
OVERSTONE PARK SCHOOL

School Security Policy



School Security

Date	Review Date	Coordinator
September 2024	August 2025	Mrs M Brown Mrs D York Miss A West Ms V Brown Ms K Gorton

We believe this policy should be a working document that is fit for purpose, represents the school ethos, enables consistency and quality across the school and is related to the following legislation:

- Prevention of Crime Act 1953
- Occupiers Liability Act 1954
- Health and Safety at Work Act 1974
- Criminal Law Act 1977
- Control of Noise (Code of Practice on Noise from Audible Intruder Alarms) Order 1981
- Local Government (Miscellaneous Provisions) Act 1982
- Police and Criminal Evidence Act 1984
- Education Act 1996
- Offensive Weapons Act 1996
- Knives Act 1997
- Data Protection Act 1998
- Management of Health and Safety at Work Regulations 1999
- Countryside and Rights of Way Act 2000
- Education Act 2002
- Children Act 2004

We have a duty under the Education Act 2002 and the Children Act 2004 to safeguard and promote the welfare of children and to safeguard and promote the welfare of school personnel and people who use the school under the Health and Safety at Work Act 1974.

Therefore, we believe it is essential to have in place exceptional school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure learning environment for their children. Our principal aim is to ensure the personal safety of the whole school community and will have in place effective school security procedures. Periodically we will gauge the views of children, school personnel, parents, visitors and Governances by asking them to complete a school security questionnaire.

However, it is not our intention to turn the school into a fortress but to create a balance between a warm and welcoming learning environment combined with sound security systems and procedures. We want pupils to feel safe in a school that provides a safe and secure environment.

We wish to comply with all relevant legislation such as the Occupiers Liability Act 1954 where we have a duty to ensure contractors, and even trespassers to the school site, do not suffer injury while on the school premises by having in place effective safety procedures.

We wish to work closely with the School Council and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

We believe it is essential that this policy clearly identifies and outlines the roles and responsibilities of all those involved in the procedures and arrangements that is connected with this policy.

Aims

- To protect pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for pupils, school personnel and visitors to the school.
- To create a feeling of security awareness throughout the school community.
- To ensure parents feel confident that everything is being done to create a safe and secure learning environment for their children.
- To ensure compliance with all relevant legislation connected to this policy.
- To work with other schools and the local authority to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Principal

The Principal will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- ensure that security measures are in place and are effective;
- ensure that all school personnel are aware of procedures;
- appoint new staff that are checked by the Criminal Records Bureau;
- carry out routine security checks;
- raise awareness of school security issues with school personnel, and pupils
- work closely with the Site Manager;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy by speaking with pupils, school personnel, parents and by analysing the number of school security incidents in the last academic year;
- annually report on the success and development of this policy.

Role of the Site Manager

The Site Manager will:

- lead the development of this policy throughout the school;

- undertake an annual security audit;
- maintain the security systems and equipment;
- carry out routine security checks;
- maintain a log of all security checks;
- work closely with the Principal;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report Body on the success and development of this policy.

Role of the Security Committee

The Security Committee will:

- monitor security procedures;
- undertake/coordinate security risk assessments;
- undertake an annual security audit;
- consider all suggested ideas from school personnel, parents, pupils and visitors for improvement;
- inform parents of new and improved security measures.

Role of School Personnel

All school personnel will:

- be aware of and abide by this policy;
- undertake appropriate training in security procedures;
- inform and remind pupils of security procedures such as the reporting of unidentified visitors who are on the school site;
- implement the school's equalities policy and schemes;
- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community.

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- abide by all security measures that are in place;
- report to a member of the school personnel any person seen within the school wearing a visitors badge;
- under no circumstance any stranger seen on the school site;
- listen carefully to all instructions given by the teacher;
- ask for further help if they do not understand;
- treat others, their work and equipment with respect;

- support the school Code of Conduct and guidance necessary to ensure the smooth running of the school;
- liaise with the school council;
- take part in questionnaires and surveys.

School Security Audit

An audit of the school's security arrangements must be undertaken annually by the Site Manager and the Principal with the completed document being presented to the Security Committee for discussion and consideration.

Risk Assessments

The security risk assessment should cover the following and should be reviewed annually:

- pupil and school personnel inside and outside the school building
- playground safety
- entrances and exits
- evacuation procedures
- alarm systems
- fire safety
- flooding
- dealing with intruders
- violence
- abduction of a pupil
- traffic management
- suspected bomb threat
- theft
- IT and Internet security

Security Procedures

All security procedures must be reviewed annually by the Security Committee.

Each day school personnel must be aware of the following:

- entrances and exits are secure
- windows are secure
- challenging unauthorized people on the school site
- combustible material must be collected
- alarms are switched on
- outside lighting is switched on
- security of valuables and personal possessions
- visitors and contractors
- wearing identification badges
- IT security and confidential information
- carrying personal alarms
- dealing with suspicious parcels or objects

Security Measures

The following security measures are in place:

- Access control system
- Audio entry
- Security lighting
- Burglar alarm
- Fire alarm
- CCTV
- Perimeter fencing
- Controlled entrance gates
- Window security
- Roof security
- Internal public address system
- Personal alarms
- IT security

Training

All school personnel:

- have equal chances of training, career development and promotion
- receive training on induction which specifically covers:
 - ☐ All aspects of this policy
 - ☐ Health and Safety
 - ☐ Risk Assessment
 - ☐ Safeguarding and Child Protection
 - ☐ Violence in Schools
 - ☐ Intruders
 - ☐ Fire Safety
 - ☐ Visitors and Contractors
 - ☐ Equal opportunities
 - ☐ Inclusion
- receive periodic training so that they are kept up to date with new information
- receive equal opportunities training on induction in order to improve their understanding of the Equality Act 2010 and its implications.

Reporting

School security must be standing item at every meeting with reports being received and considered from the Security Committee.

All breaches of school security must be reported, recorded, investigated with an improvement being made to the school security procedure that was breached.

Role of Parents/Carers

Parents/carers will:

- be aware of and comply with this policy;
- be asked to take part periodic surveys conducted by the school;

Raising Awareness of this Policy

- School Handbook/Prospectus;
- School website;
- Staff Handbook;
- Meetings with parents such as introductory, transition, parent-teacher consultations and periodic curriculum workshops;
- School events;
- Meetings with school personnel;
- Written communications with home such as weekly newsletters and of end of half term newsletters;
- Annual report to parents;
- Headteacher reports to the Governing Body;
- Information displays in the main school entrance;
- Text messages
- Email
- Social media:
 - Facebook
 - Twitter
 - Virtual pin boards
 - School blog

Equality Impact Assessment

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

Principal:	Mrs M F Brown	Date:	September 2024
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