TIBSHELF COMMUNITY SCHOOL
SCHOOL SECURITY

Ratified: May 25
(Tibshelf Policy)

Introduction

Tibshelf Community School recognises its responsibility to provide a safe and secure environment for pupils, employees, and visitors. The school's security procedures will operate within the framework described in this policy.

These procedures have been created paying due regard to expert advice, legislation and DfE guidance.

The management of Tibshelf Community School will provide the necessary resources, information, and training to implement the procedures outlined in these procedures. They will also be informed, where necessary, of any breaches and failures of the policy to enable them to take corrective action.

Procedure objectives

These procedures will:
- Identify improvements in security across the school
- Enable strategic leadership to promote a collaborative and coordinated response
- Assist in the implementation of ongoing improvements in the effectiveness of security measures and controls
- Inform parents and pupils of the security procedures and encourage them to assist in their implementation

1. Roles and responsibilities

1.1 The **governing body** will:
   1.1.1 Ensure security procedures are in place and they are reviewed annually
   1.1.2 Ensure all school staff are aware of and adhere to school security procedures
   1.1.3 Ensure that all members of the governing body are issued with ID badges and display them at all times whilst on the premises

1.2 The **headteacher** has responsibility for the day-to-day security of the school and for ensuring the following:
   1.2.1 All staff members understand their responsibilities under the procedures.
   1.2.2 Staff training needs are effectively monitored, and training is arranged when necessary.
   1.2.3 Pupils and parents are informed of the procedures and encouraged to take an active role in the school's safe culture.
   1.2.4 Reports on security are made regularly to the governing body.
   1.2.5 Suitable advice is sought where appropriate.
   1.2.6 All crimes are reported to the police.
   1.2.7 The school security assessment is reviewed.

1.3 The **site manager** will:
   1.3.1 Maintain the security systems and ensure equipment is in working order.
   1.3.2 Undertake routine security checks.
   1.3.3 Maintain a record of all security checks.
   1.3.4 Record breaches of security and bring these to the attention of the headteacher in a timely manner.
   1.3.5 Review security procedures as required.
   1.3.6 Actively raise awareness of security issues within the school community.

1.4 The **site supervisors** will:
   1.4.1 Unlock the main school gates at 7:00am At 8.15am duty staff unlock access gates to allow student access to the building. At 8.30am Site Supervisors ensure all access gates (with the exception of the main car park gates) have been locked and the car park entrance barriers are lowered and are in operation.
   1.4.2 Duty Staff unlock the necessary school gates at 2:58pm and lock them all (with the exception of the main car park gates) at 3.15pm. At 3pm Site Supervisors will ensure the car park entrance barriers are raised and left inoperable. At 3.30pm Site Supervisors undertake a final check all access gates are locked (with the exception of the main car park gates)
   1.4.3 Check the physical integrity of security devices.
   1.4.4 Handover control of the site to ActiHire (Lettings Company) 5.30pm externally and at 6:00pm internally.

1.5   **School support staff** will:
 1.5.1   Issue badges and check disclosure and barring service (DBS) information.

1.6   **All Staff** will:
 1.6.1   be aware of and adhere to the operational procedures of the school regarding security, such as:
 1.6.1.1   The requirement of all staff to sign in and out.
 1.6.1.2   Monitoring and challenging visitors.
 1.6.1.3   The wearing of ID badges.
 1.6.1.4   Appointments with parents/visitors after school reception closure hours.

1.7   **Pupils** will:
 1.7.1   Report any persons on site that are not familiar to them and not wearing a school ID badge or visitor ID badge. They must not approach the persons at any time.

2.   Parental access to premises

2.1   Parental access to the school premises will be by appointment or invitation only.

3.   Barring

3.1   Trespassing is a civil offence, and the school may take action through the legal system to prevent persistent trespassing. Any person not included in the following categories, who enters the school without permission, is recognised as a trespasser and may be asked to leave:
 3.1.1   Members of staff.
 3.1.2   Registered pupils – unless excluded.
 3.1.3   Parents or guardians – unless barred.
 3.1.4   Governors, suppliers, contractors, and authorised users for out-of-hours activities.
3.2   If a member of staff or pupil feels threatened by a trespasser, the school has the power in common law to bar the trespasser from the premises.
3.3   Barring must be reasonable, and the school will write to the person concerned offering them a chance to express their views. The bar may or may not be immediate, depending on the nature of the offence. The bar is then provisional until the person has an opportunity to make formal representations. The bar will then be confirmed or removed.
3.4   Barring letters must be signed by the headteacher.
3.5   Bars are subject to review 6 months after they are imposed.

4.   Removal of intruders during the school day

4.1   Under Section 547 of the Education Act 1996, it is a criminal offence for a person who is on school premises without lawful authority to cause or permit a nuisance or disturbance. Therefore, trespassing on the premises does not constitute an offence in itself. For an intruder to receive a section 547 offence, and therefore be removed from the school, they will have to exceed their 'implied licence'.
4.2   The removal may be carried out by a police officer, or a person authorised by the school such as a security guard.

5.   Access control

5.1   The school operates a workable access control system and considers everyone who is not a member of staff or a pupil to be an intruder until they have gone through the following visitor procedures at reception:
 5.1.1   Person signs in at reception and completes the relevant documentation.
 5.1.2   They note their arrival time, expected movement around the school and reason for visit.
 5.1.3   They are issued with a visitor ID badge that must be worn at all times.

 5.1.4   The person will then be escorted to the relevant part of the school.

5.1.5　After the purpose of the visit reaches a conclusion, the person returns the visitor ID badge and signs out at reception, noting their departure time.

5.2　Any refusal to adhere to these procedures will be reported to the headteacher.

5.3　Any acts of aggression will be reported to the police.

6.　Reporting incidents

6.1　The school will maintain an incident register. It will contain accurate details of all incidents which may be significant if they recurred and became persistent. All staff are expected to report the following incidents using the incident form provided in **Annex A** of these procedures:

6.1.1　Trespassing.

6.1.2　Aggressive behaviour by persons other than pupils.

6.1.3　Security matters reported by pupils.

6.1.4　Other security-based incidents giving cause for concern.

6.2　The Headteacher and School Business Services Manager will monitor and securely store all completed forms in an incident register.

7.　Prohibited items

7.1.　The following items are prohibited:

7.1.1.　Knives

7.1.2.　Other weapons

7.1.3.　Drugs

7.1.4.　Alcohol

7.1.5.　Stolen items.

7.2.　If a member of staff has reason to believe a pupil is in possession of a prohibited item, they will adhere to the guidance outlined in the school's Behaviour Policy.

8.　Building security

8.1　The school will take all reasonable measures to restrict access to the building and prevent unauthorised access. The access control procedures of the school are:

8.1.1　At the end of the school day, each member of staff should ensure that all windows and external doors in their classroom are securely fastened prior to a check by site staff.

8.1.2　All staff are responsible for keeping the building clear of materials that could be used for vandalism or arson.

8.1.3　Security lighting is installed and maintained by site staff.

8.1.4　Risk assessments are in place and reviewed annually.

8.1.5　All school property is recorded in an inventory (items above £100).

8.1.6　Access to the school building is controlled by electronic doors which require a swipe card or access from reception.

8.1.7　During holiday times access/egress is only via the Main Reception.

8.1.8　The school site is monitored by 24-hour CCTV surveillance (refer to CCTV Policy for additional information).

9.　Alarm system

8.2　The alarm system is linked to the security company EMCS (East Midlands Control Station) who will contact the main key holder if it is activated.

10.　School property

8.3　All items of equipment in the school are the property of the school and must be kept well-maintained and secure at all times. If a member of staff wishes to borrow equipment, permission from the Headteacher must be sought in advance and information regarding the borrowing of equipment kept.

8.4　Staff are responsible for returning equipment as agreed.

8.5　All expensive, portable equipment is recorded on the Asset Manager database.

8.6　Blinds are closed on all exterior windows at night.

11.   Personal property

8.7   Pupils are discouraged from bringing high value items to school and, in the event they do so, the school accepts no liability.

8.8   If the use of a high value item is unavoidable, arrangements should be made with the headteacher to ensure security.

8.9   All staff members are responsible for their personal property.

12.   Security during school events

8.10   During parents' evenings:

    8.10.1   All school valuables are placed in containers and locked.

    8.10.2   All laptops are stored in locked rooms.

    8.10.3   All office rooms are locked.

8.11   During fundraising events:

    8.11.1   All rooms apart from those required are locked.

    8.11.2   All school valuables are placed in containers and locked away.

13.   Monitoring

8.12   All staff members have a responsibility to ensure security strategies are implemented.

8.13   The Headteacher and School Business Services Manager are responsible for the monitoring and review of these procedures.

8.14   A Security Risk Assessment is carried out annually to assess and mitigate risks.

14.   Other Relevant Policies/Documents

8.15   CCTV

8.16   Health and Safety

8.17   Fire Safety

8.18   Critical Incident

8.19   ActiHire (Extended Hours) Contract

8.20   Lockdown Procedure

Annex A
Incident Report Form

Members of staff should use this form to report incidents of trespassing, nuisance, disturbances on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence, and intentional damage to property occurring on school premises.

The form should be completed as fully as possible, and a staff member should complete the form for an incident witnessed by a pupil.

Member of staff reporting the incident	
Name:	Position:
Personal details of person assaulted/abused (if appropriate)	
Name:	Gender:
Class:	Age:
Position (if staff):	
Witnesses (if any)	
Name:	Age:
Gender:	Position (if staff):
Address:	
Name:	Age:
Gender:	Position (if staff):
Address:	

Time and date of incident:	
Type of incident: (e.g., trespassing, assault etc.).	
Location of incident:	
Description of incident: (describe the incident including events leading to it and who else was involved).	
Outcome: (e.g., whether police were called, trespasser was removed, parents were contacted, legal action was taken etc.).	
Further information: (provide any further information you feel relevant).	

Tibshelf Community School
Security Risk Assessment

Assessment conducted by:	Job title:	Covered by this assessment:
Bev Wright	School Business Services Manager	All Staff, Pupils, Visitors, Contractors
Date of assessment:	**Review interval**:	**Date of next review**:
April 2025	Annually	April 2026
Signed:		

Risk/Issue	Recommended controls	Controls in place? Yes/No	Recommended further actions to be taken to reduce risks	By whom	Deadline
Policy and procedures	● Written procedures for ensuring the security of people and property are in place. They are agreed by the governing body and reviewed annually.	Yes	● Review relevant policies in light of any updated guidance.	Senior Staff	Annually
Staff training and communication	● Staff provided information, appropriate training, and instruction on effectively implementing these procedures.	Yes	● Staff shared drive updated to include revisions to policies	Senior Staff	As Required
Access control	● Access to the school is restricted to staff and authorised visitors only.	Yes		Bev Wright	Reviewed Annually

	• ID badges are issued to all visitors.	Yes			
	• Staff and Governors issued with photo ID.	Yes			
	• Provided they do not feel threatened, school members of staff challenge any visitor on school grounds without a visible ID badge and escort them to reception.	Yes			
	• Additional procedures, beyond controls on doors, are in place to reduce the risk of intruders.	Yes			
Security of premises	• Premises staff secure the school building at night.	Yes		Site Staff	
	• As far as reasonably practicable, the premises are secure from vandalism and burglary.	Yes			
	• Site Staff adhere to lone workers policy.	Yes			
Security of grounds	• Procedures are in place to safeguard pupils in areas where public access is impractical to prevent.	Yes		SLT	As required
	• All procedures are detailed in the school's Security Procedure.	Yes			
	• Staff safety is considered in all safeguarding procedures.	Yes			

	● Main vehicle entrances gate protected during nights and weekends.	Yes			
	● Supply staff issued with ID passes.	Yes			
	● Pupils only permitted on the playing fields when supervised by a member of staff. Not allowed on during recreational times.	Yes			
Contractors	● Contractors are DBS checked or supervised while on school grounds.	Yes		Bev Wright / Craig Selby	As required
	● They are issued with ID badges and wear them at all times.	Yes			
	● Their access and egress to and from school grounds is always via a designated safe route.	Yes			
Equipment and assets	● Valuable school property and equipment has been identified (and recorded on the Inventory) and reasonable measures are in place to ensure security.	Yes		Anita Jones	Annually
	● Cash Handling in School procedures reviewed, and best practice implemented.	Yes			
Personal belongings	● Pupils are informed they bring valuables to school at their own risk.	Yes		SLT	During Admission or Induction

	● All members of staff are provided with a secure staff base or lockable unit.	Yes			
Community use	● Security measures consider community use of the school building (through the ActiHire Contract). ● Pupils are physically separated from community use where possible.	Yes Yes		SLT	As required
Children leaving the school site without permission	● Internal fence with controlled exits and entrances. ● Teachers to immediately flag pupils known to be in school but not present in their class.	Yes Yes	Safeguarding and Child Protection training	SLT	As required