



SECURITY POLICY

Policy Owner	Vina Khan
Last Policy Update	Sep 2021
Next Policy Update	Sep 2022

General Policy Statement

Westbourne School will ensure, so far, as is reasonably practicable, that employees, pupils, and other non-employees are protected from risks to their health, safety and welfare.

Measures will be adopted to aid the safety and security of staff, pupils, visitors and unauthorised visitors to the School as well as helping to reduce the potential for arson, theft and vandalism. Building security procedures will include arrangements to ensure, as far as is reasonably practicable, that unauthorised visitors are prevented from entering the School premises and that, should these systems fail, procedures are in place to deal with unauthorised visitors should they gain access. Furthermore, Westbourne School will review security controls to prevent a reoccurrence of the unauthorised entry. Management responsibility for Westbourne School's security is shared between Westbourne School's Governing Body and the Headteacher.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged. The identified person for day-to-day responsibility is the Bursar.

Organisation

1The Governing Body

The Governing Body must ensure that:

- this building security policy is implemented;
- there are arrangements for consulting and informing staff about security;
- there are arrangements for adequate financial resources to

- implement the policy;
- there are arrangements for monitoring and reviewing the policy;
- the school complies with the statutory requirement to report all security matters in their annual report to parents;

2 The Headteacher is responsible for implementing the building security policy agreed by the governing body;

The Headteacher is responsible for:

- determining which tasks and functions are delegated to which members of staff;
- providing information to employees on the importance of building security and understand the School's policy and their own individual responsibilities;
- implementing training to those employees for whom it is appropriate;
- ensuring that parents are informed of the Building Security Policy;
- producing regular reports to the Governing Body on building security as part of monitoring health and safety;
- obtaining advice from the Authority, the Police and Community Safety Groups;
- ensuring there is an established method of contacting the police in the event of an emergency;
- ensuring that all breaches of building security are reported to the police where relevant;
- ensuring that a risk assessment is undertaken on the School's building security and reviewed annually (See section 5 for template risk assessment);
- ensuring that a procedure for regular routine building security checks is put in place.
- ensuring that risks posed to specific staff members are assessed in line with the 'Personal Safety in Schools' document

3 Employees

All staff members need to be aware of their role in ensuring building security measures are maintained.

These include:

- reporting potential hazards and incidents;
- making staff aware of the procedures required to maintain building security;
- implement the academies' emergency procedures.

4 Specific Duty Holders.

The following employees know and accept their responsibilities for ensuring the security of the school building:

SECURITY ISSUES	NAME	SPECIFIC DUTIES
Perimeter fencing, access routes	Caretaker	Checked daily at the start and end of the day.
Securing school entrance/exits	Caretaker	Checked daily at the start and end of the day.
Control of visitors	Admin staff	Checking who is being visited and a record of arrival and departure is maintained. Ensure that CRB checks are valid where appropriate.
Control of contractors	Admin staff, caretaker and Headteacher	A record of arrival and departure is maintained. Ensure that CRB checks are valid where appropriate.
Security of money	Bursar/Admin staff/Teachers	All monies locked up securely. Bursar follows H&S guidelines when depositing or collecting monies from the bank, when necessary. The school stays within the insurance limits.
Emergency procedures (fire, first aid, accidents)	All staff	Staff are aware of and up to date with current emergency procedures.
Building security risk assessment	Headteacher & Bursar	Regular review of procedures and effectiveness in the light of guidance and relevant issues.
Intruder alarms	Caretaker	Checked weekly and annually serviced
Completion of Premises Fire Log Book including Fire Risk Assessment*	Caretaker & Bursar	Is completed and updated when necessary
CCTV	Caretaker/Mayson Security	Annually checked
Fire Alarm (which meets BS5839)	Caretaker	Checked weekly and annually serviced.

