

SECURITY POLICY

1. STATEMENT

Weatherhead High School will ensure so far as is reasonably practical that employees, students 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, Reception/Office Staff plus additional support during the pandemic	Key holder responsibilities to ensure that there is access, monitor signing in/out of visitors.
Contractors	Business Manager Assistant Business Manager Caretakers Spie Personnel	Liaison with contractors to ensure that all school and Health and Safety procedures are followed.
Money	Finance Manager, Finance Officer, Student Services/Sixth Form office staff 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/Health & Safety Handbooks – Health & Safety Policy/Emergency Management Planning.
Security Risk Assessment	Business Manager, Assistant Business 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 (termly)
- b) the Finance & Resources Committee of the Governing Body, to the full Governing Body (termly).
- c) Keeping in Touch meetings (KIT) with the WSSL Imagile Contract Manager, Spie Contract/FM Manager, Chartwells Catering Manager and Wirral PFI representatives (once termly).

3. ARRANGEMENTS

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

Fire and Health & safety checks are regularly carried out by the school, LA and Spie FM 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/H&S Handbooks. Changes to procedures are given to staff through the weekly staff briefings or by other written/verbal communication.

Staff with a particular role for aspects of school security have 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 FM/Chartwells staff are given similar instructions.

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

SUPERVISION

i. STUDENTS

Students are supervised throughout the school day including lunchtimes.

ii. CONTRACTORS

Spie FM personnel manage all contractors on site and are required to receive full risk assessment and method statement documentation as well as undertake a formal induction (including a Covid-19 induction currently) with contractors before commencement of any works to ensure that all safety and security issues have been

addressed - e.g. access to site, ground rules, lines of communication. A formal meeting with school personnel will be held if works need to take place during term time and all staff will be informed in advance with details of any temporary changes to access routes etc. Where possible major works during term time will be avoided.

iii. OUT OF SCHOOL HOURS ACTIVITIES

Parents are informed by letter of any arrangements that require a student to remain in school or return for an evening activity. During such activities, students are supervised throughout. Parents are requested to ensure that suitable arrangements are made for their child 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 child to take part. This proforma must be completed and returned to the trip lead prior to the visit. Supervision of these visits will meet LA guidelines for levels of supervision and student/staff ratios.

3.3 VISITORS (with a pre-arranged appointment only)

The school car park will be closed to all visitors and parents. Pedestrian access only will be gained via the side gate. All visitors are asked to telephone reception to notify staff that they have arrived for a meeting. When invited to do so, they will enter the school via the main entrance and sanitise hands on arrival. A mask will be provided.

A signing in sheet will be completed to record times of arrival/departure together with name, organisation represented and vehicle registration number. In addition visitors will be asked to leave contact information to support Test and Trace during the pandemic. Visitors are asked to display an identification badge to make students and staff aware that they have been permitted to come on site. Whilst waiting, a social distance of 2 metres must be maintained. A member of staff will escort them to their appointment. At no time will a visitor be left unsupervised unless they have a valid DBS and it has been verified by a member of the reception team. Staff have been advised to challenge any visitor who is not displaying a valid visitor/ID badge to ascertain their identity and to escort them to reception, where appropriate.

Emergency fire procedures will be explained to visitors on arrival and will be issued by reception.

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

3.4 INTRUDER ON SITE

An intruder may be a person new to the building, who has been either misdirected or lost and poses no threat to the students or staff. Alternatively an intruder may arouse suspicion as to their presence in the building and may pose a potential threat.

Any staff member that identifies an intruder on site should take note of the following:

- Identify yourself to the intruder, politely greet them and question their purpose for being on the premises
- If the intruder poses no threat, escort them to the main reception
- If the intruder does not follow your instruction ask a colleague to alert the Headteacher/SLT via reception
- If you are alone and further assistance is needed, make an attempt to alert others to notify a member of SLT as soon as possible via reception
- Depending on the circumstances and demeanour of the intruder, SLT will inform the reception team so that community patrol/police can be contacted
- Make every effort to keep the intruder away from the students and evacuate them from the area in a calm manner, if necessary
- If the intruder becomes agitated, displays violence or refuses to co-operate with your instructions and poses a more serious safety threat to both staff and students SLT will call 999 and initiate the internal lockdown procedure – refer to the Schools Emergency Management Plan, Appendix 3.

3.5 SECURITY MEASURES

A joint security strategy and risk assessment for Weatherhead is held with the Wirral PFI team and SPIE and is available on the staff shared area (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.

3.6 CASH HANDLING

Cash handling is dealt with as follows:

1. Banking of lettings, student purchases, music tuition, minibus income etc is dealt with by the Finance Manager.
2. Banking of school fund, charity and trip monies is dealt with by the Finance Officer.

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.

3.7 VALUABLE EQUIPMENT

All items of value are recorded on Asset-I as part of the school inventory. In addition, any item(s) over £2,000 are capitalised, depreciated and recorded on Corero for inclusion in end of year accounts. The school also has arrangements for all valuable equipment to be security marked.

Staff are reminded to ensure that all valuable/portable equipment is removed from sight at the end of the school day and during school holiday periods and kept in a secure locked area or cupboard.

3.8 PERSONAL PROPERTY

The school dissuades staff and students from bringing personal property into school as there is no insurance in place to cover any loss/theft which may occur on the premises during the school day.

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

Staff are advised through the Staff/Health & Safety Handbook, issued yearly.

Lockers - students will not have access to lockers to store their belongings for the autumn term 2021 and are advised not to bring in anything of value.

3.9 LONE WORKERS

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

During school holiday periods staff present in the building is limited, however 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. All teaching staff are asked to sign in during school holiday periods and support staff should swipe in in the normal way as well as sign in for ease of reference during an emergency

4.0 RISK ASSESSMENT

As required by the Management of Health & Safety Regulations 1999, an assessment of risk posed by security will be carried out. Please refer to Security risk assessment on staff shared area (admin/risk assessments). The security risk assessment was last modified in May 2017 to enhance security in relation to access/use of the gate by the caretakers office.

Risks will be reviewed on a regular basis and amendments made as appropriate.

4.1 SECURITY OF FINANCIAL RECORDS

Two types of records are kept relating to financial information:

1. Invoices, bank statements, copy purchase orders, credit card statements etc
2. Computerised financial management system (Corero)

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

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

Admin system backups are automatically carried out daily and a manual back up of Corero is undertaken weekly by hi-impact. In the event of total system failure or damage, transactions may easily be restored.

Weatherhead High School