism and truancy.

The School operates a signing in/signing out system for all parents and visitors/students who are late/leaving early. Students who wish to leave the site during the school day must have parental permission, given either by telephone, letter or email; sighted by appropriate staff (in particular, reception staff). All student absences are reported by the school absence telephone line, Studybugs or by email.

8.8 EVENING USE

When members of the public use the building they are confined to as small an area as possible to avoid compromising the security of the entire building. Care is taken to ensure that this does not jeopardise fire escape routes.

8.9 CONTRACTORS

All contractors are made aware of the fire prevention procedures in force and instructed to follow them. All contractors must follow the procedures of the school as agreed at site meetings; they will be confined to pre-determined areas of the school and will comply with school's Blue Card procedures. All contractors must sign in/out. It is the responsibility of the Site Manager to ensure that contractors on site follow the School's procedures.

8.10 STAFF

All staff are provided with a photographic ID badges that must be worn at all times. Supply/Agency staff must sign in/out each day. A replacement for lost badges must be sought immediately from reception.

The Trustee Body recognises that there may be occasions when staff are working in isolated areas of the site or indeed on their own. Staff are reminded to inform the Site Team when working outside of regular hours. Site Team follow recommended locking and unlocking procedures, which form part of the control measures which have been put in place to reduce the risks to staff who find they are working alone.

8.11 THEFT & CRIMINAL DAMAGE, PERSONAL PROPERTY

Personal property is a personal responsibility. Neither Eggar's School nor the Trustees will accept any responsibility for any loss or damage to the personal property of members of staff, students, students or visitors however caused.

Handbags or briefcases should never be left unattended unless they are in a locked cupboard or store and should never be left in the school overnight. Lockers are available adjacent to the staff room.

Staff are responsible for the security of their own vehicles. Staff must make sure that all valuables are removed from parked cars or well hidden from view.

8.12 KEY SECURITY

The Site Team are the designated key holders.

8.13 CASH HANDLING

Cash should never be kept in classrooms overnight. All cash must be handed in to the Finance Office for recording and for storage in the safe prior to banking. Cash is banked regularly, by direct backing by the Finance Team, who take a sensible approach to either going singly or in pairs (when there has been a significant event e.g. non uniform day, two members of the Finance Team attend the bank together).

8.14 CATERING SECURITY

Refectory external doors are locked at the end of the day to minimise the risk of theft and for Health and Safety reasons. Cash is transferred to the Finance Department safe and regularly removed from site for banking. Cash is limited, as the majority of food sales are funded via parent online payments for the cashless catering facility.

8.15 VALUABLE EQUIPMENT INCLUDING ICT

All valuable items are securely stored when the school is not in use.

8.16 INTRUDER ALARMS

- Only designated persons who have been correctly trained operate the alarm system.
- Regular maintenance checks are carried out under the school's SLA with Corrigenda.
- When the security alarm is activated out of hours, the Monitoring Station will alert personnel as per the agreed procedures and contact telephone numbers. Where the alarm has been triggered by movement of an external door, Kestral Guards attend the site and subsequently leave a report form, for the Site Team. Where a movement sensor within a room sounds, the Monitoring Station escalate this to the Police.

8.17 CLOSED CIRCUIT TELEVISION (CCTV)

The majority of the site is covered by a CCTV installation which complies with the Data Protection Act. A high specification camera operates a view of the entrance gate, to enable monitoring and management of vehicles on site.

8.18 TRESPASS

Trespass on school premises does not cause serious problem. The playing fields may occasionally be used by organised (but unauthorised) footballers, dog walkers and children looking for space to play. The Site Team will request that trespassers vacate the site. In the event of the trespasser/s not co-operating, the matter will be referred to the Head Teacher and, if necessary, the Police. The Site Team undertake a regular programme of repairing external fencing and school gates are secured, out of hours. A rolling programme is now complete for installing palisade 1.8m fencing.

9.0 HOUSEKEEPING

Contractors employed to clean the premises and for grounds maintenance are efficient and their work is monitored by the Site Manager.

9.1 Rubbish

Waste and refuse are taken out of the building at the end of each day and placed in waste containers with lids. These containers are kept in a secure area and are emptied by refuse companies regularly. Litter is collected as quickly as possible and students are encouraged to have a positive attitude towards keeping the whole site litter free.

9.2 Grounds

Access points for emergency vehicles are kept clear at all times.

10. LONE WORKING

Introduction

The Trustee Body recognises that there may be occasions when staff may find themselves working in isolation in certain parts of the school or even on their own. A risk assessment is carried out to ensure that risks are identified, and sufficient control measures are put in place to ensure the safety of all staff.

The state of health of employees is taken into account when making arrangements for them to work alone. All employees who will be working alone must have a full understanding of the lone working arrangements and must have read the lone working risk assessment. The arrangements will indicate the limits of what can/cannot be done whilst working alone.

Employees must co-operate with managers by:

- Attending relevant training courses.
- Using recommended control measures, such as safe systems of work, which have been designed for their safety.
- Reporting any concerns regarding their health and safety or equipment to their manager.
- Being a supportive member of the team that they work in.
- Reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability to work safely.
- Reporting all accidents, incidents and dangerous occurrences in line with departmental procedures.

11. PROCEDURES – TEACHING AND SUPPORT STAFF

- Certain members of staff are, with the permission of the Head Teacher or Business Manager, allowed to work on site at weekends and during holidays when they may be the only person on site. However, this practise is discouraged and alternative arrangements to work from home are the preferred option.

- Should a member of staff come on to site they must inform the Site Manager of their intentions and ensure they are confident with the alarming arrangements. The school will only permit staff who are not trained Site Staff to operate alarms, in order to lone work, in exceptional circumstances. The preferred option is for a member of the Site Team to unlock the appropriate area and return to lock up and reset the alarm, at the agreed times. This decision is the responsibility of the Site Manager. Staff who are lone working should keep the Site Team informed e.g., text on arrival and again to confirm they have left the site.
- A lone working written arrangement (e.g., email) should be completed and sent to the Site Manager which will include details of date, times, area of the site to which access is required and mobile contact numbers.
- A risk assessment will be completed if applicable and discussed with the member of staff prior to the period of lone working.
- The member of staff will be made aware of those tasks which are considered too high risk to perform whilst on site on their own or whilst working in isolation in a building (holiday periods).
- Staff must inform a member of their family or close friend that they are working in school and that they will be alone on site and pass on a school contact number in case of emergencies.
- All employees have a general duty to take care of their own health, safety and welfare and to ensure that they do not put themselves or others at risk.

12. PROCEDURES - SITE TEAM

Members of the Site Team will be on site on their own for periods of time at the beginning and the end of the day. They have a duty to take care of their own health, safety and welfare and to ensure that they do not put themselves or others at risk.

Staff will only perform duties which are appropriate to lone working. Tasks considered to be high risk will be detailed on a relevant risk assessment and staff must not put themselves at unnecessary risk by carrying out these tasks.

12.1 UNLOCKING

- Routine unlocking starts at 6.30am and currently the site is unlocked by a member of the Site Team.
- The Site Team ensure all keys necessary to enter the premises are readily available and that code numbers are known.
- The Site Team ensure that any situation which causes suspicion of danger, on arrival on site, is treated in such a way so as not to put themselves at risk. If necessary, the Site Team will call the Police and request assistance before entering the building.
- The Site Team will only un-lock the minimum number of doors necessary.
- As the Site Team walk through the buildings they check for vandalism, damage and any other health and safety issues.
- The Site Team make verbal contact with other members of staff as soon as possible.

12.2 LOCKING UP

The Site Team will:

- Ensure all hirers have left the premises and check any hired areas for damages.
- Note the time hirers have left and complete a damage report form if necessary.
- Before leaving the premises check that all doors and windows are physically secured and that all personnel have left the building.
- Walk around the external areas of the building to ensure procedures have been carried out efficiently and to prevent unnecessary false alarms.
- Ensure that detection devices are not obstructed.
- Be careful that stock or other items (spiders!) do not obstruct infra-red movement detectors.
- Always follow the entry/exit procedure as agreed with alarm company.

12.3 CALL OUT PROCEDURES

- The alarm company holds a list of those members of staff who may be called out in an emergency. It is the Site Manager's job to ensure the list is kept up to date.
- If the call-out is during the nighttime i.e., between 21.30 - 06.30 then an additional member of the Site Team must be contacted to attend or the Police should be called. No member of staff should put themselves at risk by attending a possible break-in, unaccompanied.
- Once the cause of the alarm has been established the School Business Manager (SBM) should be informed so that a decision as to further action can be taken. If the situation requires an extended period of attendance on site by the Site Team (waiting for an engineer etc) then the SBM must be informed.
- Once the incident has been dealt with successfully a text message should be sent to SBM to inform them that the staff member is now home safely.