

To: EDUCATION (RESOURCES) SUB-COMMITTEE		Subject: SCHOOL SECURITY
From: DIRECTOR OF EDUCATION		
Date: February 2004	Ref: MM/IS/CW	

### Summary

This report outlines the measures taken to ensure that schools are as safe as practicably possible and comply with the guiding principles in 'A Safer Place : Revisited'. Secondly, it seeks approval for the proposals identified for year 2004/05.

### Recommendations

- i) to note the results of the audit and of the effectiveness of security measures in schools
- ii) to approve the proposals for 2004/05
- iii) 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 2003/2004 audit.
- 1.2 The recommendations in the Accounts Commission report 'A Safer Place : Revisited' provide the framework for the strategic principals adopted by the department.

#### 2 AUDIT OF PROGRESS

- 2.1 A comprehensive audit of security provision in all North Lanarkshire schools has been recently completed. The audit had the following aims:
- (a) to monitor the continued implementation of the policy 'Towards Safer Schools'
  - (b) to evaluate the effectiveness of security measures
  - (c) to identify areas for improvement and further investment.
- 2.2 The detailed survey returns have been analysed (appendix 1). They indicate that the majority of schools have implemented the requirement of 'Towards Safer Schools' including the recommendation of the Accounts Commissions 'A Safer Place : Revisited' wherever practicable. In general most of the measures have been both effective and efficient. However the audit also identified areas which would benefit from further investment and the improvement of good management practices.
- 2.3 The following weaknesses are identified in the audit:
- control of entrances, including gates and doors
  - management issues, including community and police involvement, security testing and safety training
- 2.4 In addition, the department has continued to build on the good practice highlighted in 'A Safer Place : Revisited' including:
- regular reporting on reducing property-related risks
  - the identification of property-related crime risks
  - the establishment of effective information systems
  - the provision of risk management education

- 2.5 As approved by the resources-sub committee in February 2003 investment was targeted on the following areas:

Doors and Gates	£100,000
Additional Lighting	£17,000
Additional Signage	£26,000
Alarm Systems	£25,000
CCTV Systems	£166,000
Fencing	£55,000
Grilles/Shutters	£19,000
<b>TOTAL</b>	<b>£408,000</b>

### **3 PROPOSALS**

- 3.1 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.
- 3.2 It is proposed that the results of the security audit along with 'A Safer Place : Revisited' should continue to form the basis of the action plan for 2004/05. The main areas for investment will be:
- (1) further improvements to doors, gates and boundary fences to allow more effective control of entry to buildings
  - (2) improvements to fire and security alarms
  - (3) the provision of CCTV systems
- 3.3 In 2004/2005 it is anticipated £425,000 will be spent on security projects.
- 3.4 In addition, it is proposed to provide the following management action at establishment level
- Management and awareness raising using curricular material and delivery of personal safety training.
  - More efficient management of public access by restricting access to school grounds during the school day where possible and providing additional signage.
  - Discussions with the local police, about the security strategy, including the identification of improvements

### **4 RECOMMENDATIONS**

- 4.1 The sub-committee is recommended:
- i) to note the results of the audit and of the effectiveness of security measures in schools
  - ii) to approve the proposals for 2004/05
  - iii) to request further reports on school safety and security, including the annual audit to future meetings of the sub-committee

## 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>	146	10	26	135	2
<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>	178	1	3	159	1
<ul style="list-style-type: none"> <li>Curricular material "Towards Safer Schools" in use throughout the primary school.</li> </ul>	92	25	24	68	6
<ul style="list-style-type: none"> <li>Development of an appropriate ethos, combining effective security, a welcoming environment and reassurance to pupils.</li> </ul>	181		1	172	
<ul style="list-style-type: none"> <li>Effective implementation of security procedures by all staff, pupils and other building users.</li> </ul>	178		2	155	6
<ul style="list-style-type: none"> <li>School board involvement in security discussions and action plan approval.</li> </ul>	109	15	24	98	1
<ul style="list-style-type: none"> <li>Strategies to ensure awareness and co-operation of parents.</li> </ul>	177		1	151	6
<ul style="list-style-type: none"> <li>Support of local elected member and local community.</li> </ul>	124	23	13	105	9
<ul style="list-style-type: none"> <li>Prominent display of security policy statement and security procedures.</li> </ul>	127	16	29	113	3
<ul style="list-style-type: none"> <li>Personal safety training delivered to all staff members.</li> </ul>	118	32	24	106	1
<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>	172	6	1	126	8
<ul style="list-style-type: none"> <li>Pupil entrances locked outwith pupil arrival/departure/intervals. Advice obtained from the department of housing &amp; property services/fire master. Push bars fitted where necessary.</li> </ul>	167	11	19	109	8
<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>	122	11	1	95	6
<ul style="list-style-type: none"> <li>Clear direction signs to public entrance, particularly from car park.</li> </ul>	161	14	7	124	7
<ul style="list-style-type: none"> <li>Clear internal direction signs to reception area.</li> </ul>	164	9	7	127	4
<ul style="list-style-type: none"> <li>Clear indication of entry procedures for visitors.</li> </ul>	172	4	8	128	5

Security Measures	In Place? (✓)			Effective? (✓)	
	Yes	No	Pending	Yes	No
• Public entrance monitored by CCTV or electronic door control.	152	25		130	
• All school staff provided with an identity badge, which must be worn at all times.	157	4	19	123	19
• All visitors 'sign in' and issued with a security badge.	167	3		159	3
• In pre-5 and primary schools, door interlock system fitted and operational.	117	13	2	102	5
• Contractors use 'Property Log' procedures. Implementation of standard circular H5.	170	4	1	150	9
<b>(c) <u>Outwith the building</u></b>  <b>KEY ISSUE - Public access to school grounds to be managed</b>					
• Public entrances to school grounds restricted to a minimum.	163	13	1	137	18
• Pupil access gates locked outwith pupil arrival/departure times.	103	65	2	97	14
• Public access footpaths clearly signposted.	63	38	9	46	14
• Closure of any so-called 'rights of way'. (The council will deal with any legal challenge.)	48	17	1	39	4
• Strangers challenged within the grounds during the school day.	173	3		152	4
• Staff provided with two-way radios where necessary to enable safe supervision of very large grounds and playing fields.	81	56	6	75	2
• Any boundary fences and gates in good repair. Locks installed and in working order.	149	26	7	130	11
• Gates locked outwith school hours in consultation with local police.	152	22	1	127	10
• Appropriate playground supervision at school intervals, supplemented by CCTV where possible.	111	6		100	
<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.	8	9	1	7	
• Staff in huts provided with telephone or portable radio emergency alarm.	17	2	1	15	5
• 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.	18	6		18	

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>	83	5	11	58	16
<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>	124	2	4	79	
<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>	14	8	2	58	2
<ul style="list-style-type: none"> <li>• Areas occupied by other users to be self-contained where possible.</li> </ul>	2	1		1	
<b>(f) <u>Access Outwith School Hours</u></b>					
<b>KEY ISSUE - Procedures established to control access to the building outwith school hours.</b>	171	1	1	151	2
<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>					
<ul style="list-style-type: none"> <li>• Door bell fitted to public entrance and kitchen entrance where appropriate.</li> </ul>	131	33	2	118	5
<ul style="list-style-type: none"> <li>• Guidelines issued to keyholders attending incidents outwith school hours (Appendix 3).</li> </ul>	156	5	6	135	5
<ul style="list-style-type: none"> <li>• Door control arrangements during parent evenings and other evening school functions.</li> </ul>	173	3	2	153	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>	110	16	11	93	3
<b>(g) <u>Responding to Incidents</u></b>					
<b>KEY ISSUE - Appropriate strategy exists to respond to any security incident</b>	175		4	156	1
<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>					
<ul style="list-style-type: none"> <li>• Development of guidelines for responding to incidents including identifying the staff responsible for initiating action.</li> </ul>	150	11	17	136	1
<ul style="list-style-type: none"> <li>• Response strategy agreed with the local police.</li> </ul>	97	39	8	80	3
<ul style="list-style-type: none"> <li>• Opportunities taken to test the effectiveness of the security procedures.</li> </ul>	129	50	22	112	9
<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>	149	12	15	119	2