

BISHOP WORDSWORTH'S SCHOOL

SECURITY POLICY

Definitions

1. *'Parent(s)' includes guardian(s) or any person who has parental responsibility for the pupi(s) or who has care of them.*
2. *Is to', 'are to' and 'must' are obligatory. 'Should' is not obligatory but is best 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 pupils 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 pupils 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 Manager, Site Assistant, and Caretaker (always on during duty hours)

d. Radios on BWS internal system:

Head)	
Deputy Head)	(on during appropriate times
Bursar)	ie not during lessons / meetings)
School Reception)	
Site Manager)	
School Office)	
Caretaker)	
ICT Dept)	
School First Aider)	
Head of Kitchens)	
Head of Music)	Bishopgate

e. In addition, the site is covered by internal alarms, linked direct to the No.11 flat.

SECURITY OF PUPILS & STAFF DURING SCHOOL DAY 8.30 AM – 4.30 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 4.30 pm. If Reception is unattended, visitors are requested to report to the School Office in the Chapel Block. 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 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 pupils 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)	
Bursar)	
Heads of Middle & Lower School)	in liaison with the Site Manager and
Head of Sixth Form)	Team
Headmaster's Secretary)	

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

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

SECURITY OF PUPILS & STAFF OUT OF SCHOOL HOURS

15. This Section applies from 4.30pm – 8.30am, weekends and holidays.

16. A member of the Site Team is on site until 6.45pm Monday – 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 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.

17. There are no resident staff on site to cover security once the member of the site team has departed.

18. 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
Site Assistant	07986 096168
Salisbury Police	08454 087000
The Close Constable	01722 555184
Bursar	07826616011

19. It is important that the Bursar is informed even if no help is required. Additionally, the Police have a particular interest in security of the Close even if their help is not required.

20. If any damage to the property is discovered eg 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 (Any evidence is not to be disturbed).
- b. The contacts at Paragraph 18 above are to be informed.

- c. The person discovering the damage should remain in the vicinity until help arrives.

SECURITY FOR SCHOOL ARRANGED FUNCTIONS

21. Any member of staff arranging an after-school function must consider the security and locking up arrangements. Any arrangement are to be booked via the Finance Office Venue Booker system to ensure premises will be available and that heating can be arranged if necessary. 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.

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

23. 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.

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

SECURITY OF THE SPORTS HALL

25. 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.

26. 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.

27. The School CCTV system includes a view of the Sports Hall entrance. The Sports Hall staff 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,

28. 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

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

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

31. Pupils 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.

32. Individual staff and pupils 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

33. 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 School inventory. Any cash left on the premises is kept in the School safe in line with the School Finance Policy and banked regularly. Store cupboards and stationery store are to be kept secured where practical.

34. 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

35. 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.

36. 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

37. **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.

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

a. **Teachers / Tutors.** It is the responsibility of the teacher using a room for Period 8 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 8 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.** The Site team will check daily that the site is secured including that all windows and doors are locked and secured and all security alarms are set. If appropriate, he is to ensure that the gates are locked.
- d. **Site Manager.** The Site Manager will oversee the above and will arrange for the Site Assistant or himself to deputise as required.

39. A number of buildings are fitted with combination locks (eg. 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.

40. 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 pupils for access will be denied.

CCTV

41. 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, pupils or parents.

42. 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:

- Head
- Deputy Head
- Bursar
- ICT Network Manager (for recovery of information)
- Police Authority (on receipt of a written request).

A parent, pupil, member of staff or governor does not have a right to view.

OTHER SECURITY POINTS

43. **Security Lighting and Paint.** Security lighting is provided across the site some through sensors activated by movement and others by switches. The perimeter fence to the Britford Lane Sports Pavilion has anti vandal paint to discourage scaling the fence. Notices are duly displayed.

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

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

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

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

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

49. **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
- 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.

50. **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

51. 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.

52. 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.

53. 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. A copy of the form is to be provided at every telephone point.

CONCLUSION

54. The well being, safety of pupils and the security of the School are the responsibility of all staff. It is in the interests of both staff and pupils 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.

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

EVALUATION AND REVIEW

56. 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.

This Policy was approved on 5 October 2006 and re-approved on: 20.11.07, 11.11.08, 19.11.09, (24.11.10), 17.11.11, 22.11.12, 21.11.13, 18.11.14, 10.11.15, (17.11.16), 02.11.17, 06.11.18

Annexes:

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

Welcome to Bishop Wordsworth's Grammar School

Please remember to sign in at reception and collect a badge,
so that we know you are on our site. **Your health and safety is important to us.**

Welcome to Bishop Wordsworth's School. The School is committed to provide, as far as is reasonably practicable, a safe and healthy environment for pupils, employees and other visitors and users of its premises and facilities.

All visitors are expected to work and conduct themselves with due regard to the health and safety of themselves and others at all times. Any accidents, dangerous occurrences and occupational diseases are to be reported to the Site Manager and Business Manager in accordance with current Health and Safety Regulations.

Whilst you are here we would like to ensure your visit is as safe as possible. Please be aware of the following:-

Fire – on hearing the fire alarm (continuous ringing sound), do not put yourself or others at risk. Please evacuate using the nearest exit and report to an available member of staff without delay. Please make sure you know the way out and the location of the assembly area.

Accidents – if you have an accident or feel unwell please ensure you inform the Reception staff, who will contact the Site Manager or Business Manager, if appropriate. We can arrange assistance from a first aider or seek further help if needed.

Information – please let us know of any mobility or health issues which may enable us to provide appropriate support and assistance as required.

Health and Safety and avoiding slips and trips – always pay attention to your surroundings. Should you have any concerns regarding safety, please inform the Site Manager or Business Manager.

Contractors – if you are carrying out any work activity, you **must** be familiar with our health and safety procedures and be sure to work in a safe manner. When carrying out work on our premises please ensure you review our asbestos register, a copy of which is held at the school reception.

Parking is very tight on the BWS site and the parking grid is designed to allow emergency vehicles access if needed. Please ensure you only park within a marked bay and register your vehicle with reception – failure to do so could result in your vehicle being clamped. Parking is permitted only at the owner's risk.

We hope that you have a safe and enjoyable visit.

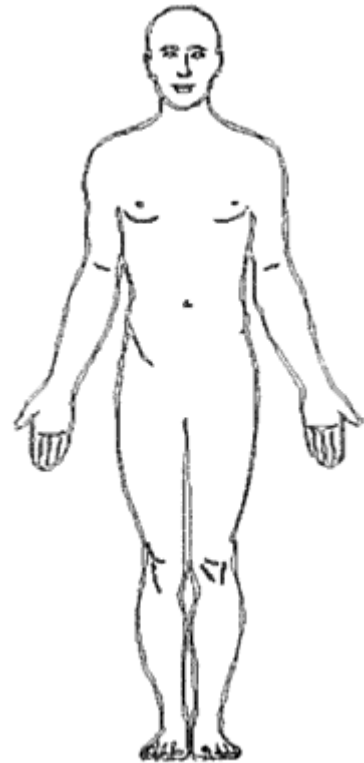
IF YOU WISH TO SEE OR DISCUSS OUR HEALTH AND SAFETY POLICY PLEASE
ASK TO SEE THE BURSAR

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

Activate: 5 short blasts of 3 seconds of the School bell

All Clear: 2 short blasts of 3 seconds of the School bell.

1. **Aim.** The aim of this Procedure is to ensure that pupils and staff are safe in situations where there is a threat either in or outside the School that requires them to be locked within buildings for their own safety.
2. **Scope.** This procedure applies to employees, volunteers, parents/carers/pupils, and visitors to the School site. It covers the procedures and personnel responsibilities when the School is required to go into lock-down.
3. **Purpose.** The lock-down procedure applies when pupils and staff need to be locked within buildings for their own safety. This may occur in response to a number of different situations, including (but not restricted to) any of the following:
 - a. A dangerous intruder on school grounds.
 - b. A reported incident / civil disturbance in the local community with the potential to pose a risk to staff or pupils.
 - 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 pupils (hurricane force winds, electric storm etc).
4. **Practice Drills.** The Deputy Head 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. Staff are to be informed of the Lock-Down Procedure by notification at every staff meeting. Pupils are to be informed at the start of every academic year.
5. **Activation.** In the event of an emergency, the Head, or the senior person in School (the Initiator) is to decide (in consultation with police if possible), if this Procedure should be activated.
6. **The Procedure.** In the event of a lock-down decision:
 - a. The Initiator is to contact the Site Team to initiate the procedure and (if they haven't already been consulted) to notify the Police, via 999, of the situation.
 - b. The lock-down alarm will be activated by the Site Team (5 short blasts of 3 seconds duration of the School bell).
 - c. In addition to the lock-down alarm, the School Secretary is to notify all staff and SWGS via e-mail. The Initiator is to decide if any of the following are also to be informed: parents, Cathedral School, the Cathedral.
 - d. All pupils, staff (except those involved in actioning the lock down) 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 pupils returning to the School site or others coming onto

the School site and to man the gates to advise anybody seeking entry of the lock down

e. If safe to do so, staff are to check hallways for pupils and visitors not matching the intruder's description, and direct them to the nearest classroom.

f. If safe to do so, the site team are to shut the School gates to prevent pupils returning to the School site or others coming onto the School site and then man the gates.

g. If the lock-down alarm sounds during break time or lunch time, all are to go to the nearest building/classroom/office immediately.

h. Windows and blinds are to be closed in the building/classroom/office and the door locked if possible.

i. Pupils and staff are to be positioned against the door wall in the least visible corner, and seated on the floor.

j. Pupils may not use phones or electronic devices.

k. All are to remain quiet during the lock-down.

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 (2 short blasts of 3 seconds duration of the School bell, sounded by the Site Team). Staff, pupils and visitors may then resume normal activities unless otherwise directed.

8. **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 pupils 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 twitter feed.

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 pupils to a safe area, at least 50m away
- Prevent any pupil or staff from re-entering the area
- Ascertain the location of any suspicious object
- Conduct a roll call of classes from evacuated buildings
- Allow pupils back into buildings only when the all clear has been given by the police or Headmaster 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).

Personal Mobile Phone Details

IMEI/Serial Number(Dial #06# to display IMEI or look behind battery)

Phone Number PIN Number

Facia Details