

The Abbey SECURITY

1. Policy Statement

Woodbridge School recognises its duty to provide an environment where pupils, staff and authorized visitors will feel safe and secure.

This duty extends to the protection of valuable plant and resources, the loss of which could have serious financial implications and result in disruption to the effective learning of the pupils.

2. Procedure

2.1 Objectives

- Protection and safeguarding of pupils, staff and authorized visitors.
- Avoidance of theft, loss or damage to goods, property equipment, resources or records.
- Maintenance of parental confidence.
- Compliance with Legislation.

2.2 Appointment of Staff

This will be rigorous. It is a statutory requirement that before formal appointment, all staff who are to work with children and young people must be vetted in line with the regulations in force at that time.

2.3 Risk Assessment

The school security risk assessment covers all areas and involves all staff or their representatives. Issues covered in the risk assessment include:

- Emergency evacuations and alarms.
- Fire.
- Suspected bomb.
- Flooding.
- Technical emergencies.
- Pupil safety inside and outside school.
- Playground safety.
- IT and internet security issues.

2.4 Entry

Five entrances to the school site have been identified:

- i) The gate to St Mary's Churchyard – permanently locked.
- ii) The gate by the Music School – permanently locked.
- iii) The main entrance to the Old Abbey Building – lock and buzzer system controlled by the Abbey Office during school hours.
- iv) The 'Black Gate' by the Caretaker's house – to be kept bolted after pupils' arrival.
- v) The gates leading to the parents' car park from Cumberland Street - to be kept locked with padlock and chain during school hours, except when being used by visitors. Duty Teachers to check gate is locked at the start of break times.

Regular checks to be made of the school perimeter to check fence and wall in good condition.

Authorized visitors to report to the Abbey Office, show identification if necessary and to sign in. Visitors' badges are to be worn. Visitors are monitored and are always escorted whilst on the premises. Hosts are responsible for their visitors during their stay.

Pupils have been made aware of the visitors' badge policy and know to report to the Abbey Office or to a member of staff if they are suspicious of any visitors.

Staff to be made aware of the importance of vigilance and the need to challenge any visitors that they require further information about.

If a visitor enters the premises and refuses to leave, this behaviour may give rise to a criminal offence. Staff will request the person to leave the premises but should not place themselves in a position of risk. If violence is threatened, if there is a breach of the peace, or a likelihood of this, the police will be informed by an emergency call.

2.5 Special Considerations

Children, especially young children, need a high level of care and security. No child should be left alone with an adult who is neither their parent nor a close family member unless that adult has undergone a check by the Criminal Records Bureau (CRB) initiated by the School.

The School monitors pupils' access to the internet and restricts access to sites that are not suitable. Children are repeatedly warned not to give out personal information to correspondents in chat rooms.

2.6 Safeguarding Property and Assets

The School keeps a detailed register of all assets and permanently marks these assets with a unique identifier code.

Regular audits are carried out. Missing items will be recorded and if theft is suspected, police will be informed.

Named staff members have responsibility for safekeeping of all items of equipment and procedures are in place to monitor movement, especially where equipment is removed from the premises.

Procedures are in place to ensure the safety of staff transporting cash to the bank.

2.7 Staff Training

The School makes every effort to ensure that staff are trained and instructed in appropriate security measures. Staff should:

- Be aware of the need to safeguard valuables and personal possessions.
- Ensure that visitors and contractors are escorted at all times.
- Politely challenge unescorted people that they do not recognize.
- Wear their identification badge/carry their access card at all times (where such badges/cards have been issued).
- Ensure that windows, doors and storage areas are shut and locked at the end of each day.

2.8 IT Security and Confidential Information

Confidential information is stored on paper, in electronic form or in people's memories.

Written material should never be left lying around. Offices and filing cabinets should be locked when not in use.

Password access is provided for personal computers and these should be turned off when not in use. Passwords are held securely, but are accessible to the IT manager. Electronically recorded data is regularly backed up and stored off-site.

Staff are reminded that their employment contract terms include a confidentiality clause, a breach of which would make them subject to the normal disciplinary procedures.

Author: NJG

Date: April 2009

Review Frequency: Annually

Review Date: April 2010

Checked by M R Streat 10/10/09