Suffolk Police and Suffolk County Council
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School Security Guidance



KEY POINTS:

- **Is your perimeter secure?**
- **Is your external environment secure?**
- **Are your buildings secure?**
- **Are your contents secure?**
- **Do you have a security policy with a lockdown procedure?**
- **Have you taken steps to advise older students about Counter Terrorism?**

This guidance document has been produced by Suffolk Constabulary and Schools' Health and Safety at Suffolk County Council.

Before completing the security checklist for your school, we advise that you read the "Draft non-statutory guidance for school leaders, school staff, governing boards and local authorities" produced by the Department for Education.

When you are using this document, please bear in mind:

- 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.

- All the measures noted below are best practice, some are legally required, and some may be determined by local budgets. Any concerns, please discuss with your Design out Crime Officer, your Health and Safety Advisor, or your Property Advisor / Site Manager. The measures should be determined by your local Premises Risk Assessment.

- Review your security regularly and make sure staff are aware of the role they have to play.

- Consider the requirements of staff and pupils who may have special needs.

- Make sure your security does not compromise your emergency escape or fire precautions.

- Finally - you may need to be resourceful to achieve the necessary level of security especially in older buildings. Treat security like layers. Consider each layer of security in turn.

If you have doubts or wish for specific clarification, you can contact:

Suffolk Police Designing Out Crime Officer DOCO by calling 101, **OR**
Suffolk (***maintained***) Schools and Corporate Health and Safety Advisor –
Fire and Public Safety Directorate – nina.bickerton@suffolk.gov.uk

Perimeter

The boundary is the first line of defence and should be protected with a secure fence or railings such as welded mesh fencing to BS1722 or expanded metal or railings over 2.0m high where possible at least to the rear of the perimeter. Other fence types may be appropriate for less permeable areas. We recommend that you discuss alternative solutions with your local DOCO.

Gates should ideally be the same height as the fencing, fitted with anti-lift hinges, locking mechanisms that do not aid climbing and secured using an approved locking mechanism. Ensure that there is access for the emergency services in these cases. These are often left insecure allowing easy access on to the site, they should be secured during non-school hours.

Planting evergreen and dense shrubs close to the base of a fence can also be a deterrent but should not exceed 1.0m in height at the front of the school, as this can inhibit the line of sight from the school. Tree canopies should fall no lower than 2.0m from the ground to provide clear lines of sight. High planting to the rear and sides of the premises is recommended unless it impedes natural surveillance from neighbouring houses/buildings where it is best to keep it to 1.m high.



Main Site Entrances - Main vehicle and pedestrian access points should ideally be overlooked by the school office/reception. Other secondary site access points should be kept locked unless required for deliveries or other specific needs.

School Grounds

Lighting - Security lighting should be provided around the perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance door. Lighting should be designed to eliminate potential hiding points.

Car parking areas - should be well lit and have good natural surveillance from theschool and any surrounding dwell- ings/buildings. Users should be reminded to secure vehicles and not to leave property in- side. Staff parking should be located in a separate zone in high crime areas.

Cycle Sheds/Areas - All bicycle storage areas should be secure, with the facility for using individual locks to a secure fixing. They should be placed within view of offices and occupied classrooms; often they are locatedto the rear of schools with easy access of after school hours and are an ideal location for an- ti-social behaviour (ASB) issues.

Roofs and Courtyards

Steps should be taken to prevent access to the roof and / or courtyard areas. These steps should be proportionate to the risk – your Property Advisor or Premises Manager will advise.

Buildings

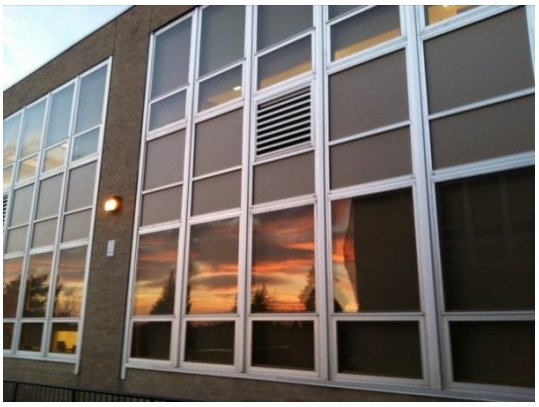
Doors and Windows

All new build areas should comply with the Secured by Design Guidance.

https://www.securedbydesign.com/images/downloads/New_Schools_2014.pdf

The main entrance door to the school should incorporate access control such as a remote electronic lock release device incorporating

an intercom and visual verification. Ideally the reception area should form a secure 'lobby' which inhibits visitors from progressing any further into the school.



Other entrance points should be kept locked to prevent them being opened from the outside but able to be unlocked from the inside in the event of an emergency.

There should be one entrance to the school building via the office / reception, with clear directional signs indicating its location to visitors. In turn this door should incorporate suitable access control with a remote electronic lock release, intercom and visual verification.

All windows and doors, including the reception hatch, should be checked and assessed to ensure that the locking mechanisms are in working order and are fit for purpose.

All fire exits doors should be devoid of external door furniture.

All ground floor or other easily accessible windows above ground floor level should have suitable key operable locks fitted for additional security and window restrictors fitted.

Glazing to doors and ground floor windows should include one pane of attack resistant laminated glass where possible.

Sheds and Storage Areas

These should be locked appropriately and well maintained to avoid unwanted access.

They should ideally be situated so that they do not form an access platform for trespass.

Waste bins should be stored away from school buildings to avoid these being used to assist arson attempts. Any flammable materi- als in sheds should be housed in metal, lock- able containers.

Students and staff should be offered lockable storage areas for personal items. Ideally these should be locked via a number combination lock.

Alarm Systems & CCTV

For further information on CCTV and alarm system companies and installers, go to either:

http://www.nsi.org.uk/ **or**
http://www.ssaib.org/



A type 'A' monitored alarm is essential for school buildings especially those which are remote from residential areas. Type 'A' alarms are monitored by a central monitoring station and have the facility for immediate response to any security breaches.

There are a wide variety of CCTV systems available and it is important to decide what is required by consulting with a CCTV specialist before purchasing one. This will ensure that the system is fit for purpose.

Ensure you carry out a risk assessment for this purpose.

It is essential to have clear head and shoulders image in order to identify an offender and for subsequent evidential use.

The main areas for coverage of CCTV are entrances, IT suites, offices, locations with little

natural surveillance and circulation areas,both inside and out.



Consider the use of an independent CCTV testing company (they do not sell or install systems) to review your current system or for advice on planned CCTV systems.

Fittings should be vandal resistant and positioned out of reach.

Lighting should support the operation of CCTV, which should not be restricted by trees, shrubs or other landscaping features.

Relevant notices should be placed in clearsight on the building to ensure all visitorsknow the area is covered by CCTV, and why. See your Data Protection Advisor for moreinformation.

IT Suite and Equipment

If the school has an IT suite then it should ideally be located in the centre of the school to make it harder for an intruder to gain access.

This may not be possible with older school buildings but should be a factor in the design of new build. All security systems should be **ARC** – **A**ppropriate, **R**ealistic, and **C**ost effective.



Any IT suite, including the roof, doors, walls and windows should be thoroughly secured. It should also be covered by a monitored alarm and CCTV. Computers and other equipment are vulnerable to theft. Careful sit-ing of power trunking will ensure that they are kept away from windows.

Consider fitting a security fogging device that links to the alarm that conforms to BS EN 50131-8-2009. This would activate should entry be gained. The room would fill with smoke making it difficult for an intruder to see.

Computers should be fitted into individual steel cases (to LPS 1214 standard) and projectors should be inside steel cages (ISO 9001-2000) if practicable.

If this is not practicable, tablets or laptops should be stored in a lockable cabinet that is bolted to the floor. It should be designed to resist crowbars, cutting equipment and lock pickers. As a last resort, all computers should be secured to the desks if they cannot be moved or stored in steel cases and clearly property marked with the school's name and postcode on it.

Ensure any cable locks or security cages used are recognised by the Loss Prevention Certification Board or meet Secured by Design standards.



Avoid advertising desirable IT equipment to thieves. Staff should refrain from mentioning IT assets on the school website and social networking sites. Also avoid disclosing significant IT purchases to the local media.

Laptops should never be left in classrooms unattended. Lock them away in a secure cabinet when not in use .~~and at night~~. If they support a tracking device then install one.

If it is the case, consider displaying a clear sign stating that laptops are removed fromthe building overnight as a deterrent.

Property Security

A secure store area should always be considered for the storage of those items most at risk i.e. computer projectors, laptops, digital cameras, musical instruments, money, etc.

Items should be security marked on the exterior and interior (where possible).

An inventory should be kept with photographs, serial numbers and identification marks. Details need to be readily available in the event of theft. There is an on-line register available which is free to use at https://www.immobilise.com/ which Suffolk Constabulary subscribes to so that they can check for property ownership details when property is recovered.

Access Control

Visitors

All visitors, including school governors etc. should initially report to the school office / reception, where the purpose of their visit can be established prior to them signing in and being issued with a visitor's badge, valid only on the day of issue.

Visitors to the school should be accompanied at all times.

Identification provided by local authorities, utilities or other organisations should not be accepted as an alternative to the school's own system.

All staff are to wear ID badges and anyone not wearing a badge should be challenged.



Good access control is essential to the security of the school during school and non- school activities. Procedures should be in place to ensure that, no one is able to access the school buildings unacknowledged and approved, and that once in the building sys- tems are in place to protect or help pupilsand staff should support become necessary.

Ideally, all schools should have a 'holding' area between the front door and the entrance to the school – similar to an air-lock. This ensures that no visitor can gain further entry after their initial signing in, until actively let through the second set of doors. Please refer to Secured by Design for more information, or your DOCO / Schools' Health and Safety Advisor.

All schools should consider a general approach of having electronic door closures (e.g., Salto systems) which also comply with fire regulations.

Signage

Appropriately worded signs should be displayed indicating opening times and directing visitors to the school office/reception. In addition, appropriately worded warning signs regarding the presence of an alarm system, monitored CCTV, trespassing and the fact that all property of value on the school premises is property marked should be displayed.

It's also worth considering signage relating to unauthorised visitors such as:

"Any person who, without lawful authority, is present on school premises and who causes or permits nuisance or disturbance to the annoyance of persons who lawfully use those premises (whether or not such persons are present at the time) is guilty of an offence and liable on summary conviction to a fine not exceeding £500."

Who can go onto school premises?

Schools are private property. People do not have an automatic right to enter. Parents have an 'implied licence' to come on to school premises at certain times, for instance:

- for appointments
- to attend a school event
- to drop off or pick up younger children

Schools should set out their rules for this and tell parents what they are. Anyone who breaks those rules would be trespassing.

Those schools who have other businesses within their school grounds (e.g., private nurseries etc) should come to an agreement with the other premises manager, with regard to expected behaviours of visitors, access times, communication over barred individuals, etc. A service level agreement should be applied to the parties sharing the premises which will outline all responsibilities.

Those schools who lease part of their building for evening or weekend events (e.g., community groups, sports clubs etc) must consider the access and egress of the public and determine the level of accessibility to school areas. Please see the checklist at the end of this document for things to consider.

Barring individuals from school premises

Trespassing is a civil offence. This means that schools can ask someone to leave and take civil action in the courts if someone trespasses regularly. The school may want to write to regular trespassers to tell them that they are potentially committing an offence.

Schools can bar someone from the premises if they feel that their aggressive, abusive or insulting behaviour or language is a risk to staff or pupils. It's enough for a member of staff or a pupil to feel threatened. Some schools have a 'Code of Conduct' which all parents are required to agree to at the begin-ning of each academic year. Similarly, a 'Par- ents' Charter' may work for your school – a document outlining acceptable, and non- acceptable behaviour. It can at least give all parents a set of boundaries which they are expected to adhere to in terms of their be- haviour and perhaps even provide the conse- quences for breaking those 'rules'.

The school should tell an individual that they've been barred or they intend to barthem, in writing. Letters should usually be signed by the head teacher, though in some cases the local authority, academy trust or proprietor may wish to write instead. The in- dividual must be allowed to present their side. A school can either:

- bar them temporarily, until the individual has had the opportunity to formally present their side.
- tell them they intend to bar them and invite them to present their side by a set deadline.

After the individual's side has been heard, the school can decide whether to continue with barring them. The decision should be reviewed within a reasonable time, decided by the school.

The Department for Education (DfE) does not get involved in individual cases.

Removing individuals from school Premises

Section 547 of the Education Act 1996 makes it a criminal offence for a person who is on school premises without legal permission to cause or permit a nuisance or disturbance. Trespassing itself does not constitute a criminal offence.

To have committed a criminal offence, an abusive individual must have been barred from the premises or have exceeded their 'implied licence', then also have caused a nui-sance or disturbance. If a school has reasona- ble grounds to suspect that someone has committed an offence, then they can be removed from the school by a police officer or a person authorised by the appropriate authority such as the:

- governing board
- local authority
- proprietor of that school

Remember – never put yourself at risk. Always call 999 in an emergency or dangerous situation.

Bomb Threats with RANSOM:

UK Schools have previously been threatened and asked for Bitcoin payment with a short deadline. The Anti Kidnap & Extortion Unit, National Crime Agency are the initial point of contact; ask for the On-Call Officer by dialling: 0207 238 8418.

They recommend the immediately following action:

- Preserve the original e-mail for evidential purposes in its original format (do not forward on – retain on the original IT system where received).
- If possible, please obtain the 'Headers' and 'Footers' (the technical script behind the email) and copy this onto a Word Document.
- It is not necessary to obtain statements at this time. This will be the subject of a review and sample statements will be obtained at a later date.

School Security Lockdown

The following is an advised procedure for School Security Lockdowns. Please readthis section carefully and plan your own school-specific procedure with this advice in mind. Ensure you have a written proto- col, practice it, and communicate it clearly on a regular basis.

Ensure you have considered all those staff, pupils and visitors who have PEEPs (Personal Emergency Evacuation Plan) so that no one is compromised by your lockdown procedures.

This information is generic and is based on government advice. The Head Teacher or delegated member of staff will be responsible for judging the level of response required.

Every school is different and you should seek advice from your DOCO for clarification ofany specific concerns relating to your premis- es.

The requirement for a Security lockdown may result from a reported incident in the local

community which could pose a potential physical risk to pupils and staff.

You may have similar measures suitable for environmental issues such as air pollution, fire or a chemical incident which you will have agreed with the appropriate agency. However:

We recommend that in the event of a risk from an intruder or if a security warning is received, the school takes the following action:

- Ensure that all students are brought into school quickly using an agreed signal. They should be sent/escorted to their designated classrooms and accounted for using the register. It is recommended that this is **NOT** the regular fire alarm sound. A simple whistle could be the answer as long as this isn't used for other purposes.
- Fully secure the premises, locking all doors, and windows. (this should be a designated responsibility for named individuals whowill be on the premises during school hours. Locks should be checked regularly to ensure they work properly
- Call 999 if not already in contact with the Police
- Visitors should be asked to stay, not leave. They should be taken to a designated location of shelter by a nominated member of staff and asked to remain quiet, turn phones to silent and stay out of sight.
- Once all students are accounted for in their classrooms, classroom doors should be locked and children asked to sit quietly away from sight. Registers should be taken and toilets and changing rooms checked.
- If you think or if you are told there is danger of explosion, ensure that all blinds and curtains are closed.
- Turn off all lights
- Turn mobile phones to silent and ask everyone to remain quiet.

You should ensure that your school has an agreed method of communication in this situation such as a ***WhatsApp*** group or similar and wait for instructions. The lockdown procedure should be practised at least once a year and a reminder about the warning system should be reiterated to everyone each term. The head teacher should ensure that all staff are trained and aware of their roles should a lockdown be required.

The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.

Counter Terrorism Advice for Students 11-16

Security experts from Counter Terrorism Policing (CTP) have commissioned the creation of an animated core film designed to teach young people how to react if caught up in a gun or knife terror attack. The film aimed at 11 to 16-year olds will also show them what to do if they see suspicious behaviour or a suspicious item.

Please access the following information provided by the National Police Chief's Council. NPCC which advises on actions to be taken by students.

http://www.npcc.police.uk/CounterTerrorism/ACTforYouth.aspx



Your Security Checklist:

Please work through the following checklist to ensure that your school is as secure as it can be, and that you have procedures in place to deal with all situations. This security self-assessment and the lockdown exercise should be carried out at least once a year and warning signals reiterated the start of each term. The information you gain from this checklist will form part of your general Premises Risk Assessment and can be used as a separate Security Risk Assessment in your preferred format.

The areas to consider below are suggestions – some are legally required, and some are 'best practice'. Certainly, all areas should be considered when refurbishment or new build occurs.

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



School Security Checklist

This should be completed and reviewed annually unless a significant change of premises design / refurbishment, or an incident occurs

School name and address:	Bucklesham Primary School Main Road, Bucklesham IP100AX
Checklist carried out by:	Rachael Rudge Headteacher
Date of check:	17.2.2026
Date of review[1]:	March 2028

	Areas to consider	Advice/Notes	Areas for Improvement *(Schools' notes)*
1	**Perimeter Security**		
1.1	Does the school have a secure perimeter (welded mesh fencing to BS1722 or expanded metal or railings) over 2.0m? If so, are gates the same height as the security fencing, fitted with anti-lift hinges, locking mechanisms that do not aid climbing and secured using a Sold Secure padlock?	Fences and gates are the first line of defence and can be effective without being obtrusive. Where there are plants, bushes, etc. around the perimeterfence line, low planting should not exceed 1.0m in height at the front of the school due to inhibiting sight lines, and tree canopies should fall no lower than 2.0m from the ground, again, to provide clear lines of sight.	New fence has been completed with tall gates to playground (locked) and front door (unlocked) and staff car park gate has been replaced so children cannot climb over it and it is padlocked. Once inside the front gate, anyone can get over the short gate into the playground or the short gate into Reception
1.2	Can main site entrance points be seen from the school office or reception?	Consider trees and shrubbery (as above) plus any signs / car parking etc that restrict views.	Yes

1.3	Are all gates locked at the end of the day? Are entrances controlled during the day i.e. secondary gates only open at the start and end of the school day?	The fewer access points within the perimeter the better. The main entrance should be effectively controlled, and other entrances should be kept locked unless required for a specific purpose. Areas should also be randomly checked throughout the day and it is recommended that a morning and evening security check list is implemented incorporating a time of check and person completing it.	Yes
1.4	Are all access points necessary?	Assess all of your access points and consider if they are all necessary. If not consider removing them permanently **but always check with the emergency services or your Fire Risk Assessor first.**	Yes
1.5	Are all electrically controlled doors (e.g., Salto systems) covered in the event of a power outage?	Check with the installer of your door systems and ensure that they will not release upon the lockdown signal.	Yes
2	**Grounds, Parking and External Environment**		
2.1	Does your school have a Type A monitored Alarm System?	Alarms should have regular maintenance and testing procedure. Any fault should be redressed immediately	Yes – this is monitored by SOS services
2.2	Does your school have CCTV?	CCTV should cover all of the main entrance points to the site, the car parking areas and the main access points to the building. Is the system registered with The Information Commissioner's Office ICO? https://ico.org.uk/ CCTV should be fitted to EN62676-1-1 standards.	No

2.3	Is the site well-lit at night and is the lighting appropriate for any CCTV?	Lighting should be provided to ensure that main entrances, car parks, pedestrian walkways and main access points to the building are well lit. Check regularly to see if lights are work- ing during evening times.	Yes - outside lights around school and in car park are on at night.
2.4	Is your car park well managed in terms of visitors? Can the car park be seen from the office?	Consider your viewing line in terms of who accesses your car park.	Yes Car park is locked at the beginning and end of day after staff arrival. It is for staff only.
2.5	Is there an area within your school where bikes can be secured?	Consider the design and location of your bike shelters – it is preferable that it can be seen from the school.	Yes in the School grounds.
3	**Security of Buildings**		
3.1	Key Holders and Keys. Are all your keys secure and do you know who has access to them? Do you have an electronic locking system? Do you have any locks within the premises that operate via a num- bered combination?	It is essential that you are always aware of where your keys are and who has access to them. This information should be kept on a register in a secure location and kept up to date. If keys go missing, you should consider changing the locks. It is best to keep key holders to a minimum and key holder should not "lend" keys to others in any circumstance. Are you aware of who has access to electronic key fobs and cards at all times? How often do you change your number combination locks and how is this communicated to staff?	Yes key holders are named in the site security documents. Key are never loaned Yes all staff have key fobs to front gate. Doors codes and gate codes have been changed. Changes are communicated verbally to staff.

3.2	Do you have established procedures for opening and closing the premises? Is someone responsible for opening and closing the building outside of school time (weekends / holidays)? Do you hire part or all of your school to outside groups or clubs?	Consider lone working issues. Risk assess the tasks involved. Consider emergency evacuation protocols for lone workers and communication systems. As above. Do you know who is entering the school outside of school time? What measures are in place for ensuring minimal access to the school building / offices / IT suites etc? What does your hire agreement say about security / alarms / emergency procedures? Have you notified your insurance company / SCC Insurance Team?	Yes. Lone worker policy in place and with cleaning company. One entrance to school during the day with visibility through office window, and key fob needed for access. We do not have lettings within school.
3.3	Are access points into buildings kept to a minimum?	Establish key access points and keep other external entrances locked unless specifically required.	Yes and codes changed due to staff changes
3.4	Are all external doors and frames solid, secure and in good condition (certified to STS 201, STS202, LPS 1175 or PAS24)?	This should be reflected in your Condition Survey which would be undertaken by your Property Advisor.	No - See condition survey
3.5	Are external doors connected to an intruder alarm system?	This is the preferred situation. You can check this with your Property Advisor if you are not sure.	Yes

3.6	Are emergency escape doors and frames manufactured from steel and designed without visible external ironmongery?	If you're not sure, ask your facilities team / Property Advisor to check. Alternatively, the DOCO will be able to advise.	Yes
3.7	Does the glazing in doors include one pane of attack resistant laminated glass?	If you're not sure, ask your facilities team / Property Advisor to check. Alternatively, the DOCO will be able to advise.	No this has been brought to the attention of the property manager
3.8	Are there good quality locks on accessible doors and windows above ground level?	Windows and doors should be certified to PAS24 as well as the relevant performance standard i.e. BS644 for timber windows, BS 4873 for aluminium, BS 7412 for PVC or BS 650 for steel windows More information about doors and locks can be found on the Secured by Design website. http://www.securedbydesign.com/ This may be an area you wish to discuss with the DOCO.	Office windows have been replaced and these are lockable from the inside
3.9	Do all ground floor windows and those easily accessible have at least one pane of attack resistant glass?	If you're not sure, ask your facilities team to check. Alternatively, the DOCO will be able to advise, or your Property Advisor.	Yes
3.10	Are all security fittings periodically inspected?	Add this in to your periodic premises check or Governor H&S walk round	Yes
3.11	Are all the windows fitted with restrictors?	Add this in to your periodic premises check or Governor H&S walk round	Yes
3.12	If you have security shutters do they all close securely? Are the shutters		Fire security shutters on kitchen hatch linked to fire alarm but not to the security alarm.

	fitted with alarm contacts linked to the intruder alarm system?		
3.13	Are skylights adequately secured or protected via internal grilles? Where access can be gained to skylights, have steps been taken to restrict this?	If you're not sure, ask your facilities team / Property Advisor to check. Alternatively, the DOCO will be able to advise.	Yes – seen in condition survey
3.14	Have all items such as waste bins, playground equipment etc. that can be used as a climbing aid on the roof been secured away from the perimeter of the roof?	Add this in to your periodic premises check or Governor H&S walk round	Yes
3.15	Are rainwater downpipes flush fitting (i.e. square profile) or concealed away from the perimeter of the roof?	If not, you could consider anti-climb devices, or your Property Advisor will be able to advise on what is suitable for your premises.	Yes
3.16	Are the windows and doors to the classrooms where the IT equipment is stored well maintained, certified to the relevant standard and fitted with shutters or internal grilles?	Is the IT equipment left in the classrooms, secured in a lockable cabinet that is mobile but bolted to the wall or floor at night away from the external windows and doors? Can access on to the roof where IT equipment is stored in the classroom be gained?	Yes – IT locked in library. All doors and windows locked
3.17	Are the windows to the classrooms where the IT equipment is stored, fitted with window restrictors and key operated window locks?	With new build, refer to the Designing Out Crime document / website. Where possible with older buildings, ensure complete security of your IT room and follow advice above.	Yes - Library is locked from both doors however this is not the case in the classrooms. There is a window in the roof however this is small and closed.

	• Is the IT suite located in the centre of the school? • Can intruders gain entry to the IT suite through the roof? • Can intruders gain entry to the IT suite through the walls?		
3.18	Are the windows and doors to the classrooms where the IT equipment is stored alarmed? Is there a security fogging device fitted within the intruder alarm that conforms to BS EN 50131-8-2009?	Are there various security measures such as shutters, CCTV and alarms installed on the route to the IT suite that an intruder would have to bypass first? A fogging device releases a dense fog when the alarm is triggered. This limits vision and deters intruders	Yes No
3.18	Are there any external classrooms on site (e.g., portacabins or new build)?	These should be linked to the main alarm systems and if this is not possible there must be a system for communication within your risk assessment or plan.	Yes no security alarm but fire alarm fitted
4	**Contents and Equipment**		
4.1	Do you remove any valuable items from external units into the main building in the evenings/weekends/holidays?	Consider making this part of your premises checklist.	Yes
4.2	Do you keep cash on the premises?	We advise against keeping any cash on the premises overnight. If absolutely necessary do you have facilities for the safe and secure storage of cash?	Cash in a locked cupboard in a locked safe. Banking is done regularly and most payments are done via Arbor so we don't have much cash.

4.3	Are there safe and secure procedures for transporting cash off the premises or for arranging collection?	Discuss this with your Premises Responsible Person (PRP)	Yes
4.4	Are keys/codes to safes kept secure?	Discuss this with your Premises Responsible Person (PRP)	Yes
4.5	Do you maintain an asset register for identification of IT, high value orhigh theft items?	Discuss this with your Premises Responsible Person (PRP)	Yes, updated annually
4.6	Are all valuable or frequently stolen items visibly security marked, secured (e.g. cable locks, decibel alarms, security cabinets) or kept within the range of PIR sensors (light sensors)?		ICT removal would activate sensors. No security marking
4.7	Are measures taken to remove valuable items to secure areas during weekends or long vacations?		Yes
4.8	Are there computers/laptops and/or tablets in every classroom and are these hidden from view out of hours?	Locking items away is preferable, but if not possible then all valuable items should be kept out of the sight line.	Yes these are hidden with blinds.
4.9	Are there projectors in each classroom? Are the classrooms where the IT equipment is kept in the centre of the school?	Are these secured in steel cages (to ISO 9001-2000 standard)? Have you checked the projectors for inbuilt security features? Most have an inbuilt alarm system or security PIN code start up.	No projectors

		Check with your insurance provider as to their preference is for cage storage.	
4.10	Is there an inventory that includes all the serial numbers of any IT equipment in the school?	Are all the computers, laptops and IPads marked with the postcode and the school name on the outer casing using a (UV pen, permanent pen, anti-tamper sticker, etching or forensic marking)? Is all I.T. equipment and valuable items registered on the free property registration website www.immobilise.com?	Yes
4.11	Is tracking downloaded and activated on all IT equipment and is a member of staff aware of how it works?	Speak to your IT lead about this area and ensure safeguards are put into place.	No
4.12	Is all IT equipment password protected?	Speak to your IT lead about this area and ensure safeguards are put into place.	Yes
4.13	Is the IT equipment backed up on a regular basis?	Speak to your IT lead about this area and ensure safeguards are put into place.	Yes with RBUS and external hard drives
4.14	Are the blinds in the classrooms and IT suites closed at night to stop intruders looking in?	Speak to your IT lead about this area and ensure safeguards are put into place.	Yes
4.15	Do you ensure door codes leading to restricted areas are changed on a regular basis?	Speak to your IT lead about this area and ensure safeguards are put into place.	Padlocks are used and code changed when staff leave

5	Rules and Practices		
5.1	Are members of the public (parents/ visitors / deliveries etc.) prevented from accessing unauthorised areas?	Discuss this with your PRP and your Property Advisor. Your Health and Safety Advisor can also assist.	Yes gates are locked in between parental arrival
5.2	Have risk assessments been carried out for the safety of staff in contact with the public?	This should be included in either your general security risk assessment and / or in your staff wellbeing risk assessment, especially where incidents are occurring.	N/A
5.3	Do staff members have means to alert other staff or have access to a panic alarm to call for assistance if required?	Consider 'man-down' alarms, alongside other buddy systems.	Yes – walkie talkies are available.
5.4	Have arrangements been made for the personal safety of staff working in isolated areas?	Always risk assess your staff's safety if they are either working alone and / or for those who work in small groups who may be more vulnerable to threat.	Yes
5.5	Is there a caretaker that visits the school every day to carry out checks over the holidays?	Security should be a permanent part of the caretaker's role. Ensure that your caretaker has clear instructions about what to check and how to report an incident. This should include: perimeter fencing, doors, windows, classrooms and the IT suite. Ensure that there is a robust system for their protection as lone working is likely.	Yes – Accelerate Cleaning but doesn't visit every day in holidays.
5.6	Are local residents aware of who to contact if they see anyone on the school grounds or acting suspiciously?	Try to encourage a community input. Consider putting signs at strategic points to ask people to report suspicious behaviour immediately.	Yes – Staff members also live in the village. Details of admin email on website which is checked at weekends and

			holidays.

5.7	Are staff members encouraged to ensure doors and windows are closed and locked at the end of the day?	Include this in classroom checklists.	Yes
5.8	Is there appropriate communication (e.g., signage / letters / ParentMail etc) to establish rules / conduct / expected behaviours for visitors and pupils on site?	Consider this as part of the parent / child induction at school (first day information).	Arbor emails and Class Dojo
5.9	Is the School security Lockdown well practiced and have all staff been made aware of the procedure and their roles?	Ideally your lockdown procedures will be practised termly, and your documentation reviewed as necessary (i.e., annually / upon premises change or modification / upon incident). Do not forget the necessity of PEEPs (personal emergency evacuation plans) and how this may differ from another type of emergency plan – e.g., are all areas wheelchair accessible / if you are a Special School, are all your lockdown measures practical and considerate of all the pupils?	Yes all staff aware of lockdown plan.
5.10	If you have students between 11 and 16, have they received Counter Terrorism Advice?	http://www.npcc.police.uk/CounterTerrorism/ACTforYouth.aspx	N/A

School notes:

First Principle: Related links

Ask the Police
Official Police Resource. The Ask the Police website provides you with information on a wide range of non-emergency policing matters.
askthe.police.uk

Secured by Design
Official UK Police initiative that combines the principles of 'designing out crime' with physical security.
securedbydesign.com
The following link is aimed at new school design but there are aspects which you may find useful.
https://www.securedbydesign.com/guidance/interactive-design-guide

Sold Secure
Dedicated to reducing the risk of crime by assessment of security products.
soldsecure.com

Crimestoppers
An independent charity that gives people the power to speak up to stop crime 100% anonymously, by phone 0800 555 111 or online.
crimestoppers-uk.org

Victim Support
An independent charity that is dedicated to supporting victims of crime and traumatic incidents within England and Wales.
victimsupport.org.uk

1st Principle information sheets
suffolk.police.uk/firstprinciple

Always dial **999** in an emergency.

Other useful links:

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

Gov.UK:
This document provides guidance to develop procedures to dynamically lockdown sites in response to a fast-moving incident.
https://www.gov.uk/government/publications/developing-dynamic-lockdown-procedures

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

SUFFOLK CONSTABULARY

Suffolk County Council