

Date ratified at Full
Governors' Meeting
8 February 2024



Review
Resources
Committee

SITE SECURITY POLICY

(Lockdown Plan Appendix shared with staff only internally for security reasons)

NOTRE DAME HIGH SCHOOL

**Part of St John the Baptist Catholic Multi Academy Trust
Company No: 7913261
Registered Office: Surrey Street, Norwich NR1 3PB**

THE SCHOOL MISSION STATEMENT

I have come so that they may have life and have it to the full
(John 10:10)

We are a joyous and inclusive Catholic school, inspired by the love of God and the teachings of Jesus, specifically faith, hope, forgiveness and peace.

Our community is committed to a rounded education that develops knowledgeable, morally informed and compassionate young leaders.



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Notre Dame High School
School Site Security Policy and Procedures

1. Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to Notre Dame High School. The school's site security procedures will operate within the framework described in this policy and in the wider framework of the School H&S Policy, of which this is a part.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the school community.

2. Organisation

- i. The following groups and/or individuals have responsibilities for ensuring the security of the school.

2.1. Governors

- i. The Governors will ensure that the school has a security policy and that this has been implemented.
- ii. Governors will monitor the performance of the school security measures. This will be achieved –
 - By the School Health and Safety committee monitoring school security and reporting to LT and Governors Resources.
 - Via the Headteacher's Reports to Governors.
 - By all Governors observing its implementation when they visit the school.
 - Governors will periodically review the school's security policy, as part of the school H&S policy.
 - Governors will delegate the day-to-day implementation of the policy to the Headteacher and Trust Facilities Manager.

2.2 Headteacher

- i. The Headteacher will:
 - Set up arrangements in school that comply with the security policy agreed by Governors.
 - Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
 - Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.

- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.
- This responsibility will be delegated to the Trust Facilities Manager for day-to-day implementation.

2.3 Staff

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site. In particular it is a requirement that all staff, governors or associates of the school who had been issued with a pass wear Notre Dame identity badges at all times on site. If any badges are forgotten or misplaced that that member of staff must wear a visitor badge in the interim period.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Governing Body delegated to Governors Resources.	Agree policy Review every 24 months
Day to day implementation and management of policy	Headteacher / Trust Facilities Manager and Deputy Manager	Inform staff Monitor performance Review arrangements
Securing school entrance/exits as detailed in this policy	Trust Facilities Manager and Deputy Manager	Locking external gates and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, timed locks, key pads, and fences).	Trust Facilities Manager and Deputy Manager	Part of normal duties to check physical integrity of security devices.
Control of visitors	Receptionist	Issue passes
Control of contractors	Trust Facilities Manager and Deputy Manager	
Security of money	School Finance Manager	
Security risk Assessment	Headteacher / Trust Facilities Manager/ Business Support Manager	Review annually and inform Gobs of findings to use as part of policy review

2.4 Students

- Students will be encouraged to exercise personal responsibility for the security of themselves and others.
- Students will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

3. Arrangements

- i. The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1 Information and Communication

- i. All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.
- ii. All staff induction, which is the responsibility of the Assistant Headteacher (Developing Teaching), will include the school's security policy and will be recorded on the employees training and CPD record.
- iii. These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the schools' security arrangements as a condition of sharing use of the building.
- iv. Parents will be informed about the schools' security arrangements and any part they are expected to play, for example when visiting the school or at handover times.

3.2 Controlled access during the school day

- i. Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.
- ii. The extent of physical controls, such as fences, has been decided by a risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Notre Dame seeks to balance the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

Buildings and Grounds

- iii. The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the school are –

- iv. The main entrance is the Surrey Street single access entrance which leads visitors to reception. Only authorised visitors, who have had accreditation checked and are signed in at reception, will be allowed access to other parts of the school site from reception.
- v. Notre Dame is a Multi-building school – St Julies is the main reception and access control point. Signage directs all visitors to this entrance. It is impractical to have access control on all the other buildings and so pupils will be safeguarded in these other buildings by

other methods such as supervision. At lesson changes staff will also be travelling between buildings and as such any unauthorised visitors will be challenged by staff.

- vi. St Peters building has had timed locking and card security access control systems installed and this system is being rolled out across the whole school site.
- vii. Lighting covers entrance and exits adjacent to car parks, and gates are lit by external and internal lights.
- viii. The school has close links with the local police and the Community Police Officer. Police will patrol near the school entrances on request.
- ix. The school operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy.
- x. The School operates a signing in /signing out system for all parents and visitors /students who are late/ leaving early. Students out of lesson to go to the toilet take an out of class card with them, after the request is granted by teacher. For longer periods of time out of lesson students should have their planners with them.
- xi. Students who wish to leave the site during the school day must have written permission, and sign out at the Pastoral Office.
- xii. Site staff closely monitor the movement of vehicles whilst present on the school premises and, under the direction of the Trust Facilities Manager, are responsible for contractors on site.
- xiii. Contractors comply fully with school procedures at all times.
- xiv. Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site.

3.3 School Entrances

- Main entrance – Surrey Street, this is a mixed vehicle and pedestrian entrance, controlled by an electronic gate, monitored by CCTV which leads to the main reception and is controlled by main reception.
- Finklegate pedestrian gate- open from 7am – 8.50 and from 15.30 - close of school
- St Mary's Surrey Street pedestrian gate - open from 7:00 – 8.50 and from 15.30- 15.50. Access for 6th Form Students controlled through SALTO registration as part of sixth form ID.
- Surrey St pedestrian gate by St Johns - open from 7am – 9.05 and from 15.30- 15.50
- Finklegate car park gate - open from 7am – 8.50 and from 15.30- close of school, this gate is locked between 8.50 and 15.30 with a 'day lock' for which staff can request a key. Any

member of staff unlocking this gate during the day has the safeguarding duty to ensure it is locked after they have driven through the gate, and that no other unauthorised access takes place during the time the gate is open.

- Ber St car park / pedestrian gate- open from 7am – 8.50 and from 15.30-19.00, this gate is locked between 8.50 and 15.30 with a 'day lock' for which staff can request a key. Any member of staff unlocking this gate during the day has the safeguarding duty to ensure it is locked after they have driven through the gate, and that no other unauthorised access takes place during the time the gate is open.

3.4 Control of Visitors

- i. The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.
- ii. Our policy is that –
 - All visitors report to the reception desk on arrival. Staff are encouraged to use the Staffroom when conducting interviews with visitors where possible.
 - All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff. Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to "sign out" of school. Visitors are those people that are issued with a pass from Reception.
 - Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
 - Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
 - Visitors will not remove any items of school property without the express permission of school staff.
 - For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid. This is made available by being prominently displayed at reception, the site manager being responsible for maintaining this information.

3.5 Supervision of pupils

- i. The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.
- ii. Times of the day when supervision is part of our safeguarding procedures:
 - Start of school day – we have all gates open to allow students to enter the site from the wide variety of transport sources that are used by our community – a duty member of LT supervises student entry at Surrey St from 8.30am. The gates are locked at 8.50, except the main mixed Surrey Street entrance and the pedestrian entrance by St Johns, which is locked at 9.05.
 - Pupils arriving on the school site before 8.30am do so at their own risk

- Before and after school recreation cannot be directly supervised by staff and therefore students are liable to the same risks that they would be under normal childhood recreation out of the home environment and Notre Dame High School does not accept liability for any potential injury caused by playing during this time.
- Pupils must be off school site by 3.45pm unless they are attending an organised event, i.e. a sports club/fixture or homework club in the library.
- Lesson changes – staff moving between lessons will supervise students and challenge anyone without a badge / report them to the Headteacher.
- Breaktime – a staff duty rota is in place under the supervision of the duty member of LT
- Lunchtime – all parts of the school site are supervised by the duty team – a rota is produced and maintained by the main senior midday supervisor. Duty teams are also deployed at the end of school day.

3.6 Cooperation with third parties, extended services and community groups

- i. Our school security arrangements have taken into account any other third parties who use the school building or grounds. In most circumstances the arrangements for the school in general will be equally applicable for the third parties involved.
- ii. Community use/hirers/extended school activities – Risk assessments as part of induction arrangements are carried out. No hirer will be allowed to use the school facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff.

3.7 Supervision of contractors

- i. Contractors and maintenance personnel will not always have been DBS checked and therefore they should not have unsupervised access to children. They will therefore be controlled as follows
 - All will be given the school H&S policy, Fire Procedure and Safeguarding policy regarding contractors working on site and as part of the award of the contract will be expected to abide by the procedures within the policy.
 - They will only park where authorised to do so.
 - They will only carry out work agreed at the start of the contract and at the times agreed.
 - They will be supervised at all times by staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

3.8 Lone Workers

- i. Staff are not permitted to work alone on site as a general rule.

However, there will be circumstances where this might be unavoidable, for example, a Caretaker who opens up early in the morning, an IT technician looking to update a system during the weekend, or Technicians who support in science and technology doing preparation during a holiday period. In these rare circumstances, the following procedure should be followed:

1. A risk assessment must be carried out by the appropriate Head of Department e.g. Head of Science, Head of Technology, Trust Facilities Manager etc. and a copy of this risk assessment given to the Trust Facilities Manager.
2. The person seeking to work alone must have the permission of their immediate line manager who, in turn, will act as an emergency point of contact (EPOC) while the lone worker is on site. Both the lone worker and their EPOC need to be available, for contact by phone, during the period of time the lone worker is on site. Contact, by phone, is to be made between the lone worker and the EPOC once on site and again on leaving the site.
3. During school holiday periods all members of staff must sign in and out of school using the form provided in St Julies building.

3.9 Physical security measures

- i. The Governing Body will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The Governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.
- ii. The risk assessment will take into account –
 - The location and layout of the school
 - Past incidents related to security
 - The performance of other security measures already in place or that could be implemented.
 - The cost of physical security improvements and the availability of funding.
- iii. Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governing Body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.
- iv. Where electronic controls are installed, for example our alarm systems, they will be maintained as recommended by the manufacturer.

3.10 Locking arrangements

- i. At different times of the day the school security arrangements require the locking of various entrances.
- ii. Staff can request a 'day lock' key, and the use of this key will be governed by safeguarding requirements.
- iii. Any abuse of the 'day lock' system will be referred to the LT and possibly the Governors Resources committee.
- iv. Staff who wish to request a day lock should contact the Trust Facilities Manager / Trust Facilities Deputy Manager who will maintain a register of keys issued.

3.11 CCTV

- i. The CCTV system is in operation for whole site security. Signage informs people of where CCTV is in operation, particularly upon entering in Surrey Street and approaching reception. Please see the full CCTV policy for more details.

3.12 Use of Broadland Security

- i. Broadland Security are contracted by the school to operate an emergency call out service. Broadland Security respond to our intruder alarm service and will visit site and take the measures necessary to investigate and make the site secure. They are also contactable by any member of staff who perceive a threat to the site, for example, intruders who come on site once the site has been secured.

3.13 Cash Handling

- i. It is an audit requirement that all cash is maintained in the locked safe facility available in the Finance office.
- ii. Staff should not keep cash deposits (for example, for school trips) overnight – the cash should be delivered to the Finance office for safe keeping.
- iii. Staff are able to use the secure drop box facility by Finance office if they are unable to access the Finance office.

3.13 Valuable equipment

- i. Assets in value over £150.00 will be recorded in the school inventory and identified as school property with security marking.
- ii. Items of valuable portable equipment should not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

- iii. The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

3.14 Personal Property

- i. Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.
- ii. Student lost property should be handed to student reception where it will be kept for two weeks before disposal. Pupils and their parents are responsible for their own personal property and possessions while on school premises or engaged in school activities. Neither the school nor the Local Education Authority can accept liability for loss of or damage to such property and possessions.

3.15 Medicines

- i. There are occasions when pupils may be prescribed treatment where medicines are needed during school time.
- ii. Parents will provide such medicines in suitable and labelled containers.
- iii. These containers will be stored securely at student reception.
- iv. Arrangements for the administration of medicines are detailed in the school H&S policy.

4. Risk Assessment

- i. A security risk assessment will be completed annually by the Headteacher/ Trust Facilities Manager; the findings will be used in the review of this security policy.

5. Bomb Hoaxes, Threats, Terrorism, Evacuation & Lockdown

- i. The school will seek to take advice, as and when available, from external agencies such as NaCTSO in order to take appropriate measures to maintain the safety of all users of the site. Please note appendix 1 of this policy.

6. Monitoring and Review

- i. The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Governing Body.
- ii. Governors will monitor performance via the Headteacher's Report to Governors and when visiting school.

Appendix 1 – Guidance regarding Terrorist threats

Bomb Hoaxes, Threats, Terrorism, Evacuation & Lockdown

The threats from terrorism are sadly all too real in our lives at present. The school has worked with Norfolk Police to review our procedures, prepare as best we can for any eventuality and to that end the following information is important for all staff to be aware of and to follow in the unlikely event of a terrorist threat.

Bomb Hoaxes & Threats

There have been a series of malicious hoax communications to schools across the UK so it is important that we are alert, but not alarmed. Phone threats to the school will result in reports to the police and searches but will only result in evacuation if there is a real threat, which will be communicated by ringing the fire alarm and treated as a fire evacuation. However, all staff should be vigilant and if a suspicious package is discovered should contact a member of Leadership Team who will then take control of the situation.

STAY SAFE Guidance for firearms and weapons attacks

The Government recommends the RUN, HIDE, TELL approach in the event of a firearms and weapons attack on a public building such as a school. Staff are encouraged to watch the Government videos on RUN, HIDE, TELL, Staying safe from firearms and weapons, Stay safe abroad on the following web link (links on school Sharepoint): [RUN HIDE TELL | ProtectUK](#)
For the latest, further NaCTSO guidance, please visit www.protectuk.police.uk.

In essence the approach to be taken if a violent firearms attack is clearly happening (sounds of gunfire etc.) is to RUN to safety away from the school, HIDE if not able to run and quietly inform (TELL) police via mobile phone. Police in Norfolk are ready to respond to such incidents, and any such incident will be chaotic by its very nature so is difficult to plan a full response.

Evacuation

If there is an incident which needs the school to evacuate then the Fire Alarm will be rung, and if students need to be directed away from the bottom playground, then they will be directed by staff to either internal safety in the Sports Hall or away from the school altogether.

Lockdown

In some cases it is advisable for schools and public buildings to be placed in 'Lockdown', usually where a threat has been identified in the local area. Lockdown involves closing and locking all the entrances to the school and asking all staff and students to remain in rooms, with doors locked internally and external doors put onto access only via staff passes. In these situations, Site staff and Leadership Team will secure the gates, lock internal doors and a system of messages to explain will pop up via computer screens and also be delivered around the site by Leadership Team. Refer to the Lockdown Contingency Plan for lockdown procedure details.

Conclusion

It must be remembered that any such incidents as outlined above are extremely unlikely, and that we should undertake our day-to-day business as a school without fear or concern. Our Site Security Policy provides more information on how we all work to ensure the safety and security of all our community.

Further Government advice on emergency planning and response is available at: <https://www.gov.uk/guidance/emergencies-and-severe-weather-schools-and-early-years-settings>