

BISHOP WORDSWORTH'S SCHOOL

SECURITY POLICY

Definitions

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the student or who has care of the student.*
2. *'Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is good practice and is to be adhered to unless non-compliance can be justified.*

INTRODUCTION

1. The Governors of Bishop Wordsworth's School (the School) recognise their corporate responsibility to provide as far as reasonably practicable a safe and secure environment for the students and staff on and off site. They also acknowledge their responsibility to all other school users including parents, visitors and contractors while on site.

POLICY

2. The Governors of the School will take all reasonable, practicable steps to fulfil their responsibility to provide a safe and secure environment for all users of the premises, including employees.

3. This Policy applies to the School site, which includes the main School site in The Close, Bishopgate and Britford Lane premises and land.

4. The School aims to ensure the existence of conditions which permit students and staff to go about their daily business in a secure and safe environment for both themselves and their belongings.

5. This Policy is supported by the School's Major Incident Plan at: [G:\School Admin\Major Incident Plan](#).

6. No security can be absolutely assured and external vigilance by all is essential. Nonetheless, these procedures seek to address potential areas of difficulty, which include:

- a. Visitors, including parents and guests of the School (including visiting teams, but not peripatetic musicians, sports coaches, part time staff and straying tourists).
- b. Contractors employed by the school.
- c. Car drivers, either visiting the main site or the sports fields.
- d. Organisations or individuals hiring school facilities.
- e. Intruders, including vandals, thieves and others.
- f. Terrorists, including those issuing bomb threats.
- g. Computer viruses.

7. The following have been provided to assist with school security:

- a. CCTV.
- b. Radios linked to City Watch and BWS internal system.
- c. Site staff.
- d. Radios on the School's internal system are listed below. All are to be switched on unless that is inappropriate e.g. during lessons or meetings.

Head
Deputy Heads
Bursar
Reception
Site Manager
School Secretary
Assistant Heads
Heads of Schools
ICT Dept
Catering manager

SECURITY OF STUDENTS & STAFF DURING SCHOOL DAY 8.30 AM – 4.15 PM

8. Visitors should normally enter the School site at the Exeter Street entrance and report to Reception which is adjacent to that entrance. This entrance also gives access to the main school car park. The School Reception normal hours of opening are 8.30 am to 4.15 pm. Visitors are to be asked the purpose of their visit, to sign in, be given the visitors Health & Safety Information Sheet (Annex A), and requested to wear the Visitor badge then issued. All visitors and contractors are to log their vehicle details at Reception. All staff are to register their vehicles with the School Office. Unidentified or illegally parked vehicles may be clamped and can only be released by the Site Team.

9. All staff are to be issued with Identity badges and are to wear them while on the School site. Any member of the School community should approach a person they do not recognise who is not displaying a pass and, if they are a visitor, offer to escort them to Reception or to guide them providing they feel comfortable doing so. If students feel uncomfortable approaching a stranger, they are to report the stranger to the nearest member of staff who is either to approach the visitor and establish their purpose of their visit or notify the Site Manager via Reception. An Intruder Incident form is provided as Annex B and should be completed when appropriate.

10. Particular behaviour of intruders may include: loitering; nervous or hesitant behaviour; asking unusual questions about procedures or unusual clothing such as coats on hot days. If at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned is to ask for assistance from the nearest member of staff or Reception. The unauthorised person is to be asked to leave and is to be escorted from the premises as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt is to be made by staff to remove the intruder from the premises, but the police are to be called immediately.

11. If in doubt, the Site Manager is to be contacted as he is in permanent radio contact with City Watch if backup is required.

12. Any member of staff concerned about an intruder is to take the following course of action:

- a. Ascertain the last known location of the intruder.
- b. Immediately notify Reception staff who are to contact the Site Team and senior Staff by radio.

13. The Site Manager is, if appropriate, to contact the City Watch patrol and Police. Responsibility will then be taken in the following order:

Deputy Head (Academic)
Deputy Head (Pastoral)
Bursar
Assistant Heads

Any of the above is then to ensure that the appropriate action is taken. This might include a search of the site, roll call of students, evacuation of part or whole of the site or a lock down of the Site. The Lockdown Procedure is at Annex C.

14. For security procedures for off-site activities, including students moving to and from the Britford Lane sports facility see the Health and Safety Policy.

15. **Reception.** The telephone system has a facility for Reception to call for assistance at the press of a button. When activated, it group-calls the following simultaneously:

Deputy Head (Pastoral)
Bursar
ICT
Site Manager
Sports Hall

On receipt of such a call, any of those available are to proceed to Reception promptly to assist with whatever incident has occurred.

SECURITY OF STUDENTS & STAFF OUT OF SCHOOL HOURS

16. This Section applies from 4.15pm – 8.30am, weekends and holidays.

17. A member of the Site Team (including cleaners) is normally on site until 6.45pm Monday to Friday and will usually be in a position to deal with any visitors who arrive after 5pm. All staff are requested to leave the premises by 6.30 pm. The School facilities are secured by the site team or cleaners at 6.30 pm. The only exceptions are as follows:

- a. School arranged function eg. parent or governors' meetings.
- b. Pre-arranged Letting.
- c. The Sports Hall.

18. There are no resident staff on site to cover security once the member of the Site Team has departed.

19. In the event of intruders being discovered on the site when the school is closed the following are to be contacted:

Site Manager	07778 627424
Salisbury Police	08454 087000
The Close Constable	01722 555184

20. The Bursar is to be informed the following working day. Additionally, the Police have a particular interest in security of the Close even if their help is not required.

21. If any damage to the property is discovered e.g. broken windows or forced entry and theft, it is important to that the following procedure is followed:

- a. The extent of damage and any loss of equipment is to be quickly ascertained without disturbing any evidence.
- b. The contacts at Paragraph 19 above are to be informed.
- c. The person discovering the damage should remain in the vicinity until help arrives.

SECURITY FOR SCHOOL-ARRANGED FUNCTIONS

22. Any member of staff arranging an after-school function must consider the security and locking up arrangements. Any arrangement is to be booked through the School Secretary to ensure premises will be available. Any additional facilities, such as chairs, required for

the function are to be arranged by the organiser in liaison with the Site Manager/Site Assistant, as appropriate. It is the responsibility of the user to arrange for the return of any equipment or chairs etc.

23. If the function is to take place immediately after school, consideration must be made to the cleaning arrangements by consulting the Site Team.

24. If the function will extend/commence after 6.30 pm the Site Manager/Site Assistant is to be consulted prior to the arrangements being finalised. Consideration is to be given to the security during the event and securing the premises at the end. The Manager who is due to secure the premises is to be informed and what the time scale is.

25. Staff must not assume that the Site Manager/Site Assistant will be available for duty without prior agreement.

SECURITY OF THE SPORTS HALL

26. The Sports Hall is open to the public from 5 pm Monday – Friday until 10pm at the latest, depending upon bookings, with limited opening during the weekend. Users of the Hall may use the on-site parking facility at their own risk during their activity only.

27. The Sports Hall is staffed by the PE staff during School hours and is often unmanned outside these times. Use of the main hall and Fitness Suite is by prior booking only. The office is provided with emergency contact details and an internal CCTV to the Fitness Suite.

28. The School CCTV system includes a view of the Sports Hall entrance. The Sports Hall staff (or, in the case of Lettings, the nominated key holders) are responsible for securing the Centre at the close of business and, unless informed otherwise, are to secure the Exeter Street Gate when departing the site. Any vehicles which remain are to be secured within the site,

29. If any members of the public or staff have any concerns over the security of the premises the main site procedures are to apply. In any circumstances, the staff are not to put themselves or members of public at risk, but should instigate emergency procedures as appropriate.

SECURITY OF PERSONAL PROPERTY

30. Students are to be asked not to bring anything of great value to School. Lockers are provided for student use together with combination padlocks. Returnable deposits are required and students are responsible for the security of the combinations, although a central record is maintained by the Bursar Manager.

31. Students attending music tuition are provided with access to a secure area for storage of instruments.

32. Students who cycle to School must provide and use a suitable locking device. Cycles are to be secured within the designated areas and must be removed at the end of the school day. Cycles left on site may be removed by the Site Team for safekeeping. The School will not be responsible for replacing any locking device.

33. Individual staff and students are responsible for any personal items they bring to school and the school accepts no responsibility for loss or damage of personal items unless liable in Law.

SECURITY OF SCHOOL PROPERTY

34. Any item purchased by the School in excess of £1,000 which is portable and attractive is to be security marked and entered on the asset register held by the Finance Office. Any cash left on the premises is kept in the School safe in line with the School Finance Manual

and banked regularly. Store cupboards and stationery stores are to be kept secured where practical.

35. If goods are to be collected for repair, staff are not to allow the property to be removed without checking first with the Head of Department or Site Manager and verifying the collector's authority.

PERSONAL SAFETY

36. Staff are discouraged from lone working on the site, particularly at night. However, if lone working is necessary, the member of staff is to ensure that the on-duty Site Team member is aware of their presence on site and that access doors are kept locked. Additionally, it is desirable that a third party should also be informed of their whereabouts and expected departure time. Similarly, on leaving the premises, the on-duty Site Team Member is to be informed.

37. No lone working is permitted in high risk areas, such as Science Labs, Art department, DT or Site Team workshops due to particularly high Health and Safety risks.

BUILDING SECURITY

38. **Intruder Alarms.** An effective intruder alarm is in operation and is always activated when the School is not in use; School buildings are installed with movement activated intruder alarms, maintained by ADT, which if triggered activate an alarm panel within the flat in No.11. The system is not connected direct to the police or to other monitoring organisation. The system in Bishopgate does not link to No.11 but will automatically transmit an intruder message to registered mobile phones. The registered phone contacts are the Site Manager and Site Assistant.

39. The security of the buildings is a joint responsibility between all staff, but specific responsibility is as follows:

a. **Teachers.** It is the responsibility of the teacher using a room for Period 10 to ensure that the room is secure, windows closed and that equipment is switched off before leaving the premises. Rooms not in use during Period 10 are the responsibility of the tutor whose base it serves. Rooms containing specialist equipment (science, ICT and DT) are manned by support staff technicians, who are responsible for switching off the equipment.

b. **Director of Sport.** It is the responsibility of the Director of Sport or his staff to secure the Sports Hall after close of business including windows and doors closed and equipment switched off. The Sport Centre Alarm must be activated as instructed by the Site Manager. Unless informed otherwise, the Exeter Street Gate should be locked upon departure.

c. **Site Team & Cleaners.** The Site Team and cleaners will check daily that the site is secured including that windows and doors are locked, security alarms are set and the gates are locked.

40. A number of buildings are fitted with combination locks (e.g. No 11, The Close). Staff must ensure that only school-based staff or the cleaning contractor are aware of the combination. If it is believed that security has been breached, the Site Manager must be informed in order to arrange a new code to be input. Combinations will be changed annually.

41. Staff should remember that the cleaning of classrooms takes place in rotation from 4pm. When a room has been cleaned it is locked and requests from students for access will be denied.

CCTV

42. The school is fitted with a CCTV system which is monitored by the Site Manager and controlled by the ICT Network Manager. Having cameras in the School should provide parents and staff with an added sense of security without being intrusive to teachers, students or parents.

43. The colour pictures produced are recorded on a hard drive which can be monitored. Other than the Site Manager the only personnel permitted to view any recordings are as follows:

Members of Leadership and Pastoral Teams (to review incidents)

ICT staff (for recovery of information)

Police Authority (on receipt of a written request).

A parent, student, member of staff or governor does not have a right to view, other than as allowed by data privacy law.

OTHER SECURITY POINTS

44. **Security Lighting and Paint.** Security lighting is provided across the site some through sensors activated by movement and others by switches.

45. **Computer Security.** See the School ICT Policy.

46. **Data Security.** See the Data Protection Policy.

47. **Medicine Security.** Contained in the School Health and Safety Manual.

48. **Cash Holding.** See School Finance Manual.

49. **Fire Precautions.** All arrangement for security and fire precautions are included within the school Health and Safety Fire Policy and Manual.

50. **Key Holders.** A record of all keys held by staff is to be maintained by the Site Manager. The following staff have full site access:-

Head

Deputy Head (Academic)

Site Manager

Site Assistant

If required to attend due to a security alert, staff are not to attend alone but are to be accompanied by a second member of staff or by the Police.

51. **School and City Watch.** The School is part of the Salisbury City Watch scheme which can be contacted via the Site Manager or Assistant Manager radio or by telephoning 01722 434510. The Site Manager and Site Assistant monitor the radio for any security alert which may involve the school site or close proximity. The School is also part of a School Watch pyramid. Members are informed by a partner school of any security alert – Bishop's will also inform their partner school immediately to ensure rapid circularisation.

TERRORIST THREAT

52. The risk to any school is low. However, in the case of Bishop's the proximity to Salisbury Cathedral may cause a slight increase but this should not cause anxiety.

53. All staff, other than the Site Manager, who have keys to any gate or school building are to record their key holdings with the Site Manager whose records may be examined at audit.

54. Any suspicions concerning people or packages on the site are to be reported to the Site Manager: Annex D includes a Wiltshire Police Check List.

OVERARCHING PRINCIPLE

55. The well-being, safety of students and the security of the School are the responsibility of all staff. It is in the interests of staff and students to be inquisitive when meeting individuals who are not recognised within the boundaries of the School site. A polite offer of help or guidance will hopefully deter the opportunist.

56. A useful Aide Memoire with practical advice for the security of staff and students is at Annex E.

MONITORING AND EVALUATION

57. This Policy is to be reviewed annually and brought to the notice of all staff each school year. Additionally, it is to be included in the induction of new staff to Bishop's.

58. It was first adopted in April 1996. The most recent 3 years' review history is below:

21 st November 2019	Minor updates
12 th November 2020	Minor updates
11 th November 2021	Minor updates
10 th November 2022	Minor updates
7 th November 2023	Minor updates

Annexes:

- A. Visitors Health and Safety Information Sheet.
- B. Intruder/Suspect Log.
- C. Lock Down Procedure.
- D. Terrorist or Bomb Threat
- E. Staff and Students' Personal Safety Aide Memoire.

BISHOP WORDSWORTH'S SCHOOL



Visitor Information

Welcome to Bishop Wordsworth's School. The School is committed to providing, as far as is reasonably practicable, a safe and healthy environment for students, staff and visitors.

Identification. During School hours, visitors must register at Reception where you will be given a visitor's badge. Please remain under the supervision of the designated member of staff while on site unless you have been authorised otherwise. Please sign out at Reception and return the visitor's badge when leaving.

Safeguarding. If you are concerned about the safety of a student, please ask Reception staff to contact a member of the safeguarding team for you. If you are concerned about the conduct of a member of staff or a volunteer at the School, please ask to speak to the Headmaster.

Fire. On hearing the fire alarm (continuous horn), please report to the co-ordination point in the front yard.

Accidents. If you have an accident or feel unwell, please inform the Reception staff.

Special Access. Please let us know of any mobility or health issues that may have particular assistance requirements.

Health and Safety. Please pay attention to your surroundings and report any concerns to your host or to Reception.

Contractors. Please familiarise yourselves with our health and safety procedures and be sure to work in a safe manner. A copy of the asbestos register is available at Reception.

Vehicles. Motorised vehicles are to be driven no faster than walking pace. Please park where instructed by Reception staff or your host and please note that parking is at your own risk.

We hope that you have a safe and enjoyable visit.

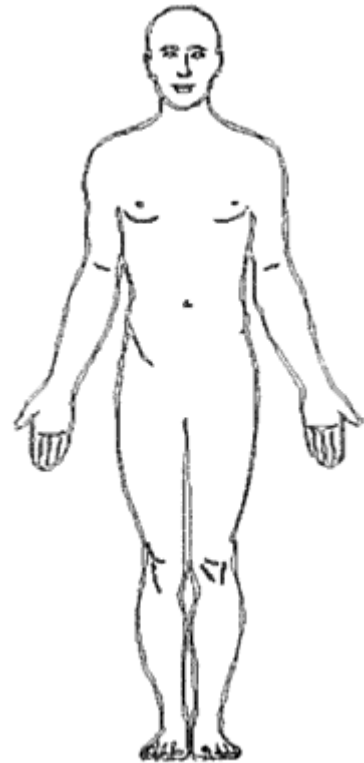
Exeter Street, Salisbury, SP1 2ED
01722 333851
www.bishopwordsworths.org.uk

INTRUDER / SUSPECT LOG

Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Time/Date of Incident

Age
Gender.....
Colour
Hair
Hat
Head Jewellery
Facial Hair.....
Shirt/Jumper.....
Coat/Jacket.....
Trousers.....
Shoes.....
Tattoos.....
Scars.....



Incident:

NAME OF OBSERVER/VICTIM: _____
CLASS: _____
STATEMENT TAKEN BY: _____
DATE: _____

SITE MANAGER: KEVIN GLASSON

07778 627424

LOCK-DOWN PROCEDURE

1. **Aim.** The aim of this procedure is to outline the School's response to a physical threat from within or outside the School that requires all personnel to be out of sight and locked within buildings for their own safety.
2. **Scope.** This procedure applies to employees, volunteers, contractors, students and visitors to the School site.
3. **Scenarios.** The procedure may be called in response to a variety of scenarios including (though not exhaustively) the following:
 - a. A dangerous intruder in the vicinity of the school grounds.
 - b. A reported incident or civil disturbance in the local community.
 - c. A major fire in the vicinity of the School.
 - d. A warning received of a risk of serious air pollution (smoke plume, toxic gas etc).
 - e. An extreme meteorological event with the potential to cause harm to staff or students (hurricane force winds, electric storm etc).
4. **Activation.** The Head, or the senior person in School (the Initiator) is to decide (in consultation with police if necessary) if the School should lockdown. The alert can be sounded by various means:
 - a. 5 blasts of 3 seconds of the School bell.
 - b. Visual and audible alert through the School's IT network (see Appendix).
 - c. Word of mouth cascading from room to room.
5. **The Procedure.** It is not possible to prescribe for every scenario. Instead, staff should be aware of the general principles and act within them for the safety of those around.
 - a. The Initiator is to raise the alarm through the IT system, through contact with the Site Team to sound the bell or by starting a word of mouth cascade as appropriate to the circumstances.
 - b. The Initiator is to notify the Police if appropriate.
 - c. On receipt of the alert, all staff are to ensure that those in adjacent rooms are aware that the lockdown has been called and then return to their own rooms. Particular emphasis should be paid to locations not immediately joined to others, e.g. drama studio, temporary classrooms, kitchen and reception.
 - d. All students, staff (except those involved in actioning the lockdown) and visitors are to remain in the building/classroom/office they are in when the alarm is sounded. Anybody who is in a hallway, corridor, or open space is to move into the closest occupied room or lockable office. Where possible and if safe to do so, the site team are to shut gates to prevent students returning to the School site or others coming onto the School site and to man the gates to advise anybody seeking entry of the lockdown.
 - e. If safe to do so, staff are to check hallways for students and visitors not matching the intruder's description, and direct them to the nearest classroom.
 - f. If the lockdown alarm sounds during break time or lunch time, all are to go to the nearest building/classroom/office immediately.

- g. Windows and blinds are to be closed in the building/classroom/office and the doors locked. (All staff should be in possession of the generic “hex” security key.)
- h. Students and staff are to be positioned against the wall in the least visible corner and seated on the floor.
- i. Depending on the nature of the incident, the Initiator may decide to move all personnel to upstairs locations.
- j. Students are not to use phones or electronic devices.
- k. All are to remain quiet.
- l. As far as is possible, messages are to be sent to staff to let them know what is happening and any further instructions.

6. **Groups Off-Site.** PE and other groups off-site are to be notified of the emergency at School by text or voice call to their mobile phone. They are to remain off-site until notified that the ‘all clear’ has been declared. If appropriate, they are to move students in their charge to a safe space (eg. a group at Britford Lane might move into the changing rooms or a group in the Close might move to the Cathedral). Sixth Form off site and returning to site are to be warned by the site team manning the gates and instructed according to directions given to the site team. They are to be instructed to stay off site until the all clear is given via the @BWordsworth’s X feed.

7. **All Clear.** All are to remain as directed above until the ‘all clear’ is declared by the Initiator or a more senior member of staff if now present (through the IT system, 2 short blasts of 3 seconds duration of the School bell or word of mouth). Staff, students and visitors may then resume normal activities unless otherwise directed.

8. **Practice Drills.** The Deputy Head (Academic) is to schedule at least one practice lock-down drill per year and is to ensure all staff members are clear about the procedure before the practice drill takes place. Students are to be informed at the start of every academic year.

INITIATING LOCKDOWN THROUGH THE SCHOOL'S IT

1. The following PCs have the "Notify" software installed:
Head
Deputy Head (Academic)
Deputy Head (Pastoral)
Bursar
Reception
2. To initiate:
 - a. Double click the "Notify" shortcut.
 - b. Right click on the "Initiate" template on right hand side.
 - c. Select "Send now" at top left.
 - d. Select "Send all" adjacent to top left.
3. To sound "all clear": as above but select the "all clear" template in action 2.b.

TERRORIST OR BOMB THREAT

Following the warning of a bomb threat:-

If possible, immediately alert someone else (so that they can be taking immediate action to notify senior staff), but do not put down the handset or cut the caller off.

Obtain as much information as you can.

Try to keep the caller talking – apologise for bad line, ask him to speak up etc.

Complete the following as you go along – asking questions as necessary.

MESSAGE (exact words including any code words)

.....
.....

Where is it?

What time will it go off?

What does it look like?

What kind of bomb is it? (Type of explosive)

Why are you doing this?

Who are you? Name?

Address / Where from?

Time of call?

The more information you can get the easier it will be to decide whether the warning is genuine or not.

If bomb threat warning received from the police

- Confirm that the warning is not a hoax by ringing the Police on Salisbury 411444
- Instigate immediate evacuation if the Police have insisted on this, moving all staff and students to a safe area, at least 50m away
- Prevent any student or staff from re-entering the area
- Ascertain the location of any suspicious object
- Conduct a roll call of classes from evacuated buildings
- Allow students back into buildings only when the all clear has been given by the police or Head Teacher and there is no further risk

If bomb threat received from a person other than the police

- Inform the police with a 999 call
- Set about evacuating the building immediately should such action be deemed necessary
- Carry out action as above and if the warning was received by telephone complete the checklist overleaf

COMPLETE THE FOLLOWING AS SOON AS PRACTICABLE

Details of Caller

Man Woman Child

Old Young Not Known

Speech

Intoxicated Irrational Rambling

Confident Speech Impediment Laughing

Serious Hesitant Nervous

Accent Spontaneous

Was message read? Y / N / unable to tell

Distractions

Any noise on the line Call box / pay tone or coins

Mobile Phone Operator interruptions

Anyone in background

Other noises

Traffic Talking Typing Machinery

Aircraft Train Music Children

Person receiving call

Telephone number which call received.....

Callers number registered (1471).....

Personal Safety Aide Memoire

Take Charge of Your Safety: Be Alert: Be Aware: Do Not Put Yourself At Risk
Risk Awareness = PART

P Prevent A Avoid R Reduce T Transfer

Prevent attacks: be confident and alert to surroundings. If the situation feels uncomfortable, move away quickly. Do not be macho, obey instincts, get help and RUN! Do not advertise wealth ie mobile phones or Boogie boxes. Do not invite trouble.

Avoid: Alleys, woods, unit areas, late night shops, known flash points, cash machines, blocks of flats. Avoid confrontation and eye contact. Avoid violence.

Reduce the risk of attack: be aware of surroundings, stay in groups, keep valuables hidden. Vary your route and know safe locations.

Transfer risk elsewhere. Look confident and alert and attacker will back off. Create the **fence**; seek assistance from adults, police or shops. **Shout for help.**

The Fence: Create barrier between you and attacker: put open hands in front of body or hold school bag up; move behind a parked car. If attacker breaks barrier, shout for help and run to safe location.

Beware of snatch thieves: look around and do not become distracted. Do not carry valuables such as musical instruments or sports items unnecessarily. Try and secure at school or ask parents to collect; if not, ensure you travel in a group for mutual support. When leaving school from After School Activities travel in groups or arrange parental collection.

Buddy system: Smaller boys are more vulnerable: protect your friends and ensure they remain alert; watch each other's backs and stay together. Know how to call for and give help.

Report suspicious persons or activities: **4WD** (4 wheel drive)

Where	location?
When	time and date?
What	who, how many?
What is it doing	following, threatening, abusive, violent?
Description	of person

Police	999
BWS Reception	01722 333851
BWS Office	01722 424717

Mobile Phone Safety

Keep hidden unless you really need to use it. Using a mobile in the street makes you a very vulnerable target. Record details of your phone. Know how to dial 999 without looking (ie in your pocket). If attacker demands phone, dial 999 before handing it over (police can track phone and you).