St George's C of E Primary School

School Security Policy

St George's C of E School

School's theological-rooted Christian Vision

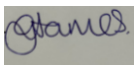
At St George's CE Primary school our vision is that every child upholds the Christian values with them in their daily lives. Our children strive to be confident, kind, thoughtful and selfless. You can see our vision come to life when walking through our school and in our classrooms. Our school motto is 'Jesus colours our love, our life, our learning'. We strive to live out this vision in everything we do in school to allow children to enjoy the fullness of life and enable them to flourish in the world in which they live.

Our vision is rooted in the Gospel of John and in particular chapter 10 'I have come that they may have life and have it to the full.' Our vision is rooted in the principle of Jesus' teaching that we must use his teaching to allow children to live life to the full and be able to flourish in their life within and beyond school. Our school vision encompasses our 6 Christian values (compassion, love, truthfulness, thankfulness, forgiveness and hope)

December 2023

Policy adopted:- December 2023

Policy to be reviewed:- September 2027

Signed on behalf of Governing Body:- 

Signed by the Headteacher:- Aseddon

Policy Intent

The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to St George's CE Primary School.

The school's security procedures will operate within the framework described in this policy.

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 children and staff.

Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school Governors
The Governors will ensure that the school has a security policy and that this has been implemented.

Governors will monitor the performance of the school security measures. This will be achieved –

- By the health & safety governor monitoring performance on their special interest visits
- Via the head teachers reports to governors
- By all governors observing its implementation when they visit the school.
- Governors will periodically review the school's security policy.
- Governors will delegate the day to day implementation of the policy to the Head Teacher.

Head Teacher

The head teacher 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.

Staff

• All staff will comply with this policy and the arrangements made by the Head Teacher to ensure the safety of children, employees and others on the school site.

Intruder.

Situations relating to an intrusion onto the school premises or access by tailgating into the building can vary widely. This may be a lost or confused member of the public, an excited parent or a determined intruder focused on causing disruption, damage or assault on staff or pupils. It may not be terrorism related. If you have any concerns, particularly if the person(s) are not cooperating follow the procedure at “Appendix 2” and implement your emergency procedure for a Lock-Down of the premises.

Lockdown.

The Lock-Down procedure is designed to withdraw all pupils and staff working outside back into the building and those working or moving internally around the school to return to a place of safety and secure the entrances and internal doors to the rooms in use.

Suspect Package and Bomb Threats.

The easiest way to disrupt the schools routine and spread anxiety and confusion is to make a malicious threat of a bomb or leave a suspect package on the premises.

Assessing the credibility of bomb threats

Evaluating the credibility of a threat is a critical task, particularly if the attack being threatened is imminent. This is a tactic used to place additional pressure on decision makers. Police will assess the threat at the earliest opportunity. When specific intelligence is known to police, advice will be issued accordingly; however, in the absence of detailed information, it will be necessary for senior management to consider a number of factors:

- is the threat part of a series? If so, what has happened elsewhere or previously?
- can the location of the claimed bomb(s) be known with precision? If so, is a bomb or suspicious package visible at the location identified? If a suspect device or package is visible, dial 999 and then proceed with implementation of evacuation procedures in cooperation with emergency services and police.
- considering a hoaxer’s desire to influence behaviour, is there any reason to believe their words?
- if the threat is imprecise, could an **external** evacuation inadvertently move people closer to the hazard? In this case, a dynamic assessment of the situation is needed to determine the most appropriate course of action. Your response will be based on the facts known to you at that time as the incident occurs.

Actions to consider

Responsibility for the initial decision making remains with the senior management of the school being threatened. Do not delay your decision making process waiting for the arrival of police. Police will assess the credibility of the threat at the earliest opportunity. All bomb threats should be reported to the police and their subsequent advice followed accordingly. It is essential that appropriate plans are in place, plans should be **event** and **location** specific.

The decision to evacuate the building or stay within the building should be based on the initial threat information. The general rule is that if the device is within the building you should evacuate, but if the device is outside of the building it may be safer to stay inside.

Options to manage the risk include:

External evacuation

Evacuation will be appropriate when directed by police and/or it is reasonable to assume the threat is credible, and when evacuation will move people towards a safer location.

It is important to appoint people, familiar with the evacuation and assembly points, to act as marshals and assist with this procedure where possible. At least two assembly points should be identified in opposing directions, and at least 500 metres from the suspicious item, incident or location. Where possible the assembly point should **not** be a car park. You may wish to seek specialist advice to help identify suitable assembly points and alternative options as part of your planning. It is essential that evacuation plans exist;

they should be event and location specific. The police will establish cordons depending upon the size of an identified suspect device. Always follow police directions and avoid assembly close to a police cordon.

Internal or inwards evacuation ('invacuation')

There are occasions when it is safer to remain inside a building. Staying in your school and moving people away from external windows/walls on the effective face of the building (if known) is relevant when it is known that a bomb is not within or immediately adjacent to your building.

Decision not to evacuate or to inwardly evacuate

This will be reasonable and proportionate if, after an evaluation by the senior management, the threat is deemed implausible (e.g. a deliberate hoax). In such circumstances police may provide additional advice and guidance relating to other risk management options. It may be considered reasonable to ask staff familiar with the premises, for example, fire wardens, to check their immediate surroundings to identify anything out of place.

Checking your building(s) for suspicious items - Search Considerations

Regular searches of your establishment, proportionate to the risks faced, will enhance a good security culture and reduce the risk of a suspicious item being placed or remaining unnoticed for long periods. Additionally, if you receive a bomb threat and depending upon how credible it is, you may decide to conduct a 'visible search'.

To that end:

- ensure plans are in place to carry out an effective search in response to a bomb threat
- senior management will need to identify the most appropriate person(s) to coordinate and take responsibility for conducting searches
- initiate a search using communications by the most appropriate practicable means, for example, over a public address system (coded messages avoid unnecessary disruption and alarm), by text message, radio, telephone cascade or IT systems.
- divide your venue into areas of a manageable size for 1 or 2 searchers; ideally staff should follow a search plan and search in pairs to ensure nothing is missed (fire sweep procedures might be used to capture all areas)
- ensure those conducting searches are familiar with their areas of responsibility. Those who regularly work in an area are best placed to spot unusual or suspicious items; consider fire wardens for their own respective sweep areas
- focus on areas that are open to the public; enclosed areas (e.g. meeting rooms, cloakrooms, stairs, corridors, lifts etc.) evacuation routes and assembly points, car parks, other external areas such as sports facilities.
- develop appropriate techniques for staff to be able to routinely search public areas without alarming any pupils or visitors present
- **under no circumstances should any suspicious item be touched or moved in any way. Immediately start evacuation and dial 999**
- ensure all visitors and staff know who to report a suspicious item to and have the confidence to report suspicious behaviour; consider signage that outlines instruction for unattended items.

Communication and Media

During or after a security incident all staff must not discuss the situation or the schools response with any medial request or on face-book, etc. Communications will be via a senior manager only. Following the

actual threat or event that results in an evacuation of a building, a management de-brief would be completed.

All staff must avoid revealing details about specific incidents to the media or through social media. Do not provide details of the threat, the decision making process relating to evacuation (internal or external) or why a decision not to evacuate was taken.
Releasing details of the circumstances may:

- be an objective of the hoaxer and provide them with a perceived credibility
- cause unnecessary alarm to others
- be used by those planning to target other venues
- elicit copycat incidents
- may adversely affect a subsequent police investigation.

Information will be communicated to parents/carers via the following communication channels;

- Text message (Eduspot)
- Email (Parent Pay)
- Facebook
- Twitter
- School Website

Using the following message parents will be informed of procedures to follow.

'Following advice from Police, School has been placed into lockdown. Your child is safe in school. The phone line will be out of action to allow emergency services to remain in contact. Please stay away from the area until we inform you otherwise'

The Threat from Terrorism on School Trips.

Government advice is often limited in regards school visits. However the following principles should be implemented when taking part in any visit or activity away from your school.

- In planning your visit, consider where and when what else is happening that day. You may want to consider an alternative venue or the date of the visit.
- Have a "Plan B" and make it known to staff.
- Check with the hotel and/or venues emergence procedure and inform all staff who are supporting the pupils prior to the visit
- During the visit remain vigilant and stay together as a group
- If you suspect anything is amiss or suspicious, inform the local security guard or the police
- Follow the instructions given by the emergency services and move quickly under control to the designated safe area
- Remember during the visit, if you have any concerns, withdraw and go onto the next activity or venue
- If you are split into small groups, ensure all staff have access to a mobile phone and the numbers of both your school and other group members.

In reality, the UK is a large area with many public venues of interest providing both social and educational activities and places of interest. To put it into perspective, the overall risk to you as an individual being caught up in an incident is small, but not impossible. You are however at a greater risk of being involved in a RTA when travelling to or from the venue.

The final choice whether to go on a planned visit remains with the Senior Management and Governors of the school. The LA can assist in monitoring all visits and offer advice and information to assist you in making an informed decision. The most effective way we can support you before and during the visit, is by all visits being recorded on the EVOLVE system (This is an on-line system for the planning, approval and management of educational visits and curriculum activities) to notify heads and the EVC's of any advice released via the Government.

Further Information.

You can watch a YouTube video about ‘Run, Hide and Tell’ at the following link:
https://www.youtube.com/watch?v=Gkj8AQrKLD4

More information can be found on the National Police Chief's Council
at www.npcc.police.uk<http://www.npcc.police.uk>

National Counter Terrorism Security Office
www.nactso.gov.uk

INTRUDER THREAT PROCEDURE

Actions of School Staff in the event of a Serious Intruder Threat.

In the event of an armed intruder threat, always follow these three steps:

- **Run**
- **Hide**
- **Tell**

DO NOT activate the fire alarm for an armed intruder threat. Activation would result in staff evacuating via designated escape routes and potentially into harm, depending on the location of the intruder(s).

RUN

- Run to a place of safety. This is a far better option than to surrender or negotiate:
- Escape if you can – If possible use emergency (fire) exit doors
- Consider the safest options
- Is there a safe route? RUN if not HIDE
- Can you get there without exposing yourself to greater danger?
- Insist others leave with you
- Leave belongings behind

HIDE

- It's better to hide, if possible, than to confront. If you cannot RUN then HIDE:
- Find cover from gunfire, or other threat
- If you can see the attacker, they may be able to see you
- Cover from view does not mean you are safe, bullets go through glass, brick, wood and metal
- Find cover from gunfire e.g. substantial brickwork or heavy reinforced walls
- Be aware of your exits
- Try not to get trapped
- Be quiet, silence your phone and turn off vibrate
- Lock and barricade yourself in
- Move away from the door – Sit or lie down on the floor

TELL

- When safe to do so, call 999 - What do the police need to know? If you cannot speak or make a noise, listen to the instructions given to you by the police:
- Location - Where are the suspects?
- Direction - Where did you last see the suspects?
- Descriptions – Describe the attacker, numbers, features, clothing, weapons etc.
- Further information – Casualties, type of injury, building information, entrances, exits, hostages etc.
- Stop other people entering the building if it is safe to do so

ARMED POLICE RESPONSE

- Follow officers instructions
- Remain calm
- Can you move to a safer area?
- Avoid sudden movements that may be considered a threat
- Keep your hands in view

ARMED OFFICERS MAY

- Point guns at you
- Treat you firmly
- Question you
- Be unable to distinguish you from the attacker
- Officers will evacuate you when it is safe to do so

REMEMBER to take precautionary steps to help reduce the risk of an attack:

Every day

- Be alert to what is going on around you
- Report anything suspicious at the earliest opportunity - tell your manager but don't delay in reporting to either the police on 999 or to the Anti-Terrorist Hotline on 0800 789 321
- Ensure that your social media security settings are set to private and be mindful of what information you are sharing.

While you're at work

- Always wear your work pass when you're in an official building, and be mindful of anyone not wearing theirs - get comfortable asking them for proof of their permission to be there.
- Be mindful of tailgating. If somebody attempts to follow you through a secure door or gate which requires a pass or code to gain access, whether on foot or in a vehicle, always ensure that person is authorised to access the area.

You must STAY SAFE:

- What are your plans? Think about what you would do if there was an incident.
- Consider local arrangements, including personal emergency evacuation plans; are there people that might need assistance with escape?

St George's CE Primary School

Emergency Lock-Down Procedures.

(**Please read as part of our school safety and security policy**)
The lock down procedures could be triggered by a number of situations including:

- A stray animal on site.
- An incident in the local community.
- An unauthorised person on site.
- An instruction given by the Emergency Services in the response to a local situation.

If one of these instances occurs it is prudent to ask staff and children to stay in the room where they are until a senior member of staff can ascertain the level of risk, if any. As such, we will action the lock down procedures below. We will ensure we remain as calm as possible to ensure the children are emotionally supported.

Alert Sound: The below prompts will indicate the lock down procedures should be actioned immediately.

A senior member of staff **ONLY** will activate the school bell sounding a continuous ring for 10 seconds pause and repeat the school bell for 10 seconds again.

If relevant the school office and senior management team will send all relevant information to the staff in school via email.

If the situation is spotted by a member of staff whilst supervising a group of children on the playground or outside areas of school children will be notified by staff via the 4 short blasts of a whistle. Staff will escort the children inside the school building where they will remain inside classrooms. All windows and doors must remain closed and blinds pulled down until notified by senior leadership.

Action: The action below must be implemented once the Lock-Down alert has been activated.

- All pupils and staff should with immediate effect remain in their classroom and lock both the classroom entrance and close the fire exit door.
- Any staff or children out of their room should return to their relevant classroom or the nearest safe room.
- All window blinds to be closed and lights turned off.
- **STAY CALM. Pupils can continue with the lesson or other activity**
- Staff in offices should remain in the office which they are based.
- All authorised visitors working within the building to make their way to the staff room and await further instructions.
- If it is safe to do so - A named person to lock the front entrance door and inner door to the building reception holding area
- The Headteacher or in the event of their absence a member of the senior management team to evaluate the incident, to ascertain the next actions required.
- Kitchen staff to lock the outer kitchen door then await further instructions from a senior manager.
- **Call 999** and ask for police assistance, stating your school name and address.
    - **School Name**: …St George's CE Primary
    - **Address:** The Hoskers, Westhoughton
    - **Contact Number:** 01942 813069 or mobile phone number as appropriate
    - **Provide a brief description of the situation**
- Follow the instruction given by the Police.
- If it is safe to do so, inform the LA's Director of Children's Services of your situation.

End of Incident:
Once the situation is resolved, **a senior member of staff ONLY** will activate the school bell sounding a continuous ring for 10 seconds pause and repeat the school bell for 10 seconds again to notify staff that the lock down has been released.

- On completion of the incident inform the LA's Director of Children's Services of the situation and request any further support you may require. Tel: 01204 331500.

Debrief:
The senior manager to debrief all staff on the incident and inform all parents what had occurred, providing reassurance for the safety of all children and staff.

- Ofsted to be informed, if the situation relates to a safeguarding issue.
- Intruder/Lock-down procedure will be reviewed.
- Review any Personal Evacuation Plans for staff/pupils requiring assistance.

SCHOOL OFF SITE VISITS

The UK terrorist threat is set by the Joint Terrorism Analysis Centre and the Security Forces.

Due to the nature of terrorist acts the available advice published by the government is limited in regards to security information for tourism or school visits. I have therefore used the existing guidance published by the police as the general advice relevant to school visits.

There are no restrictions on where or when to visit places of interest or attractions in the UK. However, given the number and type of incidents that may occur it is good practice to regularly review your schools emergency response procedure.

When Visiting Attractions/Venues

- Ensure you have available a fully charged mobile phone for emergency use.
- Be alert to what is going on around you.
- Report anything suspicious at the earliest opportunity - tell your Group Leader but don't delay in reporting to either to police on 999 or to the Anti-Terrorist - Hotline on 0800 789 321.
- Be mindful of what information you are discussing in regards your itinerary.
- Be mindful of tailgating. If somebody attempts to follow you through a secure door or gate which requires a pass to gain access.

In the event of a firearms or weapons attack, always follow these three steps:

- **Run**
- Stay together and run to a place of safety. This is a far better option than to surrender or negotiate. If there's nowhere to go then...

- **Hide**
- It's better to hide, if possible, than to confront. Remember to turn your phone to silent and turn off vibrate. Barricade yourself in if you can. Then finally and only when it's safe to do so...

- **Tell**
- Tell the police by calling 999 or for non-emergencies 101

Follow the instructions given by the Emergency Services.

Keep your school management informed of any incidents and the action you have taken.

The school management to inform and keep updated the Director of Children's Services to enable any additional support to be made available.

USEFUL CONTACT NUMBERS

In aid of the school management and staff to respond to an emergency or concern, the following contact numbers relating to the information contained in this procedure are provided:

St George's CE Primary School.		
School Emergency Response Team.		
School Address. **The Hoskers, Weshoughton, Bl5 2FB** **Tel: 01942 883340**		
School Staff	**Name**	**Telephone No's**
Headteacher	Alison Seddon	01942 813069 All staff have personal mobile number
Deputy Headteacher	James Young	01942 813069 All staff have personal mobile number
School Business Manager	Debra Hilton	01942 813069 All staff have personal mobile number
School Site Manager	Derek Duffy	01942 813069
Chair of Governor	Georgina James	01942 813069
Vice Chair of Governors	Gillian Buxton	01942 813069
Local Authority		
Dir of Children's Services		01204 337474
A-Dir Children's Services		01204 337474
Central Watch		01204 337474
Public Relations Manager		
External		
Emergency Services	Fire/Police/Ambulance	999
Non-Emergencies	Police	101
Anti-Terrorist Hot Line	Report a concern	0800 789 321