

# THE WENSLEYDALE SCHOOL AND SIXTH FORM

## SECURITY GUIDANCE AND PROCEDURE

### Security of the Premises

Access to external doors is issued to staff by the School Business Manager as part of the induction process

All staff are issued with corporate photo ID cards which they are expected to wear at all times for safeguarding purposes.

ID cards provide electronic access through some external doors and some internal doors. Loss of ID cards should be reported immediately to the Network Manger or the School Business Manager in order that the ID card can be immediately deactivated.

To minimise damage in the event of a break-in internal doors should be left unlocked at night.

Particularly vulnerable items of equipment should be kept out of sight, if possible, particularly over a holiday period.

All visitors to the school should report to Reception on arrival. They are required to sign in and wear an identification sticker for the duration of their visit. They must sign out at Reception on leaving.

Anyone not wearing an identification sticker should be challenged by the staff and reported to a member of SLT immediately.

Any unauthorised person on the site should be reported to a member of the SLT during school hours or the police at any other time.

Windows and external doors should be securely fastened at the end of the school day.

### Security of Property

Staff should not leave personal property of any value where others may have access to it.

Valuables and money should never be left in bags or coats - students should be reminded of this on a regular basis.

New items of equipment should be marked as soon after delivery as possible and serial numbers or identification marks noted in the appropriate inventory.

Cars left on the school car park should be locked, but are parked at the owner's risk.

Any money that is collected from students should be paid into the finance office each day. Money should not be kept in classrooms.

Students who see anyone around the building who is not wearing an identification lanyard should report the fact to a member of staff but should not approach such persons.

The Caretaker is to ensure school is secure at evenings, weekends and holiday time.

**Date of Guidance: September 2020**

**Date for Review: July 2021**