

Additional school security advice for schools affected by the Coronavirus pandemic



KEY POINTS:

- Preventing a break in or burglary will save your school unnecessary expense and inconvenience.
- Preventing a break in or a burglary will reduce demand on the police.
- We acknowledge that no two schools are identical, and the design of the buildings and the layout of the site will differ from school to school. However, many of the issues regarding security are generic. Here are some additional tips.

If your school is closing for the duration of the Coronavirus pandemic, you will need to consider your security of your premises.

All schools were recently sent a Security Self-Assessment jointly produced by the Police and the County Council. This is also attached.

Much of the advice within this self-assessment is still current. However, there may be some additional aspects of your security that need your attention during, what could be, a lengthy closure

Consider the Following

- Check all CCTV cameras are working and unobscured. If you have the facility to view cameras remotely keep an eye on the premises from home. If not investigate if this is possible with your system.
- Check the alarms are working and that there is a response in place should they be activated.
- Make sure you can account for all keys/access fobs. Disable any that you can't account for. Keys should not be marked with what room they are for as it assists offenders. They should be marked either numerically or alphabetically and any key lists should be kept secure.
- Ensure that your fire detection systems are working correctly. Also make sure all your fire doors close properly.
- If practical, remove any small valuable items and store securely.
- IT equipment should be locked in secure storage behind a locked door. If possible laptops/tablets should be placed in secure trolleys within the secured room if these are available.
- Check that all property is security marked.
- Make sure inventories and photographic records are up to date.
- If you have vehicles, store them inside a compound (or garage) if possible. If not, try to store them where they will be subject to surveillance, either from CCTV or members of the public passing.
- Ensure that there is no equipment or waste left on site that could be used to cause damage or force entry.
- Don't forget to secure any outbuildings/sheds that might store maintenance equipment. Fit alarms to these buildings if possible, even if it is just a stand-alone alarm, preferably a monitored alarm such as a texting alarm.
- Ensure that no deliveries are left outside unattended. Ask your suppliers to let you know if they plan to make a delivery.
- Ask the school community to keep an eye on the premises if they are passing and report anything suspicious immediately.
- Remind all staff to be vigilant when they are on site and to ensure that the premises (and anyone inside) remains secure when the building is in use. Staff should challenge anyone they think should not be on the premises but only if it is safe to do so. Staff should report any suspicious activity or unidentified persons on site if their presence can't be readily established or justified.
- Make sure anyone attending the site to check security has been provided with the appropriate personal safety advice and has the appropriate PPE.
- Provide layers of security by locking external gates as well as internal doors if you are able to.
- Physically check all doors and windows are secure before you leave.
- Make sure your signage includes *"It is an offence under section 547 of the Education Act of 1996, for a person to be on the school premises without legal permission to cause or permit a nuisance or disturbance"*

Other useful links:

Suffolk School Security Self Assessment Document



School

Self-Assessment Final

Department for Education:

Consultation documents for school security. Please note these are in draft (consultation ended February 2019) but the guidance is sound.

<https://consult.education.gov.uk/teacher-regulation-safer-recruitment/non-statutory-school-security-guidance/>

- [School Security Consultation document](#)
260.6 KB (PDF document)
- [School Security Guidance](#) 116.1 KB (Office Word 2007 XML document)
- Guidance for schools on controlling access to school premises:
<https://www.gov.uk/government/publications/controlling-access-to-school-premises/controlling-access-to-school-premises>

Tes Editorial:

Well respected education-based website which details an article about the draft DfE document and also outlines school responsibilities.

<https://www.tes.com/news/need-know-security-measures-schools>



NASUWT:

The Teachers' Union's advice regarding lockdown procedures.

<https://www.nasuwt.org.uk/advice/health-safety/school-lockdown-procedures.html>

Suffolk Learning:

Health and Safety advice from SCC's Schools Health and Safety Advisor can be found at:

<http://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing>

Department for Education

["Draft non-statutory guidance for school leaders, school staff, governing boards and local authorities"](#) produced by the Department for Education.

For general risk assessment advice, please follow the relevant link from the front page of the health and safety pages of Suffolk Learning at:

<http://www.suffolklearning.co.uk/leadership-staff-development/health-safety-wellbeing>

