

**ST CUTHBERT MAYNE SCHOOL**  
**Joint Catholic and Church of England 11-18 Comprehensive**  
**School**  
**Dioceses of Plymouth and Exeter**



**St Cuthbert Mayne School**  
**Security Policy**

**Adopted by Resources Committee: June 2022**

**Shared with Full Governing Body: July 2022**

**Next Review Date: June 2023**

## **USE OF SECURITY POLICY AT ST. CUTHBERT MAYNE SCHOOL**

- 1.1 Our vision of joint Catholic and Anglican education calls us to acknowledge that the Body of Christ is in the school community. We believe that God is incarnate (present) in the 'day to day' life of our school. Our understanding of Christian spirituality is therefore as much about dealing with each other as it is about meeting God.
- 1.2 We believe that each member of our community has a divine origin and an eternal destiny.
- 1.3 We believe that through his Incarnation Jesus affirmed us as whole people and redeemed us through his resurrection.
- 1.4 We believe therefore that the intrinsic dignity of each member of our school community is to be honoured in spirit, in word, in deed and in law.
- 1.5 These beliefs underpin our approach to the use of the SECURITY and thereby commit us to encouraging all members of our community, staff and pupils alike, to grow towards human wholeness. The Governing Body aims to meet this responsibility by:
  - Affirming, consolidating and celebrating the achievements of our teachers (Challenge, affirmation, evaluation, consolidation, celebration and prayerful reflection will be important characteristics to our approach in this school and will be an accepted part of the process)
  - Challenging ourselves, staff and pupils to recognise the unique contribution that each of us can make and work towards making that contribution in the fullest sense
  - Supporting staff in this process in a positive manner

## St Cuthbert Mayne School

### Security Policy

#### Security Policy for St Cuthbert Mayne School

This policy should be read in conjunction with the schools Health & Safety policy. The Governing Body has a responsibility to ensure that there is a safe and secure environment for staff, pupils and visitors in the school. The policy will be kept up to date and will be reviewed every year by the school Governing Body.

#### Organisation

**Governors** - The Resources Committee of the Governing Body will:

- Make arrangements to consult and inform staff about security
- Arrange to monitor and review the policy, including the frequency and nature of reports from the head teacher.
- Ensure that security is included within the Health & Safety section of the annual report to parents.
- Identify their own training needs to enable them to understand their responsibility for managing security.

**Head Teacher** - The Head Teacher is responsible for:

- Ensuring that this policy is understood by all staff and is revised annually.
- Ensuring that this policy is monitored as required by the Governing Body.
- Identifying training needs and arranging for training.
- Ensuring that regular routine security checks and annual/periodic survey/risk assessments take place.
- Raising awareness of students to security and personal safety issues.
- Developing and encouraging close links with outside agencies and organisations.

**Individual Staff Members** – All staff members have a responsibility for ensuring:

- The safety of the students in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults.
- That property is safeguarded.
- That they know when to contact the police.
- Implementation of the schools emergency evacuation procedure.
- Their own actions do not expose themselves or colleagues to unacceptable risks.

**Involvement of other groups** - The Head Teacher is responsible for the development of strategies for ensuring that parents, police and the community is fully involved and consulted about security issues.

**Students** - The Head Teacher is responsible for ensuring the raising of students' awareness in relation to their own personal safety and welfare and the safety of others in and out of the school

- When travelling to and from school
- Dealing with strangers/intruders
- Security of personal belongings

- Security of school buildings and their contents.

### **Arrangements**

**Risk Assessment** - The Head Teacher will ensure that a formal security risk assessment takes place annually (and at any time a significant change occurs).

**Incident reporting** - All security incidents should be reported to the Head Teacher and recorded in the incident log book which is kept in the main office. All staff should ensure that the security incidents to be included include trespass, vandalism, theft and burglary, fire, attacks on staff and drug and solvent abuse. It is vital that all incidents are recorded accurately and systematically to aid possible police investigations and to identify weaknesses in school security systems.

**Training** - As part of his/her responsibility for training the Head Teacher will ensure that opportunities will be provided for

- Specific training on security issues within the schools overall development plan priorities
- Training of all new staff including teachers, supply and support staff.

**Personal Security** - The Head Teacher and Governors will review measures for combating violence to staff and pupils. They will include

- Ensuring priority is given to personal security training
- Fully co-operate and notify all assault to the police, including full co-operation with the police in the exercise of their legal powers
- Ensuring appropriate legal advice is obtained from the LA and Diocese following incidents in which the police will not prosecute.
- Sending formal letters to people making threats or verbally abusing staff.
- The right to ban individuals from the school site
- Fully supporting staff that have been assaulted or suffered verbal abuse, and facilitate access to any of the Councils support, advice and counselling services (including in-house support).
- Ensuring appropriate investigation of all incidents of violence that take place

### **Security Arrangements**

**Introduction** - St Cuthbert Mayne is a large school comprising of several buildings. Movement between the buildings is extensive with 1000 students and staff. Securing access and egress to the various buildings is challenging.

The Governors and Senior Leadership Team wish to sustain the physical security of the school premises during and after the school day and to maintain the personal safety of staff, pupils and visitors at all times. The school lets the buildings out of school hours and during school holidays and extended school activities lengthen the school day. The security systems in place provide a secure and controlled environment suitable for a secondary school.

**Physical Security Arrangements** - The boundaries of the site are well defined and protected with railing, mesh and chain link fences, up to a maximum of 3.3m high, which present an obstacle to all but the most determined intruders. The vast majority of the school site does not appear 'permeable' to intruders 'after hours' due to the effectiveness of the perimeter security. There are vehicle or pedestrian gates at all site entrances. For the most part, these

are 3.3m high railing gates, which present a formidable obstacle. All the gates onto the site are locked out of hours.

The site and notably the playing field are well overlooked from neighbouring houses, particularly from Teignmouth Road and Trumlands Road. The main staff car park is located at the highest point on the site but is not overlooked from the administration area. External lighting is reasonable in coverage and quality

A 64 camera CCTV system exists on site covering internal, external and vulnerable areas of the school. A comprehensive intruder alarm system consists of external door contacts and movement detectors to common areas and classrooms and is connected to a remote monitoring centre.

All gates are secured in school hours. Visitors are directed to the main reception via the Pedestrian Gate which is fitted with a video access control system linked to reception staff who authorise entry.

Visitors, including daytime deliveries, will be controlled through the screening facility operated by the reception staff. A staff identity card must be worn by all staff at all times. Anyone found on site (other than a student) not wearing their identity card should be politely challenged as to who they are, where they are going and whether they can be helped.

The gates in Teignmouth Road, the lower staff car park and pedestrian gate are fitted with heavy duty magnetic locks designed to release on activation of the fire alarm. The Teignmouth Road gate can be opened by a card swipe. These remain shut on the magnet during school hours.

**Locking Doors and gates** – The premises staff are responsible for:

- Opening the gates in the morning to allow access for students, staff, parents and visitors at the beginning of the school day and closing/locking them after the start of the school day:
  - The Trumlands Road gate is opened for student entry at 8.15 am and Westhill gate at 8.30 am
  - The Westhill Gate is locked at 8.40 am
  - The Trumlands Road gate is locked by behaviour team at approx. 8.50 am
  - The Trumlands Road gate and the Westhill Gates are reopened at 3.05 pm & 2.55 pm respectively just before the end of the school day to allow students to leave site
  - The lower staff car park and the top staff car park will be opened at 3.05pm
  - The Westhill gate and the Teignmouth Road gate is locked at a convenient time once the majority of students have left the school.
- Unlocking the building and internal access doors before the start of the school day
- During the school day, fire exit doors should remain closed and secure, preventing entry into the buildings by unwanted intruders.
- Making the buildings secure at the end of the working day and set alarm system. However during school functions and other events held in the evening, a member of the Senior Leadership Team may be passed the responsibility for locking and making the site secure.

**Authorised Key holders:**

- Caretakers
- Head Teacher
- Senior Leadership Team

**Entry procedure for Visitors** – During the normal working day, all visitors to the school are directed towards the main reception. Visitors will be screened by reception and if the visit is bona fide they will be asked to sign the ‘visitors register’, made familiar with the schools health & safety procedures, issued with a visitors badge and appropriate coloured lanyard and allowed to continue with their visit.

**Monitoring Security** – It is vital that the above routines are maintained and that any lapses are reported immediately to the Head Teacher. Perimeter fencing will be inspected at least annually to ensure that any weaknesses are identified. This review will form part of the termly Health & Safety inspection that is carried out by the Business Manager and a Governor on the Resources Committee.

**Working Alone in Safety** – In the interest of the health & safety of all staff, situations where staff work alone or in isolation from others should be discouraged.

A Lone Worker is *“a member of Staff, Student, Trainee or Contractor who is working solitary out of calling distance of another person who can render assistance”*.

However where this cannot be done then the guidance in appendix 1 should be followed and reference made to the publication by the HSE entitled ‘Working Alone in Safety’.

**Security of Cash on site and in Transit** – In general cash on site will be kept to a minimum and stored either in the school safe located in the Finance Office or the kitchen safe located in the kitchen office (for canteen takings only). The appropriate keys are held by the Finance Officer, Finance Assistant, Business Manager and the Kitchen Manager. Occasionally fundraising activities take place over a weekend and collected monies will be stored in the safe until banking is possible on the next working day. On all other occasions cash will be banked as early as possible, to keep amounts held on school premises to a minimum.

Staff transporting cash are urged to keep the amounts well hidden by using appropriate bags and holdalls, stored securely in the boot of their car. It is best practice to vary routes, days and times to take cash to the bank and to avoid routes that are poorly lit or isolated.

**Security of Assets** – All portable property should be marked and an up to date inventory should be kept which is checked annually. Prominent notices should be clearly displayed to notify that property is security marked.

**Dealing with Intruders/Trespassers on school premises** – In such a situation a member of the Senior Leadership Team should be contacted immediately and the person concerned asked why they are in school grounds without permission.

If the intruder becomes aggressive or refuses to leave the premises the member of the Senior Leadership Team should summon another member of staff to call the police. The police are the first point of call and once the police have arrived they will resume full control of the situation.

## Appendix 1

### Lone Worker Guidance

#### Introduction

This guidance outlines the process that will need to be followed before allowing people to work alone.

Wherever possible Lone Working should be avoided, however where this cannot be done then the guidance detailed below should be followed.

#### Working Definition

A Lone Worker is *“ a member of Staff, Student, Trainee or Contractor who is working solitary out of calling distance of another person who can render assistance.”*

#### Examples of Lone Workers

Detailed below are several examples of employees who, as part of their day to day activities, may be required to work alone:

- ❖ Contractors/Maintenance Staff/Caretakers working alone in isolated areas
- ❖ Staff working alone within working hours
- ❖ Staff working alone out of working hours
- ❖ Staff working off site in the community or at other organisations

#### Relevant Legislation

There are two main statutes that deal with this area, namely

- 1 The Health & Safety at Work Act 1974 Section 2 (1) requires employers to provide safe places and systems of work that are safe and without risk. This includes lone workers.
- 2 The Management of Health and Safety at Work Regulations 1999 require employers to carry out risk assessments. This includes assessments of the particular risks associated with lone working.

#### Statutory Prohibitions on Lone Working

Although there is no overall prohibition on working alone there are some situations where there is a legal requirement for at least two people to be involved in the work.

These include:

- ❖ Work at or near live electrical conductors
- ❖ Entry into confined spaces
- ❖ Young persons under the age of 18 working with dangerous machinery without supervision.

## Local Prohibitions on Lone Working

- ❖ No Students or Trainees of whatever age should be allowed to work alone.

## Risk Assessment Process

The Risk Assessment must take into consideration what is Reasonably Foreseeable

- 1 Identify activities that necessitate lone working
- 2 Identify “at risk” personnel
  - ❖ Those who are required to undertake lone working
  - ❖ Could those persons be at particular risk i.e. pregnancy, young/old, disabled, predisposing medical condition.
- 3 Determine whether any statutory restrictions apply
- 4 Assess the working environment and the activities being undertaken in order to determine whether any hazards exist which pose particular problems to lone workers. Could there be intervention from a third party, which would constitute a risk?
- 5 Devise and implement safe working arrangements to ensure that the risks identified have either been eliminated or controlled.

Items that need to be considered include:

- ❖ Access and egress
- ❖ Access to and by Emergency Services
- ❖ Communication – how to summons assistance
- ❖ Foreseeable emergency situations – i.e. Fire, illness
- ❖ Use of dangerous machinery
- ❖ Risk of violence and/or abuse
- ❖ Use of hazardous materials
- ❖ Local procedures/Safe Systems of Work, Permits to Work etc. which clearly establish the parameters of the task to be undertaken.
- ❖ Accident/Incident reporting
- ❖ Training
- ❖ Provision of Personal Protective Equipment
- ❖ First Aid
- ❖ Rights of the employee if they consider the arrangements to be unsatisfactory.
- ❖ Emergency Procedures

IF IT IS NOT POSSIBLE TO DEVISE SAFE WORKING ARRANGEMENTS, THEN LONE WORKING SHOULD NOT BE PERMITTED.