

## **Bow School of Maths and Computing**

### **SITE SECURITY POLICY**

Bow School of Maths and Computing aims to have in place effective procedures to enable us to provide a safe and secure environment for our students, staff and visitors. All staff and students are encouraged to take shared responsibility to ensure that security strategies are effectively implemented.

### **ROLES AND RESPONSIBILITIES**

The responsibility for school security is shared between the LA and their chosen PFI Partner G4S, the Governing Body and Headteacher. However, all members of the school community have a role to play in ensuring that the site is safe and secure.

#### **Role of the Local Authority**

The main role of the LA and their chosen PFI Partner, G4S, is to maintain an overall policy for security within the school and to support and monitor its implementation by the school.

#### **Role of the Governing Body**

The Governing Body is responsible for formulating the Security Policy and monitoring its implementation.

On an annual basis:

The Finance, Personnel and Site Committee will review the policy and pass to the full GB for ratification.

On a half termly basis:

The FPS committee will receive updates on the implementation of the policy.

On a termly basis:

The full GB will be informed about the implementation of the policy through the HT report to governors.

The Estate Manager will meet with the Safeguarding Governor

#### **Role of the Headteacher**

The Headteacher will be responsible for implementing the Security Policy agreed by the Governing Body.

The Headteacher has a duty to ensure:

- The Estate Manager undertakes a weekly site check with the Premises Manager and acts upon findings;
- All staff appreciate the importance of security and understand the school's policy and their responsibilities;
- Staff training needs are kept under review and training is provided as necessary;
- Parents are informed of the Site Security Policy and encouraged to help;
- Formal risk assessments are conducted on an annual basis;
- All crimes are reported to the Police.

### Management duties

Managers and senior staff have a duty to:

- Protect the health and safety of staff and children at all times;
- Ensure that all policies and procedures related to security are effectively implemented;
- Regularly review provision in this area to ensure that it is adequate.

### Staff duties

Staff have a duty to:

- Comply with agreed policies and procedures at all times;
- Approach an individual who appears to be suspicious or out of place if safe to do so or report their presence immediately to a member of the senior management or premises team.

### Visitors

- All visitors, and for this purpose visitor refers to anybody who is not a member of Bow School Staff, must report to the main building reception, sign in the visitors' book and wear a visitors' badge;
- All visitors attending training courses must follow procedures as above, and be escorted to and from the training room by a member of the school staff at all times;
- All rooms containing equipment that may pose a risk to be kept locked - Premises Manager's room, I.T. server room, Science cupboards, science Prep rooms, school kitchen and rooms containing cleaning equipment;

## **Security of Equipment**

### Security strategies

#### External gates and doors

- School gates to be kept closed and locked during lesson times; All external doors must be kept closed. (Doors can be opened internally but not externally);
- An infra-red intruder alarm system to be in operation when the school is closed;
- Security fencing is in place to the front and side of the school to prevent intrusion.

### Equipment

- All expensive, portable equipment to be marked as belonging to the School;
- All valuable and recognisable equipment to be photographed;
- Staff are responsible for returning equipment to the secure area;
- Staff must “sign out” equipment which is taken home, e.g. lap-top computer.

### **Whole School Events**

#### Parents’ evenings

- All rooms to be locked;
- All staff to meet with parents in the Activities Hall.

#### Private Hire

- All rooms apart from those required to be locked.