

## School Security and Intruders Policy

All Kings' policies will be ratified by the Board of Directors and signed by the Chairperson. Each policy will be co-signed by the principal of each school. Review dates will be similar for each school.

Coordinator	Nominated Director	Chair of Board of Directors
<b>SITE MANAGER/ HEALTH &amp; SAFETY OFFICER</b>	<b>DIRECTOR OF COLLEGE SERVICES</b>	<b>NIGEL PAMPLIN</b>

We have a duty under 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.

We believe it is essential to have in place strong school and residential accommodation security systems to protect students, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure working environment for their children. Our principal aim is to ensure the personal safety of the whole school community.

We have a duty to make the general public aware that while we welcome visitors to our school, all must follow the correct Visitor's procedures, in accordance with our Visitor's Policy. Any person who enters but refuses to comply with procedures may be regarded as a trespasser and may be asked to leave. If a trespasser refuses to leave the school premises, or re-enters after being asked to leave or causes a disturbance, they could be committing a criminal offence.

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 believe this policy relates 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](#)
- [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](#)
- [Children Act 2004](#)
- [The Education \(Independent School Standards\) \(England\) Regulations 2014](#)
- [Advice on Standards for School Premises: For local authorities, proprietors, school leaders, school staff and governing bodies](#)
- [Boarding Schools: National Minimum Standards](#)

### Aims

- To protect students, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for students, school personnel and visitors to the school.
- To ensure the personal safety of the whole school community by having in place procedures to deal with intruders to the school building or school grounds.

## Procedure

<b>Role of the Board of Directors</b>	<p>The Board of Directors has:</p> <ul style="list-style-type: none"> <li>▪ delegated to the Principal the appointment of a member of staff to act as Site Manager to put into practice school and residential accommodation security measures;</li> <li>▪ delegated powers and responsibilities to the Principal to oversee all school and residential accommodation security measures;</li> <li>▪ appointed a Premises Security Committee composed of the Principal, the Health and Safety Officer, the member of staff nominated as Site Manager and the member of staff responsible for residential accommodation to look at all aspects of school and residential accommodation security in order to make the school and residential accommodation a safe place in which to work;</li> <li>▪ delegated powers and responsibilities to the Principal to ensure all school and residential accommodation personnel and visitors to the school and residential accommodation are aware of and comply with this policy;</li> <li>▪ responsibility for ensuring funding is in place to support this policy;</li> <li>▪ responsibility for ensuring policies are made available to parents;</li> <li>▪ nominated the Director of College Services to visit the school regularly, to liaise with the Principal and to report back to the Board of Directors;</li> <li>▪ responsibility for the effective implementation, monitoring and evaluation of this policy</li> </ul>
<b>Role of the Principal</b>	<p>The Principal will:</p> <ul style="list-style-type: none"> <li>▪ ensure that security measures are in place and are effective;</li> <li>▪ appoint a member of staff to act as Site Manager to monitor the security of the school and residential accommodation;</li> <li>▪ ensure that all school and residential accommodation personnel are aware of procedures and their responsibilities to ensure a safe learning environment;</li> <li>▪ provide training on security procedures and how to deal with intruders for all school and residential accommodation personnel;</li> <li>▪ ensure students and staff are aware of school and residential accommodation security procedures and what they need to do when an intruder is identified on the school and residential accommodation premises;</li> <li>▪ ensure parents and their representatives are aware of school and residential accommodation security procedures and of new and improved security measures;</li> <li>▪ monitor and evaluate the effectiveness of this policy;</li> <li>▪ appointed a Premises Security Committee composed of the Principal, the Health and Safety Officer, the member of staff nominated as Site Manager and the member of staff responsible for residential accommodation to look at all aspects of school and residential accommodation security in order to make the school and residential accommodation a safe place in which to work;</li> <li>▪ work with the Premises Security Committee about planned changes or issues;</li> <li>▪ request feedback from the students on the policy through student consultation</li> </ul>
<b>Role of the Director of College Services</b>	<p>The Director of College Services will:</p> <ul style="list-style-type: none"> <li>• regularly visit the school's Principal to ensure the policy is implemented effectively</li> <li>• report back to the Board of Directors</li> </ul>
<b>Role of the Premises Security Committee</b>	<p>The Security Committee will:</p> <ul style="list-style-type: none"> <li>▪ monitor security procedures and review at least annually;</li> <li>▪ undertake/coordinate security risk assessments;</li> <li>▪ consider all suggested ideas from school and residential accommodation personnel, Board, parents, students and visitors for improvement;</li> </ul>



<b>Role of the Site Manager</b>	<p>The Site Manager will:</p> <ul style="list-style-type: none"> <li>▪ work closely with the Principal and the staff;</li> <li>▪ provide guidance and support to all staff;</li> <li>▪ provide training for all staff on induction and when the need arises;</li> <li>▪ keep up-to-date with new developments and resources;</li> <li>▪ record any incidents regarding school and residential accommodation security and intruders in a School Security File,</li> <li>▪ review, record and report to the Principal on school and residential accommodation security on a monthly basis as part of the Security Committee;</li> <li>▪ regularly report to the Principal on the success and development of this policy</li> </ul>
<b>Security Risk Assessment</b>	<p>The Security Risk Assessment should be undertaken by the Committee and cover the following in both the school and any residential accommodation:</p> <ul style="list-style-type: none"> <li>▪ students and school personnel inside and outside the school building</li> <li>▪ entrances and exits</li> <li>▪ evacuation procedures</li> <li>▪ alarm systems</li> <li>▪ fire safety</li> <li>▪ dealing with intruders</li> <li>▪ violence</li> <li>▪ abduction of a student</li> <li>▪ suspected bomb threat</li> <li>▪ theft</li> <li>▪ IT and Internet security</li> <li>▪ reducing the risk of a student of compulsory school age going missing from school premises;</li> </ul>
<b>Reducing the Risk of a Missing Student</b>	<p>All security procedures must be reviewed annually by the Security Committee.</p> <p>Every day school and residential accommodation personnel must be aware of the following:</p> <ul style="list-style-type: none"> <li>▪ the requirement for compulsory school age students to sign in and out of school</li> <li>▪ the requirement for teachers or other staff to report the unauthorised absence of a student from class</li> <li>▪ entrances and exits are secure</li> <li>▪ windows are secure</li> <li>▪ challenging and dealing with unauthorized people on the school and residential accommodation site/s</li> <li>▪ alarms are switched on</li> <li>▪ outside lighting is switched on</li> <li>▪ visitors and contractors</li> <li>▪ wearing identification badges</li> </ul> <p>The procedures to follow in the event of a student of compulsory school age going missing onsite are outlined in the Kings Attendance Policy.</p> <p>The procedures to follow in the event of a student of compulsory school age going missing offsite are outlined in the Kings School Trips and Activities Policy.</p>
<b>Security Procedures</b>	<p>Each day school and residential accommodation personnel must be aware of the following measures and considerations:</p> <ul style="list-style-type: none"> <li>▪ entrances and exits are secure;</li> <li>▪ windows are secure;</li> <li>▪ challenging unauthorized people on the school and residential accommodation site/s;</li> <li>▪ combustible material must be collected;</li> </ul>



	<ul style="list-style-type: none"> <li>▪ alarms are switched on;</li> <li>▪ outside lighting is switched on;</li> <li>▪ security of valuables and personal possessions;</li> <li>▪ visitors and contractors;</li> <li>▪ wearing identification badges;</li> <li>▪ IT security and confidential information;</li> </ul>
<b>Training</b>	<p>Training should take place periodically for school and residential accommodation personnel on all the above and:</p> <ul style="list-style-type: none"> <li>▪ How to challenge identified people on the school and residential accommodation premises;</li> <li>▪ How to protect students from identified people on the school and residential accommodation premises;</li> <li>▪ How to deal with premises security;</li> <li>▪ How to make a risk assessment;</li> <li>▪ How to safeguard personal belongings.</li> </ul>
<b>Role of School and Residential Accommodation Personnel</b>	<p>School and residential accommodation personnel must:</p> <ul style="list-style-type: none"> <li>▪ be aware of and comply with this policy;</li> <li>▪ take registers at the start of lesson (in accordance with the Attendance Policy);</li> <li>▪ report absenteeism immediately (in accordance with the Attendance Policy);</li> <li>▪ follow the unauthorised absence procedures outlined in the Attendance Policy once notification of absenteeism has been received;</li> <li>▪ undertake appropriate training in security procedures;</li> <li>▪ inform and remind students of security procedures such as the reporting of unidentified school and residential accommodation visitors;</li> <li>▪ remind compulsory school age students that they should not leave the school premises or to leave the group without permission while on an educational visit;</li> <li>▪ be aware of their responsibilities to ensure a safe learning environment;</li> <li>▪ be aware of school and residential accommodation security procedures such as how to protect students from harm, guard against assault, and safeguard property;</li> <li>▪ be aware that all school and residential accommodation visitors will wear identification;</li> <li>▪ make students aware of school and residential accommodation security procedures especially what they need to do when an intruder is identified on the school or residential accommodation premises;</li> <li>▪ report any identified school and residential accommodation intruders;</li> <li>▪ report any identified breaches in school and residential accommodation security</li> </ul> <p>School and residential accommodation personnel when dealing with an unidentified person on the school premises or in the school grounds or in residential accommodation must:</p> <ul style="list-style-type: none"> <li>▪ be polite, calm and non-confrontational;</li> <li>▪ ask the nature of their business;</li> <li>▪ escort or direct the person to the school reception or residence warden to obtain a visitor's identification and sign in, if the nature of their business is legitimate school business</li> </ul> <p>At the school reception or at student residences, staff dealing with an intruder must:</p> <ul style="list-style-type: none"> <li>▪ establish how the visitor breached school security;</li> <li>▪ ask the intruder to leave if the reason is not legitimate;</li> <li>▪ act calmly and non-confrontationally if the intruder appears to pose a threat by acting in an agitated, irrational manner and refuses to leave the school premises;</li> <li>▪ seek support from other school personnel, if available, who should call the police if the intruder refuses to co-operate;</li> <li>▪ remain calm and display non-aggressive body language while</li> </ul>



	<p>remembering that the safety of the students is paramount;</p> <ul style="list-style-type: none"> <li>▪ not use force to evict or restrain the intruder;</li> <li>▪ try to direct the intruder away from areas occupied by students;</li> <li>▪ back away from the intruder if the intruder displays a weapon;</li> <li>▪ reassure the intruder that the weapon is not necessary and it should be put away;</li> <li>▪ not try to disarm the intruder;</li> <li>▪ ensure that enough information is acquired in order to give a detailed description of the intruder to the police should the intruder leave prior to the police arriving;</li> <li>▪ contact the police should the intruder refuse to leave or feel that the intruder poses a threat to either staff or students</li> </ul> <p>All school personnel who are not dealing with the intruder but have been notified of his/her presence must:</p> <ul style="list-style-type: none"> <li>▪ remain with the students in their care reassuring them, if need be, that they are safe and secure and are not in any danger</li> </ul>
<b>Role of Visitors</b>	<p>Visitors to school and residential accommodation must:</p> <ul style="list-style-type: none"> <li>▪ report to the school reception or residence warden where they will be asked to sign in giving the reason for their visit;</li> <li>▪ wear a badge before they enter the main part of the school or residential accommodation;</li> <li>▪ not have free access of the school or residential accommodation premises;</li> <li>▪ be aware that they will be challenged by school personnel and students if they do not wear the appropriate identification</li> </ul>
<b>Role of Students</b>	<p>Students will:</p> <ul style="list-style-type: none"> <li>▪ be aware of and comply with this policy;</li> <li>▪ be made aware that any visitor not wearing the appropriate visitor's badge must be reported to the school reception or residence warden;</li> <li>▪ understand that they have the right to challenge a possible intruder if they feel this is appropriate;</li> <li>▪ report any concerns about a possible intruder to the school reception staff or residence warden;</li> <li>▪ be aware of and abide by all security measures that are in place.</li> </ul>
<b>Role of Parents and their Representatives</b>	<p>Parents and their representatives will be made aware of security procedures in the school and residential accommodation on the school website.</p> <p>Parents and their Representatives:</p> <ul style="list-style-type: none"> <li>▪ may enter the school and residential accommodation premises;</li> <li>▪ must act like any other visitor to the school and report to the school reception or residence warden on arrival;</li> <li>▪ must comply with school security arrangements;</li> <li>▪ must not enter classrooms without permission;</li> <li>▪ must not disturb the duties of any member of the school personnel;</li> <li>▪ will be banned from the school and residential accommodation premises if they cause a disturbance, are abusive or violent in any way</li> </ul>
<b>Incidents and Reporting</b>	<p>School and residential accommodation security must be a standing item at every Annual Board Meeting with reports being received and considered from the Security Committee.</p> <p>Any breach of school and residential accommodation security must be reported to the Principal or Premises Committee.</p> <p>Any incidents relating to school and residential accommodation intruders or security that are deemed serious should be recorded and reported to the Principal. All incidents must be recorded and investigated.</p>



<b>Raising Awareness of the Policy</b>	<p>We will raise awareness of this policy via:</p> <ul style="list-style-type: none"> <li>▪ the Student Handbook</li> <li>▪ the HR Manual</li> <li>▪ the Staff Handbook</li> <li>▪ Student inductions</li> <li>▪ Staff Inductions</li> <li>▪ The school website</li> </ul>
<b>Student Consultation</b>	<p>We wish to consult our students and to hear their views and opinions as we acknowledge and support <a href="#">Article 12 of the United Nations Convention on the Rights of the Child</a> that children should be encouraged to form and to express their views.</p> <p>Student consultation is integral to our process of regular self-evaluation and continuous improvement and will take place in a variety of ways.</p> <p>The methods will include:</p> <ul style="list-style-type: none"> <li>• A Student Forum/Council (which will meet regularly and also be consulted by the Principal)</li> <li>• An appointment system and means of contact with the Principal and key staff members</li> <li>• Operating an 'open door' policy in school whenever possible</li> <li>• Student Questionnaires (on a variety of matters relating to the school and/or and social issues)</li> <li>• Open Class discussion (on a variety of matters relating to the school and/or and social issues)</li> <li>• Suggestion Box (allowing anonymity if desired)</li> </ul> <p>Every effort is made to provide a variety and range of consultation methods to all students. Every student who attends a course at Kings will be encouraged and given the opportunity to provide feedback on every aspect of school life during their stay with us.</p> <p>A separate policy exists for student consultation which explains these processes in more detail.</p>
<b>Associated Policies and Publications</b>	<p>This policy has been written with reference to and in accordance with the following policies and publications:</p> <ul style="list-style-type: none"> <li>• Kings Safeguarding and Child Protection Policy</li> <li>• Kings Attendance Policy</li> <li>• Kings E-Safety Policy</li> <li>• Kings Health and Safety Policy</li> <li>• Kings Visitors and Contractors Policy</li> </ul>
<b>Monitoring the Effectiveness of the Policy</b>	<p>The effectiveness of this policy will be reviewed annually or when the need arises, and the necessary recommendations for improvement will be made to the Board of Directors.</p>



## 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.

This policy affects or is likely to affect the following members of the school community (✓)		Students	School Personnel	Parents/carers	Directors	School Visitors	Wider School Community			
		✓	✓	✓	✓	✓	✓			
Question	Protected Characteristics							Conclusion		
Does or could this policy have a negative impact on any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'yes' or 'not sure'	
<b>YES</b>									<b>Yes</b>	<b>No</b>
<b>NO</b>	✓	✓	✓	✓	✓	✓	✓	✓		✓
<b>UNSURE</b>										
Does or could this policy help promote equality for any of the following?	Age	Disability	Gender	Gender identity	Pregnancy or maternity	Race	Religion or belief	Sexual orientation	Undertake a full EIA if the answer is 'no' or 'not sure'	
<b>YES</b>	✓	✓	✓	✓	✓	✓	✓	✓	<b>Yes</b>	<b>No</b>
<b>NO</b>										✓
<b>UNSURE</b>										
<b>Conclusion</b>	We have come to the conclusion that after undertaking an initial equality impact assessment that a full assessment is not required.									



Annual Policy Review Sheet - Appendix A:

Review Date	Primary Reviewer Name (Policy Coordinator)

This Appendix A should be completed **annually** by the Policy Coordinator and Principal with specific details of each individual Kings college.

<b>Date of Last Review:</b>	
<b>Date of Next Review:</b>	
<b>Is this policy being implemented fully, with all outlined procedures followed as prescribed?</b>	YES/NO
<b>Have security risk assessments been carried out in the last 12 months (covering the areas stipulated in this policy)?</b>	YES/NO
<b>Have the Security Committee met and reviewed procedures in the last 12 months?</b>	YES/NO
<b>Have any security breaches been recorded in the last 12 months – if so please give details?</b>	YES/NO XXX
<b>If this policy is not being implemented fully, as prescribed, please outline what you have put in place instead and the reasons behind the change...</b>	
<b>How are staff made aware of this policy?</b>	
<b>Does this policy require any specific/specialised training for staff, if yes please specify what it is and whether it has been done?</b>	






**Monitoring the Effectiveness of the Policy**

The information in this policy and appendix will be reviewed annually by the Principal, or when the need arises, and the necessary recommendations for improvement will be made by the Principal to the Board of Directors.

Please comment on the overall effectiveness of this policy – giving any suggestions or recommendations for improvement...

<b>Coordinator:</b>		<b>Date:</b>	
<b>Principal:</b>		<b>Date:</b>	
<b>Chair of Board of Directors:</b>		<b>Date:</b>	01/01/2015
<b>Name of School:</b>			
<b>Next Review Date:</b>			

