



## **SMITHDON HIGH SCHOOL**

### **SCHOOL POLICY ON SECURITY**

**Mr M Starling  
April 2007  
Revised October 2011  
Re-adopted October 2012  
Revised October 2014**

## **1. INTRODUCTION**

- 1.1 The school policy aims to provide a safe and secure working environment for staff and pupils, as well as protecting monetary assets and equipment.
- 1.2 It is recognised that risk can be minimised as far as is practicable but not eliminated.
- 1.3 The school subscribes to all relevant legislation, DfE directives and regulations produced by statutory authorities.

## **2. SITE PERIMETER**

- 2.1 It is recognised that the perimeter of the site can only be partially secured. This is partly due to the architecturally listed 1954 Main Gates, which do not meet centrally.
- 2.2 Vehicular access gates are locked at weekends and in holiday periods.
- 2.3 The school is monitored by a CCTV system covering large sections of the site.

## **3. ACCESS TO BUILDINGS**

- 3.1 Access to all school buildings is restricted to authorised keyholders. It is recognised as essential that staff are able to undertake work without undue restriction.
- 3.2 Blocks A, B, C, D and E are protected by alarm systems. Mobile classrooms also have alarm systems.
- 3.3 All visitors are required to report to the school reception and are issued with visitor passes.
- 3.4 All contractors working on the site are required to sign in and out of the premises.

## **4. INTERNAL KEYHOLDERS**

- 4.1 Keys are issued to staff in accordance with their need to access areas. It is recognised as essential that teaching staff have ready access to curriculum areas in which they teach and that technical and site staff can access all required areas.
- 4.2 Keys are issued by the Premises Manager. Central records for internal keys are not considered necessary under LA good practice guidance.

## **5. RESTRICTED AREAS**

### **5.1 Examinations Office**

Keys to the examinations office and storage facilities for exam papers are held by:

The Examinations Officer  
The Assistant Headteacher (Personnel & Resources)

### **5.2 Financial Records and School Safe.**

Keys are held by:

The Finance Administrator  
The Administrative Officer

## **6. ICT SECURITY**

6.1 The security of the network is separately dealt with in the School ICT Policy.

## **7. DISCLOSURE AND BARRING SERVICE ASSOCIATED PROCEDURES**

7.1 The school complies with all DfE guidance on DBS disclosures and associated checks, including the barred list.

7.2 The DBS position in respect of all staff is held on the Single Central Register and is updated by the Administrative Officer, with a supplementary register for volunteers and casual staff.

7.3 The checking of documentation for DBS disclosures is carried out online by the Assistant Headteacher (Personnel and Resources) or in his absence, by the Administrative Officer.

7.4 The Single Central Register is periodically reviewed by the Assistant Headteacher (Personnel and Resources) on behalf of the Headteacher. The Chairman of Governors carries out a sample check twice yearly.