



# LONE WORKING & SITE SECURITY POLICY & PROCEDURES

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DCAT Non-statutory Policy	✓
DCAT Model Optional Policy	
Academy Policy	
Local Authority Policy	

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## Introduction

Our **vision** for our Trust is we exist to:

***Help every child achieve their God-given potential***

Our **aims** are clear. We aim to be a Trust in which:

**D**eveloping the whole child means pupils achieve and maximise their potential

**C**ontinued development of staff is valued and improves education for young people

**A**ll schools are improving and perform above national expectations

**T**he distinct Christian identity of each academy develops and is celebrated

Our work as a Trust is underpinned by shared **values**. They are taken from the Church of England's vision for Education and guide the work of Trust Centre team. They are:

### **Aspiration**

I can do all things through Christ who strengthens me  
(Philippians 4 vs 13).

### **Wisdom**

Listen to advice and accept discipline, and at the end you will be counted among the wise  
(Proverbs 19 vs 20)

### **Respect**

So in everything do to others what you would have them do to you  
(Matthew 7 vs 12)

Our vision of helping every child achieve their God-given potential is aligned with the Church of England's vision for education and is underpinned by the Bible verse from John: *I have come that they may have life, and have it to the full.*

## School Vision

We aim for the highest standards and our vision for each child is for them to...  
'Enjoy and achieve in life in all its fullness, following in the footsteps of Jesus'  
'For nothing will be impossible with God' Luke 1:37

## I. Statement of Intent

It is our policy to carry out our activities in such a way as to ensure so far as is reasonably practicable, the health, safety and welfare of our employees, pupils and all persons likely to be affected by our activities including the general public where appropriate. We will co-operate and co-ordinate with partnerships, contractors, sub-contractors, employers and the occupiers and owners of premises and land where we are commissioned to work in order to pursue our Health and Safety Policy aims.

Our aims are to:

- Provide and maintain a safe and healthy working environment ensuring the welfare of all persons
- Maintain control of health and safety risks arising from our activities
- Comply with statutory requirements as a minimum standard of safety
- Consult with all staff on matters affecting their health, safety and welfare
- Provide and maintain safe systems, equipment and machinery
- Ensure safe handling, storage and use of substances
- Provide appropriate information, instruction and supervision for everyone
- Ensure staff are suitably trained and competent to do their work safely
- Continually develop a safety culture to remove or reduce the possibility of accidents, injuries and ill-health
- Assess risks, record significant findings and monitor safety arrangements
- Review and revise safety policies and procedures periodically and when circumstances may introduce a requirement to amend or improve arrangements
- Develop and maintain a positive health and safety culture through regular communication and consultation with employees and their representatives on health and safety matters

Our health and safety management system has been developed to ensure that the above commitments can be met. All staff and local governors will be instrumental in its implementation.

## 2. Policy Aims

The Diocese of Chichester Academy Trust (DCAT) recognises the importance of Health and Safety for the whole school community. Therefore, the Local Governing Body, as delegated by the Diocese of Chichester Academies Trust (DCAT) is committed to the following principles:

- Providing a secure, safe and stable environment for the education of its pupils and for its staff.
- Minimising the risk of trespass, theft, criminal damage and arson.
- Reducing losses in financial terms of buildings, sites and contents.
- Ensuring continuity of education.

The above principles will be carried out by St Blasius C of E Primary Academy in partnership with the DCAT and other relevant organisations such as:

- The Police
- The Fire Brigade
- Insurance Companies

In its role as employer the DCAT has the responsibility for ensuring, as far as is practical, the health and safety of staff and pupils in schools. It will undertake these responsibilities in accordance with the Health and Safety at Work Act 1974. The school's Health and Safety Policy is comprehensive and is reviewed annually. This policy sets out the arrangements for security of the school premises and the guidelines and procedures for those working alone on site.

### 3. Premises of St Blasius C of E Primary Academy

DCAT is committed to reducing the numbers of incidents involving trespass, criminal damage, theft and arson.

St Blasius C of E Primary Academy is a shared site and consequently certain elements make it vulnerable. These include: -

- buildings set in spacious grounds, which cannot be easily seen by neighbouring housing;
- buildings constructed in such a way as to afford natural cover to the criminal e.g. alcoves, recessed porches, separate buildings;
- buildings and grounds vacated for a significant number of hours each day, particularly during the hours of darkness;
- Relatively low levels of physical or electronic security.

Over recent years the value of equipment and resources held in school has increased. Much of the equipment is expensive and highly attractive to the would-be thief especially ICT equipment. The loss of such equipment will have financial implications for the school and would severely affect curriculum delivery.

Most incidents involving the theft of equipment or property are also accompanied by criminal damage. The cost of this damage frequently exceeds the value of the equipment or property stolen and besides being expensive to repair it can be very disruptive to the normal functioning of the school and may result in the temporary closure of part or all of the school.

While the overall incidence of arson accounts for only a small percentage of the total number of incidents, the effects are potentially more severe, the costs disproportionately high and the disruption to the curriculum greater.

### 4. Responsibilities

The implementation and management of this policy is the responsibility of the Principal, with the LGB monitoring this.

#### Strategy Requirements

DCAT accepts that there is no such thing as “total security” but recognises the need to improve and to increase the level of security awareness in all individuals associated with the provision of education within St Blasius C of E Primary Academy, to assess the risks and implement control measures to reduce the risk as far as practicable.

DCAT:

- The costs and time committed to counter-measures should be commensurate with the level of risk;
- When considering the risk and range of counter-measures, advice should be sought from other sources of expertise e.g. Crime Prevention Officers, Fire Brigade.
- The level of risk and the effectiveness of any counter-measures must be continuously monitored;

### 5. Implementation

DCAT expects there to be:

- a written risk management policy and associated procedures with which all staff are familiar;

- a site security risk assessment to identify the nature and level of risk at the school. Information relating to location, nature of the site, building construction, day-to-day management, records of previous incidents and the value of the buildings and contents will need to be considered;
- a strategy for risk management aimed at reducing the likelihood of loss or damage to the school or injury to staff, pupils/students and visitors;
- active encouragement of a positive attitude and commitment towards security in everyone associated with the school;
- consultation and co-operation with other agencies such as the Police and Fire Brigade when considering the introduction of counter-measures;
- monitoring of the nature and level of risk and the effectiveness of counter-measures;
- appropriate training provided to the Health and Safety Manager/Representative in order to assist them in discharging their risk management responsibilities.

## 6. The Day-To-Day Management of the Buildings

- The main school buildings high risk areas are security alarmed via an approved security alarm company, the alarm system is extended when adaptations to and refurbishment of the building allows. The alarm system is a sequential system fully compliant to current standards.
- External lighting covers entrance and exit doors around the whole site and the large staff car park.
- Broken windows are replaced with British Standard toughened glass.
- The school has close links with local police and the Community Police Officer. Police will patrol the school on request.
- The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism. Staff are vigilant about which children are in school.
- The school operates a signing in/signing out system for all parents and visitors and a signing in /signing out system for children who are late/ leaving early.
- Office and premises staff closely monitor the movement of vehicles whilst present on the school premises and are responsible for contractors on site. All contractors are on site when premises staff are on site unless an emergency, when they will be accompanied by a member of staff.
- Contractors comply fully with school procedures at all times. A code of conduct will be provided to all contractors.
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

## 7. RPA Insurance Scheme

St Blasius C of E Primary Academy is a member of The Department for Education's risk protection arrangement (RPA). This is a voluntary arrangement for academies, free schools and local

authority maintained schools. It is an alternative to insurance through which the cost of risks that materialise will be covered by government funds.

A copy of the certificate is displayed in the office.

**If a copy of the certificate is required please contact Jo Saunders, Head of Operations at DCAT centre – [jsaunders@dcat.academy](mailto:jsaunders@dcat.academy)**

## 8. Staff and pupil involvement

Everyone should be reminded it is their responsibility to prevent crime including:

- Guarding against assault and theft of personal belongings;
- Safeguarding school property.
- The school's policy on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in the school.

Staff and children should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up then the reasons for their rejection must be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task.

## 9. Crime prevention

Children are taught to understand and accept the principles and duties of citizenship.

The school strives to foster an acceptance of individual responsibility and morality within the community and to society.

## 10. External Doors and Windows

The Site Manager checks that the premises are secure at the end of each day. This includes verifying that every external door is secure and that all windows are properly fastened. If any window or door is found to be open or insecure then they:

- makes it secure;
- if a repair is required then initiate the repair procedure at the earliest opportunity the next day. Site Managers will ensure that the building is made safe before the start of the school day.

If the building is let to 3<sup>rd</sup> parties, via the schools letting policy, induction will be undertaken as set out in the lettings policy to ensure that the premises are secured at the end of the day.

## 11. Internal Doors

Locking ordinary classroom doors at night does not deter a burglar. Only internal doors designated as “secure” will be locked at night. Making sure that these secure doors are locked is the responsibility of the primary key holders and the Site Manager. Other doors will be closed but not locked.

Certain internal doors on corridors may be locked to separate parts of the building during evening use. Only the Principal or Site Manager may lock these doors and then only during the period of evening use.

**Valuable equipment and belongings should not be kept in areas of high risk, i.e. areas that cannot be secured.**

## 12. External Lighting

In some circumstances external lighting can be a deterrent to intruders. Security lighting has been installed in key locations and is regularly checked to ensure it is working properly.

## 13. Personal Safety

The Local Governing Body is pro-active in its approach to the protection of children, staff and visitors against violence.

### Visitors

All visitors must report to the main reception where they will be required to sign in and be issued with a visitor's badge. By signing in they agree to abide by the school's policy on safeguarding. Visitor's badges must be worn at all times.

If a member of staff sees anyone who they do not recognise and who is not wearing a badge, then they will politely:

- ask the purpose of his/her visit;
- ask if they have reported to the office;
- escort the visitor to the office for a badge if the visit is legitimate or
- off the premises if no reason for the visit is given.

**\*Staff must never argue with a visitor and if they think that there is any risk of physical attack they must immediately seek the assistance of other members of staff. If necessary, the assistance of the Police will be sought. If such an incident occurs, whether or not the Police are informed, the Principal will be informed as soon as possible.**

If a child sees a stranger in school without a badge they will immediately inform a member of staff. It is the responsibility of that member of staff to investigate.

### Children

The school operates an efficient attendance/registration system (SIMS) which allows us to monitor absenteeism and truancy.

The School operates a signing in /signing out system for all parents and visitors /children who are late/ leaving early. Staff are to challenge pupils if they are in the corridors for prolonged periods on their own to ensure that an adult knows where they are and what they are doing.

### Evening Use

When members of the public use the building they should be confined to as small an area as possible to avoid compromising the security of the entire building. Care should be taken to ensure that this does not jeopardise fire escape routes.

### Contractors

Appropriate safe selection procedures are to be used to ascertain competence prior to engaging contractors' services (please see the Trust Competitive Tendering Policy). The Contractors will require adequate risk assessments/method statements to demonstrate their safe working practices for specific work being undertaken. These will be reviewed by the Hub Site Manager.



All contractors must report to the school reception where they will be asked to sign in the visitor's log and asbestos register, and will be given a copy of the local written Contractor Induction Brief and all relevant details of fire safety procedures & local safety arrangements. They will sign the Induction Brief Log to confirm receipt of this information.

The site manager is responsible for monitoring work areas and providing appropriate supervision, more so where the contractor's work may directly affect staff and pupils on the premises.

## **Staff**

All staff are provided with a photographic ID badge that must be worn at all times. A replacement for lost badges must be sought immediately from the administrator in the academy office.

DCAT recognises that there may be occasions when staff are working in isolated areas of the site or indeed on their own in the case of site staff or senior leaders.

The Principal will carry out a lone working risk assessment for site staff and the recommended locking and unlocking procedures will form part of the control measures which have been put in place to reduce the risks to staff who find themselves working alone.

## **14. Theft and criminal damage, Personal Property**

Personal property is a personal responsibility. Neither the school, the Local Governing Body or the DCAT will accept any responsibility for any loss or damage to the personal property of members of staff, pupils, students or visitors however caused.

Handbags or briefcases should never be left unattended unless they are in a locked cupboard or store and should never be left in the school overnight.

Staff are responsible for the security of their own vehicles. Staff can obtain advice on improving vehicle security from the local Police Station. It makes good sense for all staff to make sure that all valuables are removed from parked cars or well hidden from view.

## **15. Key Security**

Designated key holders are kept to a minimum. The Principal, SEL from the Trust, Interim Deputy Principal, SBM and Site manager are the key holders for the school. Vectis Security also holds a key as they are the first point of call for the intruder alarm.

The making of duplicate keys is kept to a minimum. A register of the keys / key holders will be kept and any staff leaving the employment of the Trust will be requested to hand these in on their last day. All new or replacement locks are of a type covered by patent using restricted key sections.

## **16. Cash Handling**

St Blasius C of E Primary Academy is a cash free site.

## **17. Catering Security**

Provisions are popular targets for thieves. They are portable, attractive and not easily identifiable. Kitchen areas are locked at the end of the day to minimise the risk of theft and for Health and Safety reasons.

## 18. Valuable Equipment including ICT

It is important to consider what 'valuable' equipment is in the school (i.e. both in terms of financial value and operational value).

All valuable items should be securely stored when the school is not in use. They should be in secure cabinets or specially protected areas, whenever possible.

Portable ICT equipment such as l pads and chrome books are all stored in locked trolleys overnight.

## 19. Intruder Alarms

Only designated persons who have been correctly trained operate the alarm system. Regular maintenance checks are carried out.

All records relating to an activation are kept up-to-date by the key holder. In particular, an entry in the log book must be made, including details of the date of activation, time of activation, zone number, cause of activation and corrective action taken.

## 20. Trespass

Trespass on school premises does not cause serious problem as the site is securely fenced. Polite reminders are issued by two staff approaching unwanted visitors to the site. Please refer to section 13 – personal safety.

## 21. Housekeeping

It is important that the school and grounds are always well maintained and that we maintain a friendly, caring atmosphere. It is essential that contractors employed to clean the premises and for grounds maintenance are efficient and that their work is monitored.

**School Grounds** – landscaping, use of low level plants and shrubbery, used close to the building, may deny intruders cover and make surveillance easier.

Using the school grounds as an educational resource helps pupils develop a caring attitude and sense of ownership over the academy grounds.

**Rubbish** – Waste and refuse is taken out of the building at the end of each day and placed in waste containers with lids which are not easily accessible to vandals in order to reduce the risk of arson. Litter is collected as quickly as possible and children are encouraged to have a positive attitude towards keeping the whole site litter free.

**Grounds** – Access points for emergency vehicles are kept clear at all times.

## 22. Lone Working

DCAT recognises that there may be occasions when staff may find themselves working in isolation in certain parts of the school or even on their own.

A risk assessment will be carried out to ensure that risks are identified and sufficient control measures are put in place to ensure the safety of all staff.

There may, in some lone working situations, be some residual element of personal danger despite all the best efforts to eliminate or minimise risks shown in the assessment. In those cases, it will be necessary for us to introduce preventative and protective control measures to further reduce those risks so far as

is reasonably practicable. Such control measures may include instruction, training, supervision or protective equipment and will require the development of robust monitoring procedures for employees.

A lone working risk assessment will include:

- the degree of isolation of the employee
- the known or expected features and layout of the intended workplace
- any previous knowledge of potential behavioural problems amongst client groups or their family and friends including known threats of violence
- particular risks to women or young person's working alone
- the nature and degree of exposure to any biological or chemical agents
- the form, range and use of any work equipment and the way in which it is handled
- the degree and type of supervision that is required
- the method to be adopted for obtaining assistance if required
- monitoring arrangements for lone workers
- the extent of health and safety training provided, or found to be necessary

Other aspects of lone working that give cause for concern are sudden illness, security breaches, incidents that cause injury to the person and road traffic accidents when travelling between schools in the Hub. The state of health of employees must be a consideration when making arrangements for them to work alone.

All employees who will be working alone must have a full understanding of the lone working arrangements that apply and must have read the risk assessment associated with their role. The arrangements will indicate the limits of what can/cannot be done while working alone.

Employees must co-operate with managers by:

- attending relevant training courses
- using recommended control measures, such as safe systems of work, which have been designed for their safety
- reporting any concerns regarding their health and safety or equipment to their manager
- being a supportive member of the team they work in
- reporting any medical conditions or health problems (temporary or otherwise) that could affect their ability to work safely
- reporting all accidents, incidents and dangerous occurrences in line with school procedures.

### **Procedures – Senior Staff**

- Certain members of staff are, with the permission of the Principal, allowed to work on site at weekends and during holidays when they may be the only person on site (Principal/Assistant Principal). However, this practise is discouraged and alternative arrangements to work from home are the preferred option.
- Should a member of staff come on to site, they must inform the site manager of their intentions and ensure they are confident with the alarming arrangements.
- A risk assessment will be completed if applicable and discussed with the member of staff prior to the period of lone working.
- The member of staff will be made aware of those tasks which are considered too high risk to perform whilst on site on their own or whilst working in isolation (holiday periods).
- Staff must inform a member of their family or close friend that they are working in school and that they will be alone on site and pass on a school contact number in case of emergencies.
- Staff should text the Site Manager on arrival and again to confirm they have left the site.
- All employees have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

## Procedures - Site Manager

The Site Manager will be on site on their own for periods of time at the beginning and the end of the day. It is essential that they have a general duty to take care of their own health, safety and welfare and to ensure that they don't put themselves or others at risk.

Staff will only perform duties which are appropriate to lone working.

Tasks considered to be high risk will be detailed on the risk assessment and staff must not put themselves at unnecessary risk by carrying out these tasks.

## Un-Locking

- Routine un-locking starts at 7am and currently the site is unlocked by the School Business Manager (except where cover is needed for absence/sickness).
- Ensure all keys necessary to enter the premises are readily available and that the code numbers are known before entry.
- Any situation which causes suspicion of danger on arrival on site must be treated in such a way so as not to put yourself at risk.
- If in doubt call the Police and request assistance before entering the building.
- Only un-lock the minimum number of doors necessary
- As you walk through the buildings check for vandalism, damage and any other health and safety issues
- Make verbal contact with another member of staff as soon as possible

## Locking Up

- Before leaving the premises, check that all doors and windows are physically secured and that all personnel have left the building
- A walk around the school grounds is the only effective way of doing this properly and preventing unnecessary false alarms
- Ensure that detection devices are not obstructed
- Be careful that stock or other items (spiders!) do not obstruct infra-red movement detectors
- Always follow the entry/exit procedure as agreed with alarm company

## Call Out Procedures

- The alarm company Wight Fire holds a list of those members of staff who may be called out in an emergency. The first point of call if the intruder alarm is activated is Vectis Security. It is the site manager's job to ensure the list is kept up to date.
- Upon a call out a text message should be sent to the Principal to inform them
- If the call out is during the night time i.e.: between 11pm and 5am then an additional key holder must be contacted to attend or the police should be called. No member of staff should put themselves at risk by attending a possible break in unaccompanied.
- Once the cause of the alarm has been established the Principal should be informed so that a decision as to further action can be taken. If it requires an extended period of attendance on site by the site team (waiting for an engineer etc.) then the Principal must be informed
- Once the incident has been dealt with successfully a text message should be sent to the Principal to inform them that the staff member is now home safely.

## 23. Links to other policies

- Health & Safety Policy
- Lettings Policy