



International, Inspiring, Incredible

SECURITY POLICY AND PROCEDURES

Aims

The aim of this policy is to ensure that the school can operate on a day-to-day basis in an environment that is safe and secure and in which the risks posed by external factors are minimised as far as is practically possible. This document makes explicit:

- the responsibilities of members of the school community
- the security measures in place
- the procedures that will be followed by members of the school community to maintain and ensure security

Roles and Responsibilities

Ministry of Defence (MOD) MOD Schools is part of the MOD and as such is responsible for ensuring the security of the school buildings and premises and all of the adults and children who work within it. The Chief Executive of MOD Schools charge the Head teacher of the school with the day-to-day implementation of security procedures in school.

The School building (765)

The school building contains two schools, the British Section and the Canadian Section.

Headteacher

The Headteacher is responsible for maintaining the security of all of the adults and children within the school building. To do this, the Headteacher will:

- regularly review security measures and procedures in place through risk assessment
- immediately review security measures and procedures in the event of a security breach
- ensure that all adults in the school are aware of this policy and of their roles and responsibilities
- involve emergency services if necessary to enforce security procedures

School Business Manager

The School Business Manager is responsible for maintaining the security of the schools buildings and premises on a day-to-day basis. This includes:

- regularly reviewing security measures and procedures in place
- notifying the head teacher immediately if any repairs or maintenance work are needed relating to issues of security
- arranging for the completion of these repairs or maintenance through SHAPE International School's Common Services
- ensuring that all testing of equipment relating to security is carried out according to current regulations

Staff employed to work in the school

All adults working in the school are responsible for maintaining the security of their own environment through

- following the procedures in this policy
- immediately notifying the School Business Manager or another member of the senior leadership team should a security concern be identified.

Visitors, parents and contractors

All visitors to the school are required to follow the procedures laid down in this policy. Failure to do so will end in a request for them to leave the school site.

Pupils

Children are responsible (to a level commensurate with their age and understanding) for following the school rules relating to security and for informing an adult should a security concern be identified.

Security Control Measures

Main Entrance The main entrance to the school is protected by CCTV and security doors fitted with electronic security locks. Access to the school is gained by means of a buzzer system to alert a member of office staff who, following visual inspection, will activate the door release system or talk to the visitor via the intercom. Upon entering the building, clear signs direct visitors to the school office.

Corridor access (building 765)

There are two open corridors in building 765, one on each floor. There is an additional corridor in the basement. Access to these is controlled via the main entrance (buzzer controlled), the basement (buzzer controlled), the Canadian student entrance (locked door and gate) and the side door on stairwell to the basement (locked from the outside). Staff from both schools are aware of these access points and are vigilant. There is also CCTV on the main entrance, the basement entrance and the lobby.

FS2, Y1 and Y2 classroom doors

Classroom doors open directly onto the play areas and are used to ensure access to outside provision and as an entrance and exit to school. The children are supervised when using the outside areas and when using the doors as an entrance or exit. The doors are locked from the outside at all other times. There are 2 locked gates at either end of the playground. Staff are vigilant to ensure that these gates are kept locked at all times.

Hall doors (building 765)

The hall doors are opened when in use or to cool the hall's temperature when in use by classes. At all other times, the hall doors should be closed. The doors cannot be opened from the outside. The hall opens onto the FS2, Y1 & Y2 playground, which has 2 locked gates.

FS1 (building 708a)

The main entrance is fitted with doors controlled with an electronic key pad. The remaining two doors are closed and cannot be opened from the outside. One door leads to the outside provision area which is securely fenced in and difficult to access from any other route.

Playground

The playground has open access and is shared between different school sections. It is a short distance from building 765. A separate and detailed playground risk assessment outlines specific control measures which include playground security in addition to safety. The control measures are shared with the children and staff and form part of the regular operating routines within school.

Emergency procedures

The emergency procedures include response to fire, bomb threat and intruders. These processes have been adopted by all school sections of SHAPE International School and are listed on annexe A of this policy. An additional procedure allows contact with the military police to inform them of a missing child; this results in SHAPE base being locked down until the child has been found.

School buses

The children are supervised when they are dropped off from the school buses in the morning and then walked into school. They are escorted to the buses at the end of the school day. The children are supervised on the school buses by bus monitors employed through SHAPE International School.

Collecting children

Children are collected at the end of the school day outside building 765 or 708a. If a child is not collected they are accompanied to the school office so that their parents can be called. It is possible for children to return home unaccompanied but only if this is through written request by the parent.

Communications

Building 765 and 708a have a telephone system with different phone points to enable immediate communication in the event of a security breach. All telephones can dial directly to the emergency services. Walkie talkies are used to communicate with the Forest School leader when Forest School is in session.

Staff

All staff are security checked upon commencing employment at the British School and after a period of 5 years. Staff which have a valid security check wear a green lanyard. Staff which are awaiting their security clearance wear an orange lanyard.

Visitors during school hours

Visitors to school are required to report to the main entrance in the first instance. They will be asked to complete the signing in book and will be issued with a security badge. A member of the office staff will either escort them to an agreed point within the school building or the staff member will collect the child/ren from their activities. Upon leaving the building, the visitor must return the security badge to the main office and sign out against their original entry in the book.

Visitors after school office hours

All appointments made outside of office hours must be notified to the Headteacher in advance. Any member of staff expecting a visitor after office hours must be available to meet them at the main entrance at the agreed appointment time. Upon completion of business, the member of staff is responsible for ensuring the visitor is escorted off the school premises.

Staff Working Alone

Work beyond the normal school open hours is not encouraged. However, any staff choosing to do this need to ensure they have the telephone number of the Headteacher or Deputy Headteacher in case of difficulties.

Clubs and Lettings

After School All regular after hours users of the school buildings will be responsible for ensuring that the security of their own areas is maintained and that they have appropriate procedures in place for their own visitors.

Strangers

Any unknown adult on site not wearing a security badge must be challenged and asked to report to the main entrance to sign in, explain their business and collect a security badge. The Headteacher or Deputy Headteacher must be informed immediately if there is an unauthorised person on site and may enlist the aid of the emergency services in the event of a refusal to leave the site.

Personal property

Staff and children are discouraged from bringing into school valuable items. Lockers are provided for staff on request. Personal property is an individual's responsibility.

How will the success of this policy be monitored?

The Headteacher and School Business Manager will monitor the performance of this policy and reflect on breaches, failings or security related incidents with the school governance committee responsible for behaviour and safety. The risk assessment will be reviewed on an annual basis and more regularly if required.

The policy will be altered as appropriate.

Policy reviewed: October 2018,

next review October 2020