

Security Policy

Beverley High School



Date: November 2016

This policy document is available in a variety of formats in line with the Equality Act 2010. It is available as a hard copy from the School Office or can be found on the school website at www.beverleyhigh.net

Beverley High School Security Policy

1. Scope: This Policy applies to all employees of the School. This policy also applies to contractors working on the school premises (their employer must be informed) and visitors/members of the public.

2. Background: The school endeavours to ensure that the premises are secure and all employees are required to wear their identification badges at all times. All visitors are required to 'sign in' at reception. All contractors are also required to have a photographic identification badge before being allowed on to Council premises. Additionally employees are asked to challenge any person on Council premises not displaying either employee or visitor identification.

It is recognised that the majority of people are honest and trustworthy. This policy has been developed to provide guidance in the event of the School having reason to believe an individual has, or is intending to remove School property without permission.

3. Policy Statement: Where there are reasonable grounds to suspect that School property is being removed then the individual will be asked to show the contents of his/her bag, jacket, vehicle etc. If the individual refuses this request or an item is found for which there is no reasonable explanation the matter will be referred to the Police. Where there is reasonable suspicion that an act of theft has been committed by an employee action will be taken under the School's Disciplinary Policy.

4. Policy Aim: The aim of this policy is to stop and/or deter individuals removing School property without authorisation. All individuals have a role to play in the application of this policy by reporting any incidents of suspected unauthorised removal of School property to an appropriate manager.

5. Responsibility. The Headteacher will be responsible for ensuring that the policy is applied consistently throughout the school.

6. Procedure

6.1 An individual will be stopped only where there are reasonable grounds to suspect that School property or goods are being removed without authorisation, and may be stopped providing this procedure is followed.

6.2 The Headteacher or his/her representative must authorise the use of this procedure. Action under this policy can only be taken by Headteacher/SLT member/*Head of department*?

6.3 The Headteacher SLT member or *Head of Department* may enquire of the contents of any item being removed from the school premises where there is concern that school property is being removed without authorisation.

6.4 Information obtained will be confidential to those involved in the procedure and or subsequent disciplinary hearing although it may become public as a result of any subsequent court hearing.

6.5 The person operating the procedure must always be accompanied by a witness. When a female individual is involved either the person conducting the search or the person witnessing must be female and vice versa. Any person stopped under this procedure has the right to request the attendance of a witness, where practicable at any stage in the procedure.

6.6 Those involved in operating the policy must be polite but firm at all times no matter what the provocation.

7. Process. Where there are reasonable grounds to suspect that Council property is being removed without authorisation the following process will be followed

- a. the individual must be told that there are reasonable grounds to suspect that they are removing School property without authorisation
- b. Every effort must be made to avoid embarrassment to the individual and therefore the procedure will be carried out in private and not in view of others.
- c. The individual will be asked to show the contents of any bags (e.g. briefcase, carrier bag, handbag) and pockets (e.g. coat, suit, overall etc.) but the manager must not, under any circumstances, physically touch them.

8. School Property Not Found: If as a result of following the above process, the individual is found not to have any School Property an apology should be given. The individual must be thanked for assisting the School and given the opportunity to record any comments or complaints. These are to be entered onto the Record (Appendix A which the individual must sign.)

9. School Property Found

9.1 If, as a result of following the process at 7 above, the individual is found to have School property the individual will be invited to explain why they have School property found in their possession.

9.2 If the Head/SLT member believes that there is a good reason and/or the individual has been authorised to remove the property the Head/SLT member must record the reason for not pursuing the issue on the Record (Appendix A).

9.3 If council property is found and the individual has no justification/and or has not been authorised to remove the item, the Headteacher/or his/her representative must call the police.

9.4 Whilst awaiting the arrival of the police the individual concerned should not be left alone or have the opportunity to destroy/dispose of any evidence.

9.5 The manager should note (appendix A) the details – what the item was, where it was found , under what circumstances, what the individual said, who the witness(es) were and the action that was taken. This may be used in disciplinary and /or police evidence.

10. Non Co-Operation.

10.1 If an individual refuses to co-operate the Headteacher must explain the School's policy and the procedure. If the individual continues to refuse, and it is not the Headteacher dealing with the initial procedure, then the Headteacher should be contacted. The Headteacher must explain that failure to cooperate could result in the school's disciplinary Policy being invoked.

10.2 If the individual refuses to co-operate, on no account must they be forced to . If Headteacher/SLT member/Hod believes that the refusal is because the employee is removing property/goods they should call the police.

11 Vehicles. There may be occasions where it is necessary to invite a person to show the contents of their vehicle where there is reasonable ground to suspect that school property is in the vehicle. The procedure as outlined in section 6 – 10 above should be followed. The owner of the vehicle must be present.

RECORD OF REMOVAL OF SCHOOL PROPERTY	
Reason for suspicion:	
Date, time and location of inspection:	
Brief details of inspection:	
Result:	Negative/Positive* *If positive please also complete item details below
Comments of individual:	
Inspection undertaken by: (print name and sign)	
Inspection witnessed by: (print name and sign)	
Other witnesses:	
Employee: (print name and sign)	
Directorate:	
Item Details:	Type of Property: Description: Serial Number: Was the item taken by the police: If yes, name and number of Police Officer:

This form is to be retained by the Headteacher.