



**Willenhall Community Primary School**

## **Security Policy & Procedures**

**November 2015**

Reviewed November 2015

## **Physical Security of Premises**

Within the school environment there is a need to ensure that there is an adequate provision of security. The following information outlines some key considerations that have to be applied to the perimeter, grounds, premises and property within to help reduce the potential for crime and disorder, ensuring that teaching and learning can continue uninterrupted.

### **Perimeter**

The boundary of the school site forms the first layer of protection for the school and as such, requires a good level of security.

#### **1.1 Perimeter fencing**

Boundary fencing needs to be inspected regularly to ensure that they are secure and any defects noted and remedied.

#### **1.2 Gates**

The number of entrances on to the site has been kept to a minimum so that more control can be exerted over the premises. Gates are at the same height as the surrounding fencing and of the same material. As well as a robust, secure locking mechanism, gates are fitted with anti-lift hinges and feature no ironmongery that would assist offenders in scaling the barrier.

All gates except for the main entrance, are locked after pupils have arrived, and are only opened again in time for the end of the school day.

#### **1.3 Strategic (internal) fencing**

Internal fencing is used to channel visitors to the reception/office and to prevent unauthorised access to areas further within the grounds. Gates are locked during the school day.

#### **1.4 Emergency access to site**

It is important to ensure that cars do not obstruct the entrance to the site or access to fire hydrants. If access to the site is required in an emergency, the fire service will use specialised bolt cutters to cut the locking mechanism on the gates. All cars are to be left in the lined bays to ensure ease of access.

### **Premises – external factors**

The physical security of each building on site is of great importance, however, it is equally important to ensure that environmental features around the buildings do not compromise the overall security.

#### **1. Refuse stores**

Rubbish and combustible waste are a potential fire hazard, so must be cleared on a daily basis and stored in a lockable container. Wheeled waste bins are stored over 8 metres away from the main building to ensure that they cannot be used as climbing aids to gain access to upper floors and windows. These are fenced off, and secured.

## **2. External lighting**

There is an adequate level of lighting across the site, both on the shell of the building(s) and within the grounds. This is set to activate at dusk and go off at dawn. Lighting the frontage and sides of the school takes into account that facing roads and houses could aid surveillance from neighbouring properties,

## **3. Doors**

External main entrance doors to schools need to be of a good quality and checked regularly. The windows are fitted with a robust multi-point locking system that secures the unit into the surrounding frame.

As we are located in the third most deprived area of the City the perception of crime can be higher than in other areas. Security grilles have been installed in the Main Admin Office, School Business Manager's Office and the ICT suite.

The security grilles are folded away during the school day providing a better working environment to ensure that staff and pupils do not feel like being imprisoned

## **4. Detection systems**

An intruder alarm system depends upon effective detection and signalling, effective building management and adequate response times to alarms.

At Willenhall Community we rely on a PIR detection system that triggers an alarm as a result of changes in environmental conditions or movement.

## **5. Signalling systems**

Once a detector has been triggered, the system will then raise an alarm which is done in two ways:

- 1) The intruder alarm is monitored by the ESU (Emergency Services Unit) via the telephone network.
- 2) In conjunction with a remote signalling system, the audible bells on-site are set to ring internally on first activation and then externally if a second PIR is activated for increased deterrent value.
- 3) A 'panic button' has been installed in the administration office and the School Business Manager's office. This is also monitored by the ESU.

## **6. Visitor access control**

Visitors are directed to a secure door in the school reception via the use of signage and strategic fencing. All visitors are checked, and asked to sign in and then issued with an identity badge before being escorted beyond reception. Once the gates are closed, access to the school is restricted to entry via Main Reception. This includes late arrivals and pupils leaving the school site for legitimate reasons during the day.

## **7. Contractors**

Contractors sign in at reception and must wear their own or visitor identification badges at all times.

## **8. SmartWater**

All high value equipment is marked with SmartWater to ensure that it can be recovered to the school.

## 9. Data projectors

All data projectors are ceiling mounted and secured with chains and locks. An alarm is activated in the event of tampering. Other projectors are ceiling mounted within security cages.

### **Day to Day Security Procedures**

1. Whilst opening the external gates, the SSO will complete a visual sweep of the grounds. He will check the gates, external lighting, perimeter fencing and the external fabric of the building including windows and doors.
2. Once inside, the SSO will de-activate the intruder alarms.
3. All internal doors to be unlocked and the rooms visually checked.
4. Upon arrival all staff to enter the building via the main entrance ensuring that the security codes are not visible to any other person or pupil.
5. At 9.10am the SSO will lock all internal and external gates except the main entrance. This will ensure there is no unauthorised access to the school building and grounds.
6. The admin staff will monitor the arrival and departure of all visitors via the Reception Office.
7. All visitors to sign in and will be issued with a visitors badge if they do not have a City Council ID badge. If they are first time visitors to the school, the admin staff will brief the visitor on procedures in the event of an emergency, and asking the visitor to read the guidance notes displayed.
8. Visitors will be escorted to their destination.
9. Members of staff will escort their visitors to the main entrance at the end of the visit to ensure they leave the building.
10. All visitors to sign out.
11. No visitors will be allowed into the building without either prior appointment or valid reason for the visit.
12. Staff MUST NOT access or leave the building via emergency fire exits as these can be left open.