Non- Statutory Policy

Security

Responsibility of	**Finance & Buildings Committee**
Reviewed	**September 2026**
To be reviewed by	**October 2028**

Introduction

This document identifies the key elements of Manor Primary School's security management system and the ways in which we seek to improve security of our pupils, staff, governors and other adults and children who may be affected by school activities.

Objectives

- Enabling strategic leadership to promote a collaborative and coordinated response to risk management
- Identifying improvements in security culture and accountability across Manor Primary School.
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Informing parents and pupils of the security policy and encouraging them to help to ensure that it is effective.

School Security Procedure

Responsibilities

The Governing Body:

- The Governing Body will ensure a security policy is in place and is monitored and reviewed bi-annually.
- The Governing Body will ensure that staff are aware of, and adhere to school security and participate in training where appropriate.
- All members of the Governing Body will be issued with ID badges and will display them whilst on the premises.

The Headteacher:

Will have delegated responsibility for the day-to-day security of the School and for ensuring such things as:

- All staff appreciating the importance of security and understand the school's policy/procedures and their own responsibilities.
- Staff training needs are kept under review and training arranged as and when necessary.
- New staff are informed of the School's security policy/procedure.
- Parents and pupils are informed of the security policy/procedure and encouraged to help ensure that Manor Primary School has a safe school culture.
- Regular reports will be made to the Governing Body.
- Advice will be sought from the police where necessary.
- All crimes will be reported to the police.

School Business Manager/Site Controller will:

- Maintain the security systems and equipment.
- Carry out regular routine security checks.
- Maintain a record of all security checks.
- Record security lapses, bring these promptly to the attention of the Headteacher, and review security procedures as and when required.
- Raise awareness of security issues.

Staff:

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the School.

Staff should be aware of and conform to operational procedures that affect security e.g.

- Key control procedures
- Visitor monitoring
- External door monitoring
- New employees will be informed of this during their induction training.
- All staff will be issued with ID badges and will display these whilst on the premises.

Pupils:

- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.
- Signs and assemblies/meetings will regularly remind them of their role.

Trespass

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

The School is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

a) Members of staff - unless suspended for health or disciplinary reasons

b) Registered pupils - unless excluded for disciplinary reasons

c) Parents or guardians responsible for a student at the School - unless prevented for legal reasons.

d) Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

Visitor Access Control

The School operates a simple workable access control system and therefore:

- Considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure.
- Provides visitors with a waiting area until they can be dealt with
- *Identifies legitimate visitors and monitors*:

a) Their arrival and reason for their visit by requiring them to register and make themselves aware of various safety information.

b) Movement around the School and

c) Departure time

d) All visitors will be given an ID badge, which they will wear as long as they are on site.

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

The School may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The School is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to the school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

An incident that involves physical force.

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

- The School may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases the School will refer to the police any assaults which appear to involve bodily harm. The School will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or pupils.
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The School will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the School premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Headteacher, followed, if necessary, by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Pupils are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability. If this is unavoidable on some occasion, then special arrangements should be made in advance with the Headteacher regarding temporary safe keeping. Some pupils who walk home unescorted bring mobile phones – these are handed to the office at registration for safekeeping and collected when the pupils are due to leave.

Staff are responsible for their personal property.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off.

The school has a contract with an external Security Company who provide a monitoring and response service should the intruder alarm be set off out of hours. They respond and visit site and carry out a site check and if required will then contact Site Controller for further action if required or leave the site secure and email a report of the incident to the School Business Manager.

When an intruder is thought to be present on the premises police help must be sought immediately.

Reporting and Recording Incidents

The School will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A:

Trespass

- Aggressive behaviour by persons other than students around the School building
- Matters reported by pupils
- Any other incidents giving cause for concern
- The School Business Manager will retain the completed forms in an Incident Register
- The Headteacher and School Business Manager will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action

Site Security

All staff are responsible for the security of buildings and property.

- At the end of the School day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by site staff.
- Risk assessments are in place and are reviewed by the health and safety representatives annually.
- Property of the School is marked clearly and permanently and this is publicised.

Contractors

- Contractors on School site are required to observe the School's security policy/procedure, and this is overseen by the relevant site staff.
- Building materials and equipment must not be left lying around.
- When not in use scaffolding should not be given access to previously secure roof areas.
- Alarm systems must not be disrupted.
- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as School staff.

INCIDENT REPORT FORM

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

1. Member of staff reporting incident:

Name: .....

Work Address: .....

Position.....

2. Personal details of person assaulted/verbally abused (if appropriate)

Name: .....

Work Address: .....

Position: (if member of staff)
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Class: .....

Age: .....

3. Details of trespasser/assailant(s) (if known)

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4. Witness(es) (if any)

Name: ..... Age.....

Address: .....

Postcode.....

Other Information:
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Witness(es)

Name: ..... Age.....

Address: .....

Postcode.....

Other Information:

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Relationship between member of staff/pupil and trespasser/assailant

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5. DETAILS OF INCIDENT

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of Incident (attach sketch if appropriate)

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c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

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6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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7. Any further information/sketches, etc. (as attachments)

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Signed Chair of Governors:.....

Dated: .....