



SHAPWICK SCHOOL

SECURITY POLICY

1. **Introduction**

We have two main considerations when addressing the security arrangements: the safety of people and the safety of the buildings or object. Ensuring the safety of objects is often the first step in securing the safety of the pupils and staff who occupy the school and those who visit it.

It is generally accepted that anyone who is determined enough can find ways of getting round even the most sophisticated security measures and that the best anyone can do is to minimize risk. The best way of doing this is to anticipate problems, looking at various scenarios in the hope that they will be prevented. Anticipating potential problems can often mean that they can be prevented altogether: prevention is better than the cure. Risk assessments are the most effective way of doing this. However, no matter how carefully we prepare risk assessment, it is useless if members of the school community do not follow procedures designed to improve security. Everyone is responsible for security and a system only works if it is consistently implemented.

2. **Security of School Buildings**

There are three main areas of concern. These are:-

- a) Vandalism
- b) Malicious damage
- c) Theft

3. **Marking the Boundary**

There are two physical parts to the school, the building and the grounds. As the school is on two sites and classrooms, boarding houses and playing fields are well spread out on both, it is quite difficult to define a clear boundary. It is not easy to keep intruders off our property – although it is clear exactly what is our property. Therefore, this creates a psychological barrier, which should keep most people from intruding and, presence in the school grounds. It must then be decided how to make our buildings more secure.

4. **Creating the Right Culture**

As has already been indicated, security has to be the responsibility of everyone. This of course, includes our pupils, who need to feel that the school exists for their education and that, therefore, any damage to it deprives them of part of this service. Pupils are involved in discussions about security usually on an informal basis in tutor periods or in the boarding situation. In this way pupils can learn that their views are important.

Acts of vandalism, malicious damage or theft can sometimes be traced back to pupils of the school. It is important that students understand the link between the money that is available to spend on books and equipment and

the money that may have to be set aside to repair damage to the school and/or replace stolen articles.

Fortunately, theft of school property, malicious damage and vandalism, including graffiti is not a major problem at Shapwick School, on both sites. In general our pupils respect the school fabric and property and appreciate the facilities available to them. However, it is important to maintain the right attitude and culture within the school and this can only be done by tackling situations and incidents as they occur in the most appropriate and efficient manner – this is the responsibility of us all.

5. Alarm Systems

Alarm systems have been installed according to the risk assessment that an intruder may try to force an entry. Installing an alarm may have been proactive or as a result of a burglary or attempted burglary in the past. Offices, classrooms and boarding houses where particularly valuable and portable items of equipment are situated such locations. Security codes are only given to members of school staff who may wish to enter that building.

6. Close Circuit Television

We have installed Close Circuit Televisions (CCTV) and there has been a noticeable improvement in security as a result. The system is monitored and controlled by the Headmaster. The incidents of outside intruders on site has decreased in the areas where CCTV is in operation. The school will consider extending the present use of CCTV if it is deemed necessary and appropriate to improve security.

7. Outside Lighting

The lighting outside the boarding houses has been improved over recent years. We have little doubt that bright lights can deter both vandalism and attempted theft and also make CCTV more effective.

8. Using the Community

In Shapwick there is a neighborhood watch scheme in operation. All the boarding houses usually have house parents in residence during the school holidays, which may deter some miscreants. The isolated classrooms particularly at Shapwick have residential property in close proximity and they can also deter intruders.

9. Security Windows

Window locks and blinds are located in areas of classrooms, offices and boarding houses where it has been deemed necessary to install them. Internal wooden shutters are also used in the Manor and The Lakes.

10. Door Security

The school security on both sites is the responsibility of the Headmaster in consultation with the school caretakers. There is an internal accepted system for managing the locking of school premises. It is not deemed appropriate to commit this to paper! The security of each Boarding House is the day to day responsibility of each respective residential Houseparent, but any issues must be discussed with the headmaster.

11. Internal Measures

Most of the suggestions made so far aim to keep criminals out of the building. Despite our best efforts, however, there will be occasions where these defenses may be breached: this can also happen during the school day, since it is likely that we have a small percentage of pupils who will take opportunities to steal money or valuable items. The most effective way of improving security against this kind of threat is to create a security minded culture. Staff would not leave money, valuables etc. where they can be easily stolen. Equally, pupils should do likewise and are also reminded of possible security risks and should not leave valuables or money in any insecure place. Pupils do not need accessible much money in school, but as they get older money is more accessible to them. Valuables and money must be handed to school staff for safe keeping if it cannot be securely stored. Many pupils have lockable briefcases or tuck boxers in their dormitories and all have access to a lockable locker at Shapwick. Parents and pupils are regularly reminded that they and they alone irresponsible for their personal valuables, although the school will do everything we can to provide guidance, advice and facilities for securing pupils property. Pupils are actively and regularly encouraged to employ a "no lending – no borrowing" policy in respect of their personal property.

12. Computers and other Consumer Items

We have a lot of desirable and easily portable items such as computers, video recorders, cameras and televisions. Measures taken to help secure such items are:-

Alarm system, CCTV, outside lighting, encasements (steel cabinets), metal plated doors, window locks, security marking, worktop fixing and warning signs.

The school has a safe for small amounts of money and the security of examination papers, plus other small valuable items.

The school is not generally insured to cover items of pupils personal property, although items damaged or lost whilst in the care of a member of staff would be covered.

13. Protecting Staff and Pupils

Use of Eyes and Ears

The measures implemented and designed to protect buildings will in themselves afford more protection for staff and pupils. Nevertheless, regular reminders of the importance of security need to be discussed and implemented with both staff and pupils.

Everyone needs to keep their eyes and ears open for anything which appears unusual and staff are encouraged to report such matters directly to the Headmaster, the Headmaster's secretary, caretakers or Houseparents. It is important that staff sound a false alarm rather than miss a potentially threatening situation. Any sightings of intruders on the school premises must be reported and dealt with even if this is on the school playing fields. An appropriate decision will be made by the person to whom the incident is reported (as above). Very often the pupils themselves will alert the staff to the presence of an intruder.

14. Procedures

The person receiving the message about the circumstances should respond appropriately to the incident. That may be contacting the Headmaster or senior member of staff who will then either deal with the incident directly or summons assistance from a colleague, or contact the police. Each incident will be dealt with as relevant and appropriate.

15. Visitor

Both school offices have a visitor's book. All visitors to the school who may be unaccompanied by pupils or staff will be required to complete an entry in the visitors book. A visitors badge will be issued on arrival and should be returned to the school office on leaving. All staff should indicate to visitors that they must report to the school office or to duty staff when the office is closed.

Document to be reviewed annually on or before 01/09/12