

AGENDA ITEM No. 6  
NORTH LANARKSHIRE COUNCIL  
REPORT

<b>To:</b> Education Resources Sub-Committee	<b>Subject:</b>  SCHOOL SECURITY
<b>From:</b> Director of Education	
<b>Date:</b> February 2003	
<b>Ref:</b> MM/IS/CG	

**Summary**

This report is an update on the 2002-03 school safety and security audit and updates members on the follow up to audit the Accounts Commission report 'A Safer Place : Revisited'.

**Recommendations**

- a) to note the results of the audit of the effectiveness of security measures in schools
- b) to request further reports on school safety and security, including the annual audit to future meetings of the sub-committee

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# NORTH LANARKSHIRE COUNCIL : DEPARTMENT OF EDUCATION

## SCHOOL SECURITY

### Report by the Director of Education

#### **1 BACKGROUND**

- 1.1 In January 2001 the education resources sub-committee requested that an annual audit of security provision in schools be undertaken as part of the Towards Safer Schools policy. This report provides members with an update on the 2002/2003 audit.
- 1.2 The accounts commission published the follow up school security audit 'A Safer Place : Revisited'. Details of the action taken as a result of its recommendations are also included in the report.

#### **2 AUDIT OF PROGRESS**

- 2.1 A major audit of the current security position in all North Lanarkshire schools has been recently completed. The audit had the following aims:
  - (a) to monitor the implementation of the policy 'Towards Safer Schools'
  - (b) to evaluate the effectiveness of security measures
  - (c) to identify continuing security concerns and the need for further action.
- 2.2 The detailed survey returns have been analysed (appendix 1). They indicate that the majority of schools have implemented in full the requirement of 'Towards Safer Schools' including the recommendation of the accounts commissions 'A Safer Place : Revisited' whenever this has been practicable. The schools also expressed a view that most of the measures put in place have been both effective and efficient.
- 2.3 However, schools also identified the following continuing concerns:
  - difficulty in controlling access to secondary schools, particularly at pupil entrances.
  - the need for further perimeter fencing and gates to strengthen the 'Cullen' programme.
  - the need to strengthen some school external doors and firedoors.
  - the need for the provision of further CCTV cameras.

#### **3 ACCOUNTS COMMISSION REPORT 'A SAFER PLACE : REVISITED'**

- 3.1 In June 2001 the accounts commission published details of the follow up audit undertaken in local authorities. The report provides an up to date picture of school property crime, and reviews councils progress in implementing the recommendations from 'A Safer Place'.
- 3.2 This report identified that the cost to Scottish councils of vandalism and fire in schools has reduced from £12 million a year 1994/95 to £8.3 million in 1999/2000.

3.3 It should be noted that North Lanarkshire was ranked 12<sup>th</sup> best when compared with all Scottish local authorities.

Some relevant statistics for North Lanarkshire were the following.

Total cost of vandalism in 1999/2000 = £154,600

Total cost per pupil in 1999/2000 = £3

(Source : Audit Scotland)

3.4 Both documents made extensive recommendations to reduce crime related incidents to the school estate.

‘A Safer Place : Revisited’ noted that North Lanarkshire had made good progress in the majority of areas identified. The following areas were specifically identified as being good practice.

- regular reporting to councillors in reducing property-related risks
- identification of property-related crime risks
- establishment of effective information systems
- provision of risk management education

3.5 In line with the accounts commission recommendation investment has been targeted on the following areas:

Doors and Gates	£76,000
Additional Lighting	£10,000
Additional Signage	£13,000
Alarm Systems	£11,000
CCTV Systems	£84,000
Fencing	£64,000
Grilles/Shutters	£15,000
<b>TOTAL</b>	<b>£273,000</b>

## 4 PROPOSALS

4.1 Given the need to constantly monitor and improve the effectiveness of school security, further security audits will be carried out at each school on an annual basis.

4.2 The results of the security audit along with ‘A Safer Place : Revisited’ form the basis of the action plan for 2003/04.

The main areas for investment will be:

- (1) further improvements to doors and gates
- (2) boundary fences
- (3) improvements to fire and security alarms
- (4) Provision of CCTV systems

4.3 It is intended to spend the full allocation of £428,270 on security projects by the end of financial year 2003/04.

## **5 RECOMMENDATIONS**

5.1 The sub-committee is recommended:

- a) to note the results of the audit and of the effectiveness of security measures in schools
- b) to request further reports on school safety and security, including the annual audit to future meetings of the sub-committee.

MM/RD  
Feb 2003

## SECURITY MONITORING CHECKLIST – ANALYSIS

Security Measures	In Place? (✓)			Effective? (✓)	
	Yes	No	Pending	Yes	No
<b>(a) <u>Management and Awareness Raising</u></b>					
<b>KEY ISSUE - Systematic approach taken to the development and implementation of security procedures</b>					
<ul style="list-style-type: none"> <li>Strategies agreed for the development, implementation and review of policy and procedures, for example policy working group, allocation of overall management responsibility and monitoring procedures.</li> </ul>	136	5	32	122	3
<ul style="list-style-type: none"> <li>Awareness raising in security issues for all staff, pupils and other building users. Particular attention given to people security but reference also made to buildings, equipment and personal property.</li> </ul>	175	1	3	151	3
<ul style="list-style-type: none"> <li>Curricular material "Towards Safer Schools" in use throughout the primary school.</li> </ul>	65	26	35	59	1
<ul style="list-style-type: none"> <li>Development of an appropriate ethos, combining effective security, a welcoming environment and reassurance to pupils.</li> </ul>	176	1	1	161	1
<ul style="list-style-type: none"> <li>Effective implementation of security procedures by all staff, pupils and other building users.</li> </ul>	169	3	2	135	11
<ul style="list-style-type: none"> <li>School board involvement in security discussions and action plan approval.</li> </ul>	102	17	27	85	1
<ul style="list-style-type: none"> <li>Strategies to ensure awareness and co-operation of parents.</li> </ul>	170	0	4	138	10
<ul style="list-style-type: none"> <li>Support of local elected member and local community.</li> </ul>	107	37	9	93	16
<ul style="list-style-type: none"> <li>Prominent display of security policy statement and security procedures.</li> </ul>	119	22	31	103	4
<ul style="list-style-type: none"> <li>Personal safety training delivered to all staff members.</li> </ul>	115	31	29	101	9
<b>(b) <u>Entrances to buildings</u></b>					
<b>KEY ISSUE - It must not be possible for a member of the public to access the building unsupervised</b>					
<ul style="list-style-type: none"> <li>Pupil entrances restricted to a minimum.</li> </ul>	175	7	2	14	7
<ul style="list-style-type: none"> <li>Pupil entrances locked outwith pupil arrival/departure/intervals. Advice obtained from the department of planning and development/fire master. Push bars fitted where necessary.</li> </ul>	163	11	4	136	7
<ul style="list-style-type: none"> <li>Controlled access to outside pupil toilets outwith interval periods. Controlled access to internal toilets when accessed from the playground.</li> </ul>	114	11	2	95	5
<ul style="list-style-type: none"> <li>Clear direction signs to public entrance, particularly from car park.</li> </ul>	151	12	14	130	12
<ul style="list-style-type: none"> <li>Clear internal direction signs to reception area.</li> </ul>	158	8	10	137	1
<ul style="list-style-type: none"> <li>Clear indication of entry procedures for visitors.</li> </ul>	172	2	9	146	4

Security Measures	In Place? (✓)			Effective? (✓)	
	Yes	No	Pending	Yes	No
• Public entrance monitored by CCTV and electronic door control.	153	24	0	126	15
• All school staff provided with an identity badge, which must be worn at all times.	141	15	25	112	25
• All visitors 'sign in' and issued with a security badge.	168	2	4	149	6
• In pre-5 and primary schools, door interlock system fitted and operational.	116	7	2	94	8
• Contractors use 'Property Log' procedures. Implementation of standard circular 74.	147	10	6	121	19
<b>(c) <u>Outwith the building</u></b>					
<b>KEY ISSUE - Public access to school grounds to be managed</b>	163	13	0	135	12
• Public entrances to school grounds restricted to a minimum.					
• Pupil access gates locked outwith pupil arrival/departure times.	110	57	5	96	11
• Public access footpaths clearly signposted.	57	38	2	49	12
• Closure of any so-called 'rights of way'. The council will deal with any legal challenge.	48	18	0	33	6
• Strangers challenged within the grounds during the school day.	169	4	0	132	2
• Staff provided with two-way radios where necessary to enable safe supervision of very large grounds and playing fields.	81	51	3	61	12
• Any boundary fences and gates in good repair. Locks installed and in working order.	137	32	18	105	18
• Gates locked outwith school hours in consultation with local police.	151	17	4	127	11
• Appropriate playground supervision at school intervals, supplemented by CCTV where possible.	153	3	0	139	1
<b>(d) <u>Annex Buildings and Detached Huts</u></b>					
<b>KEY ISSUE - Attention given to the specific security needs of detached annex buildings</b>					
• Classes in huts relocated to the main building where possible. Identification of any necessary adaptations to the main building to accommodate proposed moves.	5	10	0	5	2
• Staff in huts provided with telephone or portable radio emergency alarm.	18	2	2	12	3
• Access doors to huts and annexes locked outwith pupil arrival/departure/intervals. Fire push bars fitted where necessary. Door bell/door control fitted. Clear signs advising visitors of access procedures.	23	5	1	19	4

Security Measures	In Place? (✓)			Effective? (✓)	
	Yes	No	Pending	Yes	No
<b>(e) <u>Multi-user Buildings</u></b>					
<b>KEY ISSUE - All building users must adhere to the agreed security procedures</b>	89	5	4	81	1
<ul style="list-style-type: none"> <li>• Identification of security issues associated with the use of the building by other groups during the school day.</li> </ul>					
<ul style="list-style-type: none"> <li>• Overall responsibility for security matters taken by the school head teacher.</li> </ul>	122	0	1	102	1
<ul style="list-style-type: none"> <li>• Agreement on security procedures following consultation with other users. Disputed issued referred to Murdo Maciver/Ron Dufour.</li> </ul>	94	0	2	82	2
<ul style="list-style-type: none"> <li>• Areas occupied by other users to be self-contained where possible.</li> </ul>	67	9	3	67	3
<b>(f) <u>Access Outwith School Hours</u></b>					
<b>KEY ISSUE - Procedures established to control access to the building outwith school hours.</b>					
<ul style="list-style-type: none"> <li>• Access arrangements identified for pupils and staff present in the building outwith school hours, including catering and cleaning staff. In those circumstances consideration to be given to locking all doors after admittance unless the public entrance is supervised.</li> </ul>	164	2	2	147	6
<ul style="list-style-type: none"> <li>• Door bell fitted to public entrance and kitchen entrance where appropriate.</li> </ul>	129	32	3	108	9
<ul style="list-style-type: none"> <li>• Guidelines for keyholders attending incidents outwith school hours (Appendix 3).</li> </ul>	167	5	4	145	4
<ul style="list-style-type: none"> <li>• Door control arrangements during parent evenings and other evening school functions.</li> </ul>	148	2	4	128	1
<ul style="list-style-type: none"> <li>• Security advice and instructions issued by community education staff to external organisations taking school lets (managed by education officer). School-specific guidelines agreed following consultation with the head teacher.</li> </ul>	89	22	10	82	7
<b>(g) <u>Responding to Incidents</u></b>					
<b>KEY ISSUE - Appropriate strategy exists to respond to any security incident</b>					
<ul style="list-style-type: none"> <li>• All building users aware of the procedures for reporting any incidents including the person(s) to be notified.</li> </ul>	165	1	8	147	0
<ul style="list-style-type: none"> <li>• Development of guidelines for responding to incidents including identifying the staff responsible for initiating action.</li> </ul>	137	3	42	122	0
<ul style="list-style-type: none"> <li>• Response strategy agreed with the local police.</li> </ul>	90	42	17	70	5
<ul style="list-style-type: none"> <li>• Opportunities taken to test the effectiveness of the security procedures.</li> </ul>	95	50	45	86	3
<ul style="list-style-type: none"> <li>• Regular review of security policy and procedures in the light of actual incidents and other experience.</li> </ul>	139	8	19	119	1