2014

SECURITY

'Aim for the Highest'

POLICY DOCUMENT

April 2014

Security Policy

It is important that all staff, pupils and regular users of the school be security conscious. The notes below act as a general policy that should be adhered to at all times.

Security outside the school building

The perimeter of the school is covered by CCTV. The cameras portray a clear image and have the ability to zoom in on any potential incidents/personnel giving any cause for concern.

The janitorial and cleaning staff closely monitor the TV screens, particularly:

- Before school begins in the morning
- At morning and afternoon intervals
- At lunchtimes
- At close of school

In addition, the janitors and members of Senior Management Team (SMT) patrol the playgrounds at times when pupils are using them. SMT, School Captains and House Officials also patrol **inside the building** before school, at intervals and at lunchtimes.

Any suspicious person or act should be reported to the School Office/SMT/ Janitorial staff immediately.

Security inside the school building

(i) Visitors

- There is a buzz entry system at the front door: Office staff can see who is there and, having spoken with them, will allow them entry. Outside office hours, a visitor can buzz the janitorial staff, who can allow them access to the building.
- Upon entry, visitors must report to the School Office, which is well signposted.
- They will sign in, outlining who they are visiting and why. They will then be issued with a visitor's badge.
- The visitor will have a seat in the waiting area until the member of staff they are visiting comes to meet them and take them to the appropriate meeting room.
- When their visit is finished, the visitor will return the badge to the School Office and will sign out.

(ii) Rooms/resources

- All rooms must be locked when not in use.
- The issue of keys is not always possible, due to the large number of staff using each room. However, care must be taken to obtain a key from the appropriate department and the room used must be locked at the end of its use.
- Members of staff must be vigilant at all times regarding damage or theft of any resource. Any concerns should be reported to the appropriate Principal Teacher and the SMT.

(iii) Money

- No member of staff should have amounts of money stored in rooms/staff bases. Any monies collected should be brought to the School Office where a receipt will be issued for it.
- All monies are banked on a daily basis which also reduces security risks.