St Mary's Academy Trust

Queens Road Academy

Building Security Policy

Policy adapted from BMBC

This Policy is reviewed annually by Queens Road Academy Board of Governors. The policy is part of the St. Mary's Academy Trust Premises Management Policy

Queens Road Academy 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, the school will review security controls to prevent a reoccurrence of the unauthorised entry.

Management responsibility for the school's security is shared between the school's Governing Body, the Trust Governing Body, Engie FM and the Head teacher.

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 Head teacher.

Personal Security is considered in the guidance document 'Personal Safety in Schools' and should be considered and completed in conjunction with this document. For matters relating specifically to the safeguarding of children, the 'Safeguarding policy' and procedure are followed.

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 academy complies with the statutory requirement to report all security matters to board
- they will inform parents of the academy's security in the school website. Paper copies are available on request.

The head teacher is responsible for implementing the building security policy agreed by the governing bodies.

- 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 academies' 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;
- ensuring that incidents are reported using the SMAT Procedure;
- producing regular reports to the Governing Body on building security as part of monitoring health and safety;
- obtaining advice from the Authority, Police and Barnsley Community Safety Partnership;
- 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 academy's' building security and reviewed termly;
- 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

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

- reporting potential hazards;
- reporting incidents to the building FM provider or SMAT Insurer;
- making staff aware of the procedures required to maintain building security;
- implement the academies' emergency or incident management procedures.

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 utilising electronic entry-sign	Checking who is being visited and a record of arrival and departure is maintained. Ensure that DBS checks are valid where appropriate.
Control of contractors	Admin staff, caretaker and Head teacher	A record of arrival and departure is maintained. Ensure that DBS checks are valid where appropriate.
Security of money etc	Admin staff	All monies locked up securely. As far as reasonably practicable Queens Road Academy operates cashless
Emergency procedures (fire, first aid, accidents)	All staff	Staff are aware of and up to date with current emergency procedures.
Building security risk assessment	Head teacher & FM provider	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 Logbook including Fire Risk Assessment[1]	Head teacher – external audit Total Fire Safety	Is completed and updated when necessary and to bi-annual audit
CCTV	N/A	Remote management company procured by FM
Fire Alarm (which meets BS5839)	Caretaker	Checked weekly and annually serviced.

Clearly Defined Boundaries

It is important that members of the public know the extent of the school grounds. This does not always mean that the grounds are fenced, but where practical some form of boundary is necessary to mark the perimeter and to act as a visual indicator of trespass. At the same time care needs to be taken that landscaping does not act as a screen for potential intruders. It is helpful to have one main entrance, preferably visible from the reception area. Separate entrances for pedestrians are commonplace, but to increase security they should only be opened at peak arrival and departure times and wherever possible a member of staff on duty to prevent unauthorised access.

The purpose of security fencing is to prevent intrusion. Casual intruders and dog walkers are usually deterred by a 1.8 – 2m high fence. To deny access to determined intruders the fence must present a formidable obstacle at least 2.4m high and be able to withstand a high level of physical attack. In very high-risk schools 3-3.5m may be needed. Queens Road uses weldmesh fencing to the perimeter.

Any Fencing must be constructed and erected to the appropriate British Standard.

Queens Road Academy has security fencing to the perimeter of the entire site. QRA operate a road barrier to site at peak times

Lighting

Secure Doors and Windows
- Shutters to be used when the school is not in operation – Grills are fitted to secure the main office
- Window opening restrictors are fitted (stops trespassers climbing into low level window openings
- fire exit doors with a higher level security closer (in no circumstances should fire escape routes be locked while the school is occupied).
- Exit doors have localised alarms to warn of unauthorised use during normal school hours.
- There are fitted extra locks to windows as well as to doors.
- There is a strict control of keys with key storage boxes in alarmed areas. Queens Road operates key categories enabling control of specific areas to authorised users as appropriate
- Doors are fitted with either push button combination locks/ ID badge entry systems to give additional security to office and staff rooms used by large numbers of staff. This is always recommended at reception points where entry into the main school building needs to be controlled. However, in the event of a fire alarm these doors automatically default to the open setting (i.e. fitted with a 'fail-to-safe' mechanism). Queens road doors have thumb locks at pupil level and enable exit from any given room. Classrooms are lockable for the purpose of lock-down safety procedures
- All door and window security improvements should confirm to appropriate Loss Prevention Standards (LPS). The suitable standard for classifying the intruder resistance of building components, strong points, security enclosures and free-standing barriers is detailed in LPS: 1175.
- Building Access Keys Lost keys should be reported immediately and in the first instance to the FMhelp desk.

Doors with access controls to them should not be wedged open and staff should not allow anyone to pass through any such doors unless they can be identified as a legitimate visitor.

Glazing

Glazed panels are a means of access for thieves as well as a target for vandals. Repairing broken windows can be a major drain upon building maintenance budgets. Options need to be considered to reduce the incidence of broken windows:

- Keeping yards and grounds free from any material that could be used to break windows
- Reducing the amount of glazing if practicable
- Use of laminated glass in vulnerable areas. This assumes the schools incident reports are sufficiently detailed to identify the area most at risk
- Use of polycarbonate glazing in vulnerable areas
- Use of adhesive safety film to maintain the integrity of the window if attacked
- Use of shutters or grilles to protect the glazing

Windows should be shut at the end of each day and checked within the schools 'lock-up' procedure.

Safety Glazing

The school should have a safety glazing survey to ensure that all glazed surfaces including mirrors comply with the requirements of standard BS6206.

BS6206 states that any glazing from floor level to waist height (800mm) in walls and partitions, and shoulder height (1500mm) in or near doors should be safety glazing. This is indicated by an etching, usually located in a corner of the glazed panel.

Alternatively, a safety film can be adhered to non-safety glazing which provides protection should the integrity of the glass be compromised.

Safety glazing extends to any glass ornaments or equipment such as fish tanks which should be removed or replaced with and alternative material such as Perspex.

Building Structure, Plant and Equipment

The building structure itself may make access easier for trespassers to reach dangerous areas such as fragile roofs, plant rooms and areas which may be under construction. This is prevented by removing obvious 'handholds' or climbing ledges, wall mounted ladders, ladders providing access to scaffolds, introducing better security on doors to plant rooms or covering surfaces with anti-climb paint to deter trespassers.

Bins have lockable lids and are kept in a fenced off compound 5-8 metres away from the building, where reasonably practicable, to prevent them from being wheeled towards the property and being set alight.

Additionally, materials are removed from the perimeter of the building such as loose bricks and flag stones which may be used to break into the building.

The school displays warning notices and signs for those who trespass onto the school premises. Trespasser warning notices should be displayed in conspicuous areas such as the parent notice board, windows and doors near entry points. Warning signs must also be displayed where anti-climb paint has been used.

Various health and safety regulations also state that signs must be displayed to warn trespassers of dangers which are known to the premise occupier/owner. These may include fragile roofs, incomplete scaffolding, live electrical services, etc.

Intruder Alarms

An intruder alarm system will depend upon effective detection and signalling, effective building management and adequate response. All intruder alarms should comply with EN20131 (evident by a marking on the alarm system or printed in the manual).

The choice and location of detectors should be compatible with the environment in which they are to operate.

Adequate response to alarms will require a key holder (Engie FM) to attend school each time an alarm is raised. It may be appropriate to employ a security company to act as the initial response to the alarm. If school staff are to attend a system needs to be in place to ensure the safety of the person attending. It is not advisable for anyone to enter a school building alone when a burglar alarm has sounded. If a member of school staff attends and is first on the scene they should wait until assistance arrives before entering the building.

If the response to an alarm activation is being undertaken by Authority staff, contact should be made with the Alarm Servicing Company, who will be able to detail why, for example, a Police response has been withdrawn. Remedial action can then be taken to ensure a more suitable response from the Police or appropriate Alarm Responding Service.

CCTV and intruder detection system Closed circuit television cameras (CCTV) in in operation the purpose of the CCTV System is:-

• To maintain safety & security of employees, pupils, contractors and visitors.
• Security of premises during and outside normal working hours.
• Car park monitoring.
• Prevention, investigation and detection of crime. The CCTV monitors all entrance points and key areas around the site including car parks. Internal monitoring is limited to main circulation areas, entrances, **e**xits and corridors. For more information on CCTV please refer to the schools CCTV policy.

Equipment marking and storage.

Any valuable equipment should be placed in a secure storeroom after use. Equipment that has to be left in situ should be protected by being secured in position or being placed within a room that has increased security measures added to it such as security doors, laminated windows sealed in with a silicon sealant rather than putty.

Access to any secure store or room should be for designated people only. Such rooms should be kept locked at all times.

The data stored is an important asset that should be included in the school security strategy. See GDPR and SMAT ICT infrastructure policy and protocol. It may include administration records and course work which is vital to the running of the school. Backing up procedures for the data should be well defined and conscientiously followed. The method used should be kept under review as advances in technology continue to make the process quicker and easier. Paper copies of some work will also need to be stored.

Visitor Control Systems

There is clear signage for visitors to be directed to a reception point where they should be asked to sign in and give reasons for their visit. Someone at reception should be designated to deal with visitors, ensuring that they are given adequate health, safety and welfare instructions proportionate to the length and nature of their visit such as fire procedures, location of welfare facilities including first aid, limitations of access, signing out procedures, access provisions for the disabled, site rules, etc. Contractors have separate signing in and induction procedures which are considered in the document 'Contractors – selection, monitoring and control'.

Schools should ensure that all procedures relating to signing in and out of the school buildings are adhered to and that visitors receive badges to indicate that they have been authorized to enter the premises. This must apply to all visitors to the school. Schools may provide separate 'contractor' badges to contractors.

Wherever possible, visitors should be accompanied for the duration of their visit. The school may determine that regular visitors with DBS checks can be unaccompanied if they are familiar with the school.

It is recommended that those who come to collect children come to an agreed entry point and do not walk through school to collect children.

School staff should, with the proper training, be encouraged to challenge visitors who have no badge and report any incidents of unauthorized visitors to the Head teacher. Children should be taught to report a visitor with no badge to a teacher.

Information should be provided to staff, particularly those at reception areas, about any person who has been banned from entering the premises or who has a court injunction/order against them preventing them from accessing any child at the school.

Access to the school building is controlled by security devices such as keypad locks or ID badge swipe fob to prevent unauthorised entry to the premises. If pin codes are used, these should be changed on a regular basis such as required.

ENGIE maintains responsibility for its visitors whilst on site, providing the appropriate level of escort. School visitors will report to the school office and remain the responsibility of the relevant teaching or administration staff.

All visitors are expected to wear identification whilst on the school premises. Persons not wearing identification will be challenged by the FM teams. Should any visitor be found to be unauthorised, they will be asked in the first instance to leave. Should any person become aggressive, abusive or violent then the police will be called.

Staff, pupils or contractors may require access to school buildings during holidays, weekends and out of normal school hours. This will pose a risk to building security if alarm systems are disabled or proper locking up procedures are not followed. Access can be provided to certain areas of the building only whilst keeping the remainder locked and alarmed. The building is only available following the specific access request to Engie FM helpdesk.