

Security Policy

1. STATEMENT

Weatherhead High School will ensure so far as is reasonably practical that employees, pupils and visitors are protected from risks to their Health & Safety.

Measures will be adopted to protect persons in lone working from intruders, visitors and general security arrangements.

The school has drawn up the following arrangements to enable this responsibility to be effectively discharged.

2. ORGANISATION

The following personnel have responsibility for ensuring the security of school buildings:

Perimeter fencing, Access Routes	Caretakers, School Site Supervisors	Regular inspection and maintenance
School Entrances/Exits	Caretakers, School Site Supervisors, Office Staff	Key holder responsibilities to ensure that there is access, monitor signing in/out of visitors.
Contractors	Business Manager Premises Manager Caretakers Spie Personnel	Liaison with contractors to ensure that all school and Health and Safety procedures are followed.
Money	Finance Manager, Finance Assistant, Business Manager	All monies to be deposited in a safe, prior to banking.
Emergency Procedures	All staff	Specific responsibilities and courses of action are outlined in the Staff Handbook – Health & Safety Policy document.
Security Risk Assessment	Business Manager, Premises Manager Caretakers, Spie FM	Regular assessment of security issues – reporting to the Health & Safety Committee.

The school will discuss security issues regularly through:

- a) the Health & Safety Committee (twice termly)
- b) the Finance Committee of the Governing Body, to the full Governing Body (once termly).
- c) Spie FM Meetings with the Spie Contract Manager and PFI representatives (once termly).

3. ARRANGEMENTS

The school has implemented the following arrangements to ensure the safety and security of staff, pupils and visitors using the school premises.

Fire and Health & safety checks are regularly carried out by the school, LA and Spie staff, to ensure that the school, site is safe and free from risk at all times.

A joint school/Spie/WSSL Health & Safety Policy is in place.

All staff within the school are instructed to be vigilant at all times for any signs of breach of security and safety and to advise the Headteacher immediately if any issues arise.

INFORMATION AND COMMUNICATION

All staff are informed of school safety and security procedures through the Staff Handbook. Changes to procedures are given to staff through the weekly briefing sheet or the daily briefing or by other written/verbal communication.

Staff with a particular role for aspects of school security have detailed job descriptions which specify areas of responsibility.

All new staff to the school are required to have a formal induction as to the Fire and Health & Safety Policy of the school. All Spie staff are given similar instructions.

All policies are discussed and agreed by the school's Governing Body

SUPERVISION

i. PUPILS

Pupils are supervised throughout the school day including lunchtimes.

ii. CONTRACTORS

Full discussion takes place with contractors prior to the commencement of work to ensure that all safety and security issues have been addressed - e.g. access to site, ground rules, lines of communication. All staff are informed in advance with details of any temporary changes to access routes etc.

iii. OUT OF SCHOOL HOURS ACTIVITIES

Parents are informed by letter of any arrangements that require a pupil to remain in school or return for an evening activity. During such activities, pupils are supervised throughout. Parents are requested to ensure that suitable arrangements are made for their daughter (son) to be transported home after the event.

iv. OUT OF SCHOOL VISITS

Parents are informed by letter with full details of the visit and a proforma disclaimer seeking permission for their daughter (son) to take part. This proforma must be

completed and returned to the organiser prior to the visit. Supervision of these visits more than meets the LA guidelines for levels of supervision.

3.3 VISITORS

All visitors are asked to report to the main reception area.

A logging in book is kept in reception to record times of arrival/departure together with name, organisation represented and vehicle registration number. Visitors are asked to display an identification badge to make pupils and staff aware that they have been permitted to come on site. If they have arranged an appointment with a member of staff, they will be asked to wait in reception for that person to arrive. A member of the office staff will escort them to their appointment if this is not possible.

Emergency procedures are explained to visitors on arrival.

Visitors are not allowed to remove items of property unless they have the identification and authority to do so.

3.4 SECURITY MEASURES

A joint security strategy and risk assessment for Weatherhead is held with Wirral PFI and Spie and is available on the staff shared area (admin-general/admin/risk assessments).

The strategy is based on the generic security strategy for all Wirral PFI schools with modifications appropriate to the nature of the Weatherhead site and buildings.

3.5 CASH HANDLING

Cash handling is dealt with as follows:

1. Banking of ITT/Exam Board cheques etc is dealt with by the Finance Manager (KK).
2. Banking of school fund and trip monies is dealt with by the Finance Officer (TT).

Procedures are in place for all monies to be given to the Finance Manager or Finance Officer via the Student Services office. Any money kept in school overnight is lodged in a safe and the keys are taken off site. Money is banked on a weekly basis for which the School has a Service Agreement with G4S.

3.6 VALUABLE EQUIPMENT

All items of £750 and above are recorded as part of the school inventory. The school has made arrangements for all valuable equipment to be security marked.

All valuable equipment is removed from sight at the end of the school day and during school holiday periods, whenever possible and kept in a secure locked area or cupboard.

3.7 PERSONAL PROPERTY

The school dissuades staff and pupils from bringing personal property into school.

Parents and pupils are informed through the School Code of Conduct, issued on a yearly basis.

Staff are advised through the Staff Handbook, issued yearly.

Lockers - pupils have access to lockers which may be leased for £2 per annum.

3.8 LONE WORKERS

Schools should identify areas or staff where lone working is foreseeable. Procedures must be drawn up where a risk exists.

As during holidays staff present in the building is limited, in an attempt to maintain a more secure environment, access to the school is limited to the main entrance which will be kept on a mag lock.

3.9 RISK ASSESSMENT

As required by the Management of Health & Safety Regulations 1992, an assessment of risk posed by security will be carried out.

Risks will be reviewed on a regular basis.

4.0 SECURITY OF FINANCIAL RECORDS

Two types of record of financial information are kept:

1. Invoices, bank statements, copy purchase orders
2. Computerised Corero system

All paper records are retained in the Finance Manager's office and are stored in locked filing cabinets.

Financial information on the Corero system is password protected with access limited to the Headteacher, Business Manager, Finance Manager and Finance Officer. All transactions made on the system are logged against individual passwords.

Network system backups are carried out daily by the ICT technicians. In the event of total system failure or damage, all but a day's transactions may easily be restored.