



South Yorkshire

POLICE

JUSTICE *with* COURAGE

SCHOOL SECURITY

SELECTING THE MEASURES

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Introduction:

Schools and other educational establishments attract crime causing significant impact on their budgets. This booklet is intended to assist managers to question their own buildings security measures. Having the benefit of the advice offered will allow decisions to be made with a view towards making their premises or property less attractive to the criminal. It may take up to 30 minutes of your time to digest the contents of this booklet but that 30 minutes could save you significant losses in your budget having to cater for the effects of crime.

South Yorkshire Police and the Local Educational Authorities are working together looking at security and personal safety in educational premises. As part of this partnership, security surveys and security presentations have been undertaken in a number of schools throughout South Yorkshire. Whilst it is acknowledged that no two schools are identical and that the design of the buildings and the lay out of the site will differ from school to school, many of the issues revolving around security are generic.

Good security management is about being proactive rather than reactive. The emphasis should be on prevention rather than detection. This should be borne in mind when planning your school's security (See appendix A).

Common security concerns include:

- Personal safety of staff, pupils and visitors to school premises
- Burglary
- Arson
- Vandalism
- Intrusion to school premises

Outline:

This booklet is intended only as a guide to school security and to compliment the documents issued by the Department for Education and Skills on School Security and the Management of School Premises. Further information can be found on the Internet at www.dfes.gov.uk/schoolsecurity

Further information regarding school security can be found at the **Secured by Design** web-site. Secured By Design is the UK Police flagship initiative supporting the principles of 'designing out crime' by use of effective crime prevention and security standards for a range of applications. The site can be accessed at:

www.securedbydesign.com

the school security information can be found under the heading ' Design Guides and Publications'

School security is ever changing and needs to be kept under constant review, with vulnerable areas identified and remedial actions implemented to address them. One of the main objectives of this booklet is to bring the issue of security within the school environment to the forefront and offer you advice, which is cost commensurate to the risks, realistic and achievable.

A well-managed and maintained school will convey a sense of security.

School Security Risk Assessment - The Approach:

Security of your school should start at the perimeter (site boundary) and then work your way in (internal security), recognising areas of concern and identifying potential measures which could be implemented to address these. This is known as the onion peeling approach. The layout of this booklet follows this line.

Efficient access control measures should be prioritised for daytime security of the school and the personal safety of all users. Such control displays that of a well-managed and maintained environment in which security is a significant consideration in the day to day running of the school e.g.

- Effective signage, directional signs indicating the location of and the route visitors should follow to the school reception /office.
- One entrance to the school building via the school office/reception area
- Doors leading into the school building incorporating a suitable access control system such as a remote electronic lock or perhaps a digital coded door lock

Designing out Crime and other anti social behaviour from the school environment out of hours, will require a much more holistic approach, combining both physical and electronic measures e.g.

- Perimeter fencing
- CCTV
- Defensive planting

The risks to schools are dynamic and need to be kept under constant review. A **Risk Management Team** should meet, at least on a monthly basis to discuss issues of security and safety and take the necessary steps to implement remedial actions to address any concerns. Its membership should include representatives from all levels of the school, including teaching and non-teaching plus the site supervisor.

This would provide for a balanced view from all those responsible for the secure well being of the school. Limited funding from within school budgets should be allocated, whilst at the same time members of the **R.M.T.** would be tasked with identifying and applying where appropriate for funding from outside agencies i.e. sponsorship, extra money from government or local authority for school security.

Health & Safety Risk Management Policy:

All schools should have appropriate security measures in place. Security is not just about choosing the right control measures; it is an attitude of mind. To ensure the support of staff, they should be involved in the planning of security measures. All school staff, teaching and non-teaching should be familiar with security procedures. Please remember, security is everyone's responsibility. Security and personal safety should be dealt with from a **Risk Management** point of view; i.e. taking steps to reduce the likelihood of loss or damage to the school or injury to staff and pupils. It could be included within a combined **Health and Safety plan/policy** for the school and be an agenda item for **School Governors and P.T.A. meetings**, even if it is not intended to discuss specific security issues.

Please see **Appendix "A"** for a copy of a Security/Risk Assessment Questionnaire, which you could fill out, as a precursor to the drafting of a school security policy.

External Environment - Recommendations

Perimeter Fencing

The main vehicular and pedestrian approaches should ideally be overlooked by the school office/reception. Separate secondary entrances around the perimeter for pedestrians are commonplace, but to increase security they should be opened only at peak arrival and departure times. Appropriately worded signs should be displayed indicating opening times and directing callers to the school office at all other times.

It is important that the public knows the extent of the school grounds.

Boundary fencing will commonly abut public space, therefore aesthetics must be taken into account. It should be a minimum of 2m in height, vandal resistant and robust, grounded on a hard surface, be difficult to scale and have an anti climb topping. It should also allow clear natural surveillance.

Local conditions may require certain boundary treatments, but all shall restrict unauthorised access and exit as far as possible, particularly where natural surveillance of the boundary is difficult to achieve. Railings, expanded metal and weld mesh fencing (**to BS.1722**) are examples, which achieve the above. Chain link and similar low security fencing is boundary demarcation only and should not be used. The use of robust defensive planting in conjunction with the fence line can help meet aesthetic (planning) requirements and provide additional protection. Gate specification should match the fencing, be lockable, have anti-lift hinges and avoid features, which assist climbing.

Additional comments and recommendations:

In addition to the above, it is recommended that you should consider the following points before commissioning the erection of any fencing.

All fencing needs to be properly and professionally installed and conform to the relevant British Standards BS 1722 –10 -14

Fencing needs to be regularly inspected to check for breaching, e.g. by digging underneath or other damage.

Vehicle Security /Parking

It is only recently that schools have been designed with realistic levels of car parking facilities. Most have had to adapt existing space. Everyone parking in the school grounds should clearly understand that **they are responsible for the security of their vehicles and its contents.**

Car parking should be restricted to designated car park areas where vehicles can be more readily supervised. Staff parking may require a higher level of security and consideration for safe staff use after hours and at night. Separate secure cycle and motorcycle storage for staff use must also be considered.

All parking areas should try to incorporate the physical and management measures required by the Safer Parking Award scheme detailed on the *Secured By Design* web-site:

www.securedbydesign.com

Features of the scheme include:

- Limited and controlled access
- A defined perimeter
- Natural surveillance over the whole parking area
- Low level defensive planting
- Traffic calming measures,
- One-way systems
- Separate footpath/vehicle routes etc.

Cycle Storage:

A secure area with good surveillance opportunities should be provided for the storage of bicycles. Bicycles require an enclosed store that provides natural surveillance, which can be locked during school hours, and motorcyclists require level hard surface for standing and secure frames to which their bikes can be attached. (Note; Motorbikes, particularly mopeds are high-risk targets for crime).

Landscaping / Defensible Planting:

Defensible planting of spiny or thorny plants can help prevent graffiti and loitering, enhance security, and keep the public to designated pedestrian routes.

There are numerous varieties of prickly deciduous shrubs readily available that can be used to form an effective barrier and to reinforce perimeter fencing as appropriate.

Planted next to walls and fences these will deter most thieves from climbing through them.

Appropriate plant species include, Holly (*Ilex aquifolium*), Hawthorn (*Crateagus spp*), Berberis (*Berberis julianae*), Firethorn (*Pyracantha spp*), Blackthorn (*Prunus spinosa*), and Rose (*Rosa rugosa/canina*).

Landscaping should not impede the opportunity for natural surveillance and must avoid the creation of potential hiding places.

Signage:

The effectiveness of your “**School Security Strategy**” can be enhanced with the prominent display of,

1. Directional signs indicating the location of and the route visitors should follow to the school reception point.
2. 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.

The implementation of such measures will have a deterrent value far outweighing the expenditure involved. The best results can be achieved by first considering the size, layout, warning message, and colouring. Optimum colouring for such signs would be red and white or similar contrasting colours.

Security Lighting:

To be fully effective, security lighting must be reliable and provide adequate levels of illumination. In addition those areas lit, must be under regular surveillance from one or more of the following, otherwise any benefits provided could be compromised.

- Neighbouring property or passing traffic;
- CCTV
- Random/regular security patrols.

Lighting units are prone to vandalism and will need to be suitably protected. Experience has shown that illuminated areas that do not benefit from additional perimeter protection or surveillance can, and do, become informal, floodlit play areas.

Most acts of vandalism and burglary on school sites take place out of hours and at a time when the intruder can work on effecting entry unobserved. Consequently the presence of lighting can deter attempts, or reduce the effect of a break-in. Lighting can assist the police in locating an intruder and, if installed correctly, assist with surveillance.

Security lighting is best when it is specifically designed to address a problem, such as coverage of car park, rather than to have a dual use, and there are a growing number of suitable systems on the market e.g

- Bulkhead
- Vandal resistant
- Hood lamps
- Low energy
- PIR (Passive Infra Red) / PSC (Photo Sensitive Cell)

If your school is not overlooked then security lighting could result in illuminating the building to assist the intruder.

One alternative, especially where the building is clearly visible to passers-by, would be to install low energy light bulbs to be left on in the building, where the presence of people would be noted and it would be apparent that they were there illicitly.

Closed Circuit Television Systems ('CCTV'):

A quality CCTV system can have a dramatic impact in reducing crime. This is not just restricted to out of hour's security but also in dealing with daytime security and issues of personal safety of pupils, staff and users of the site. An effective CCTV system is a combination of people, procedures and equipment.

All such strategies should be compliant with "**The Data Protection Act 1998**". Under this act the **Data Protection Commissioner** should be notified of all CCTV scheme covering areas to which the public have access, whether by payment or otherwise. Systems must be suitable for their stated purpose and operate to a code of practice".

In considering CCTV, it is first important to have an **Operational Requirement** and be able to specify exactly what it is you want the system to do.

When looking at the cost implication and the feasibility of installing a CCTV system, it is imperative that consideration is given to the location of any surrounding lighting as this can have an adverse effect on image quality.

The evidential value of a system will depend to a large extent on the attributes of the equipment initially purchased, providing that it is managed and operated in a proper manner i.e. the lens, recording facility, monitoring, maintenance and operating practices. **If used in the right place, in the right way, with the right equipment it can be a very effective deterrent.**

People will budget for the initial outlay and installation, often forgetting who is going to be responsible for the day-to-day management, maintenance and monitoring of the system. The annual maintenance and running costs involved in maintaining the integrity of the system and the value of recorded data for evidential purposes can soon exceed the initial outlay for the equipment.

In addition to fixed cameras covering identified vulnerable areas and approaches to the school, properly positioned and programmed, colour, pan, tilt and zoom cameras, housed within vandal resistant casing should also be considered.

It is acknowledged that this type of equipment is very expensive and you may have to install your **CCTV** in stages.

Further information regarding CCTV can be obtained from logging onto the South Yorkshire Police website at www.southyorks.police.uk and clicking on 'Crime Reduction' or by phoning 0114- 2197009 and ask to speak to the Force CCTV Liaison Officer

Building Shell - Recommendations

Protecting the school roof & the use of anti-scaling devices

Many schools across South Yorkshire are vulnerable in some degree or other to youths climbing. Much damage is caused to the fabric of the roof by this unauthorised access. The damage frequently goes unnoticed until it rains and the roof starts to leak or other ancillary damage is caused to pipes or wiring.

Schools can adopt a number of measures, reducing their vulnerability to this type of negative attention.

- **BS 1722** perimeter fencing can assist with restricting access to the school site out of hours. Depending on the risk you may wish to consider suitable topping in areas of greatest vulnerability e.g., rotating cacti spikes
- Suitable worded warning signs regarding trespass, the danger of climbing on roofs and the application of anti-climb paint in vulnerable areas. However if such security measures are in place then the measures implemented must adhere to the **Occupiers Liability Act 1984**
- CCTV
- Defensible hostile planting at ground level.
- Designing out of climbing features.
- Application of anti-climbing paint, or other anti-scaling devices i.e. rotating cacti spikes, crown of thorns or other suitably customised barrier restricting access.

Before implementation a risk assessment should be undertaken to ensure the health and safety of the pupils and other users of the school premises and that any measures conform to the:

Occupiers Liability Act – 1984 (A brief explanation)

The Act concerns the liability of occupiers of premises for injury suffered by persons other than their visitors.

The owner has a duty to care that the other does not suffer injury, that they have informed the other of the danger concerned, whether the other has lawful authority for being on the premises or not.

Windows and External Doors;

The main entrance door to the school should incorporate some degree of access control such as a remote electronic lock release device incorporating an intercom and visual verification if this entrance is not overlooked from the office / reception.

All windows and doors should be checked and assessed to ensure that the locking mechanism are in working order, providing you with the appropriate level of security commensurate to all prevailing risks i.e. they are suitable for purpose, e.g., doors should comply to **BS PAS 24**, windows to **BS 7950**

- Remedial actions should be implemented to address any identified weaknesses.
- 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 i.e., **BS 7950**

Consideration should be given to **security bars** or **grilles** particularly for the most vulnerable windows and skylights also, permanently securing windows not required for ventilation or other health and safety reasons will make things more difficult for visiting criminal.

Windows that are frequently the target of malicious acts of vandalism can be a major drain upon building maintenance budgets. Options to reduce the incidence of broken windows include:

- Keeping yards and grounds free from any material that could be used as ammunition.
- Reducing the amount of glazing. Sometimes windowpanes can be replaced by solid panels without noticeably reducing natural lighting levels. This will also result in significant energy savings;
- Use of laminated glass in vulnerable areas –minimum **6.8mm** thickness
- Use of polycarbonate glazing if suitable, in vulnerable areas.
(polycarbonate glazing is not suitable for use as safety glass)
- Use of adhesive security film.
- Use of shutters or grills to protect the glazing meeting **BS LPS 1175**

Advice on Intruder Alarms

Many schools throughout South Yorkshire have some form of alarm system installed. It is accepted that at the time these systems were originally installed, they were suitable for their intended purpose. However due to numerous ongoing changes in policy, procedures and equipment over the years the majority of these systems no longer offer the essential high standard of security now demanded by schools. It is recommended that schools installing or upgrading their alarm system should choose a '**Remote Signalling Alarm System**'

Remote signalling alarms, when activated will send a signal to a commercial "Alarm Receiving Centre" (ARC) who will alert the police that a response is required. Both the alarm installer and the ARC will have to be qualified to install this type of alarm and also be recognised by the police.

South Yorkshire Police accepts installation of remote signaling alarms from alarm companies, whose business is subject to inspection by one of the following two independent inspectorate organizations.

NSI. (National Security Inspectorate)

Sentinal House
5 Reform Road
Maidenhead
SL6 8BY

Web site: www.nsi.org.uk

SSAIB:

Telephone - 0191 296 3242

Security Systems and Alarm Inspection Board.

Suite 3, 131 Bedford Street, North Shields, Tyne & Wear, NE29 6LA

Web site: www.ssaib.co.uk

Once a company is recognised they are able to obtain a Unique Reference Number (**URN**) for each installation. When the alarm activates, the Alarm Receiving Centre will quote this URN to the police over a dedicated telephone number. The URN will allow the police to bring up the correct record for the premises and despatch a response. This response is dependent upon the premises complying with requirements of the ACPO Security Systems Policy. It is important, therefore, that you choose a recognised installer who can offer you quality equipment, which does not have to be expensive or complex, that you, or work colleagues feel confident in operating. If for whatever reason, your alarm malfunctions, ask the installer to return straight away to repair any faults. Failure to do this could result in the reduction or the loss of police response.

Further details on the Association of Chief Police Officers Alarm Guidelines can be found at: www.acpo.police.uk and click on 'Security Systems; Police Response

Internal Security

School Office / Reception - Access Control:

Good access control is the matrix to the security for any school during the school day. Procedures should be in place to ensure as far as is reasonably practicable, that no one is able to access the school buildings unacknowledged and that once in the building, systems are in place to protect or help pupils and staff. Access control measures include:

- One entrance to the school building via the office / reception
- Clear directional signs indicating its location to 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 not be allowed to wander about the school unaccompanied.
- Introduction of a visitors book and badge system.
- All staff and visitors to wear "ID" badges.

Daytime security of vulnerable offices / rooms:

Offices, staff rooms, "IT" Suites and store rooms etc, within a school **will require additional security measures** to protect against the casual walk in thief whether the offender is a stranger to the school or otherwise.

Examples of vulnerable items would include Laptop computers, mobile phones, computer peripherals, software, CDs or DVDs, wallets, purses, bags, information and any other items that can be easily carried and concealed.

Doors to these rooms should be fitted with self-closure devices and suitable access control locks i.e. numeric keypads or electromagnetic locks with proximity or swipe card facility. These would enable a school to have greater control over who accesses a particular room or area. Use could be limited to authorised personnel only.

Secure Store:

Intruders are unconcerned about damage and are willing to destroy several items of equipment to steal one. 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.

Whilst it is accepted because of the very nature of materials used in and the construction of some schools there will be circumstances where schools may be unable to achieve the standards set out below. To compensate for this fact, all efforts must be made to identify the most secure area and incorporate security features suitable for purpose e.g.:

- Locate centrally within the school and above ground floor where possible.
- Ensure the approach and the room itself is included in the coverage provided by the school intruder alarm system.
- Security of all access and egress doors designed to withstand attack
(**BS PAS 24** enhanced security performance requirements for door assemblies)
- Windows suitably protected to fit in with the school environment, using roller shutters or collapsible grills.

(**LPS 1175** is the only meaningful benchmark for gauging actual resistance in the face of determined attack for this type of product).

Computer Security:

“**Information Technology**” plays an ever increasing role in the education of the young and the administration of schools. Digital projectors, laptops, flat screen monitors, plasma screens are target items for burglars and are, in everyday use in schools across the country. The security of these needs to be appropriately considered.

Whilst all computers, including those used for administrative purposes require additional security features, to prevent their theft or someone from tampering with them, the equipment mentioned above also needs to be considered taking account of all risks. These items or parts of, such as memory chips, computer projector bulbs, keyboards, optical mice, printers or scanners etc. can be target items for both the professional and opportunist thief.

To protect the computer hard drives you will require a “**entrapment**” device. The retaining base plates of such units should be secured to a table or raw bolted to the floor. They are designed to frustrate dismantling and will combat theft and removal of components. Cable-restraint products should be used for ancillary equipment such as keyboards and display screens, which require minor position changes during use. Suitable anti-virus and firewall software should be installed to protect the systems from malicious attack from hacker’s etc.

Outlined below are some additional things you can do now to protect your computer equipment and your school. You can:

- Ensure any IT security devices conform to **LPS 1214-2**.
(specification for testing and classifying physical protection devices for personal computers and similar equipment)
- Use cable restraints and anchoring devices to protect work stations.
- Use a security cable restraint to protect laptop computers
- Establish measures to control use and movement of equipment.
- Mark your equipment - Brand the exterior shell of equipment and mark exterior and interior where safe and possible with postal codes and school logo’s.
- Keep an audit and record all details of equipment serial numbers/identification marks. Details need to be readily available in the event of theft.
- Anchor equipment to solid furniture, floors or nearby walls using appropriate means.
- “IT” suites and offices containing computers and peripherals should be protected by the intruder alarm system.
- Store computer equipment within secure rooms/cabinets when buildings or departments are unoccupied.
- Ensure mobile and laptop computers are properly secured when used away from the school.
- Review existing security precautions, regularly.

Computer Projectors:

Currently, within the school environment the theft of Data Projectors is causing great concern. The security of these needs to be appropriately assessed. It should also be noted that sometimes these projectors are stolen for parts. Bulbs are very expensive to replace costing between £200-£400.

Would you leave a Laptop computer on full view in an insecure and unoccupied classroom? A data projector costs as much if not far more. Listed below are steps you may wish to consider relating to 'Data Projectors'

- Overt property marking using a highly visible method should be undertaken and signs prominently displayed saying that this has been undertaken.
- Remove projectors at the end of each school day and place in a secure cabinet and lock the classroom or alternatively place in a secure storeroom.
- As a minimum the projectors should be stored away at weekends and school holidays.
- A secure room/store is defined as a room with brick concrete block walls, PIR, no roof lights, and a solid timber door secured with the minimum of a 5 lever mortise lock kite marked **BS 3621**. A metal roller shutter could also be considered.
- Projectors fixed to a ceiling mounted pole should be secured using a proprietary entrapment device. It is important to ensure that the pole is adequately secured to the ceiling or unbolt it.
- All rooms containing projectors should be alarm protected, as should the approach. It should be configured so a confirmed alarm is achieved when intruders enter the room.
- Prevent walk-in thefts by always locking classrooms when unattended.
- Fully record all details and where mark for auditing purposes and to aid identification if stolen/lost.

Property Marking: -

By clearly marking your property, particularly your I.T equipment, it makes it less attractive to a potential thief. They find identifiable property dangerous to handle and difficult to dispose of. There is an increased likelihood of your property being returned, if stolen?. We accept that it is always possible for the markings to be defaced or removed, but this reduces the resale value and also extends the time the thief is at risk.

In a school environment we recommend the use of both overt and covert marking. We feel using both methods have a far more effective deterrent value particularly if clear warning signage is used. One method is using a “stencil solution marking system” which cannot be erased. This is a visible, professional, cost effective and aesthetically pleasing way of marking property. A cheaper alternative would be to scratch, engrave, stencil or stamp the post code and school name/badge on to equipment. The standard, quality and aesthetic features of this type of marking will rely on the person nominated to carry out such work.

Property marking systems, e.g.

- Ultra violent marking
- Unique coded chemical solutions
- Micro marking

Should meet ‘loss prevention standard’ **LPS 1225**: Issue 3 1999 – ‘Specification for testing and classifying asset marking systems’

Further information regarding overt and covert property marking systems can be obtained from the following companies web addresses or from your local Crime Reduction Officer.

www.smartwater.com (Secured By Design Accredited)
www.selectamark.co.uk (Secured by Design Accredited)
www.markitwise.co.uk
www.smartwater.com (Secured by Design Accredited)

The use of property marking within the school needs to be clearly displayed and should be clearly indicated on school literature by incorporating company logos where permissible along with suitable wording i.e. “*School Property is protected by ACME Property Marking Systems*”.

School Watch Scheme:

This can work along the lines of an active Neighbourhood Watch scheme which encourages members of the community to take an interest in protecting each others property as well as their own. The effect this has is to develop community spirit, reduce crime, enhance personal safety and lessen the public perception and 'Fear of Crime'.

The object of the scheme would be cut down on burglars, theft and vandalism by reducing the number of trespassers on the school grounds out of hours.

Trespass on school premises is a serious problem. It takes many forms. The school grounds may provide a convenient shortcut and playing fields used for unauthorised organised football games, dog walking, golfers or informal association areas in which local youths just hang around. Historically schools are seen as belonging to the local authority and at worst, belonging to everyone and no one's responsibility. Such a scheme would involve encouraging those persons who overlook your school to use a set procedure for reporting intruders and trespassers on your school.

In launching such a scheme, local residents would need to be circulated with a letter outlining the problems your school is suffering. Also the effect this has on the school budget and how this in turn affects all users of the school and properties abutting. If persons trespassing on school grounds are not perceived to be a problem and are allowed to access the school grounds unchallenged this also leaves neighbouring properties vulnerable. In most residential burglaries the perpetrator gains access via the rear of the property. Such a scheme stands to benefit all. If a local Neighbourhood Watch scheme exists, perhaps a "School Watch" scheme for your school could link into this.

For further information on NHW or to start a NHW Group contact the South Yorkshire NHW Association on: 01709365908

Arson & Fire

A large school fire devastates. Its aftermath lingers for years. The long-term disruption that follows puts staff and pupils under stress and imposes large financial, educational and administrative costs. It is a price that no school can afford to pay. However, while no school is immune from the risk of fire, you can certainly reduce the chances of it happening or, if the worst does occur, keep losses to a minimum.

Arson may follow a chain of events such as deterioration in the local environment, a build up of graffiti and other vandalism and very often a series of break-ins and smaller fires. If you suffer two or three minor fires such as deliberate bin fires and rubbish fires, this may indicate your premises are at risk of a more serious deliberate fire, read the signals.

Further Advice and Help

LEA insurance/risk managers and your insurers are able to offer advice on fire safety and insurance matters.

Free advice is available from the local fire brigade who will often be part of the local authority risk management group. Their fire officers conduct inspections of existing buildings and advise on the fire safety of plans for new buildings. The telephone number for non-emergency calls is in the phone book.

There are several national organisations which offer advice, details of these and further advice on fire safety can be found by logging onto the Department for Education and Skills website:

www.dfes.gov.uk/schoolsecurity and click on the link 'fire safety'

Conclusion and Bibliography:

There is no single answer to improving your security and this booklet is not intended, as the definitive answer to your needs. In compiling and researching it, the following sources of information are some of those considered;

- www.dfes.gov.uk/schoolsecurity/
- www.securedbydesign.com/pdfs/schools.pdf
- DFES Publication "Improving Security in Schools".
- ACPO (*Association of Chief Police Officers*) Security Systems Policy 2000.

Further information and advice can be obtained by contacting South Yorkshire Police on 01142-20202 and asking to speak to your local Crime Reduction Officer, alternatively log on to our website at :

www.southyorks.police.uk and click on 'Crime Reduction'. A list of your local Crime Reduction Officers contact details can be found at the bottom of the page.

Appendix A

Security of School Premises

Risk / Security Assessment Questionnaire.

Introduction:

Staff and pupils need to be able to work and learn in a safe and secure environment. Most schools were not designed with security as a briefing issue. The question of security within schools is ever changing and needs to be kept under constant review, with measures implemented to target harden and safeguard identified areas of risk.

Vandalism is the most common crime experienced on school property, followed by theft. The great majority of these crimes occur after school hours, especially where vandalism is concerned. Persons trespassing, i.e. dog walkers, footballers, golfers and youths who use the school grounds as an unsupervised informal association area, damage school property either recklessly or intentionally.

Contributory factors:

Some common features that give rise to security problems for existing schools in South Yorkshire include:

- Low front perimeter.
- Open sites with long boundaries.
- Multiple entrances.
- Spread out school comprising of a number of buildings
- Isolated and/or temporary building.
- Right of way through school grounds
- Perceived permissible community use of playing fields and school grounds out side of school day.
- Over complicated building perimeters with many recesses.
- Excessive glazing
- Lack of appropriately worded signage.

Every school incurs some degree of financial loss, the true costs of which are often underestimated. They include: -

- Repairs to broken windows, doors and furniture.
- Replacing stolen or damaged equipment.
- Repairing / resetting intruder alarms.
- Staff overtime.

Today, schools will contain many expensive items including IT equipment, musical instruments, Plasma televisions, DVD recorders and digital cameras/recorders etc. These need protecting against theft or damage. Paying for crime means using money intended for other purposes such as maintenance, new equipment or more staff. The following questionnaire should enable you to establish how to address your schools security issues.

Survey Details: -

Name: _____

Address:

Post Code: _____

Head Teacher: _____

Deputy Head: _____

Secretary: _____

Site Manager/Caretaker: _____

Chair of Governors: _____

Checklist completed by: _____

Position: _____

Audit of school premises:

The number of:

Pupil's	<input type="text"/>	Main teaching blocks	<input type="text"/>
Teaching Staff	<input type="text"/>	Other ancillary buildings	<input type="text"/>
Non Teaching Staff	<input type="text"/>	Toilets / cloakrooms	<input type="text"/>
Classrooms	<input type="text"/>	Halls	<input type="text"/>
Mobiles (single and double)	<input type="text"/>	Kitchens	<input type="text"/>

Secure store area **Yes** **No**

IT suite **Yes** **No**

Nursery unit attached **Yes** **No**

Number of hours community use - per week.

Community use at weekends

Yes

No

Community use during school holiday

Yes

No

Crime and Disorder in last twelve months:

Allegation and number of incidences if known (all occurrences):

- Assaults on pupils or staff

- Incidences of "threatening abusive or insulting words or behaviour used against members of staff by persons visiting school (parents or otherwise).

- Vandalism (reckless or intentional damage to school property including fixtures and fittings).

- Theft

- Burglary

- Arson.

Incidence of anti-social behaviour:

- Youths using the school grounds for informal association.

- Evidence of drug, alcohol or solvent abuse.

- Focal point where youths gather: _____

Site security - incorporating passive, natural or formal target hardening features:

- Does the school benefit from natural surveillance from residential properties backing onto or fronting the school site.

Yes No

Please indicate the extent and nature of properties adjoining your school:

- Height of front boundary fence.

- Height and main fence type used to protect rest of perimeter.

-
-
- Is there a secondary fence line protecting building shell and playground area. Yes No
 - Height and fence type
 - Other fencing incorporated for security i.e. protecting nursery Yes No
 - Location
 - Height
 - Type

Signage “Warning signs” etc:

- Trespassing on school premises. Yes No
- Electronic security Intruder alarm installed Yes No
- CCTV surveillance in operation. Yes No
- School Watch scheme in existence. Yes No
- Random Security patrols. Yes No
- Property marked stickers displayed in classroom windows throughout the school. Yes No

Day Time security

- Does the school office overlook:
 - Pedestrian entrance Yes No
 - Vehicle entrance Yes No
- Is the school office located adjacent to main entrance door to school building? Yes No
- During the school day the main entrance should be the only door in use and should incorporate an element of access control, allowing you to monitor visitors? Yes No
- Do you have clear signage directing visitors to the School office / reception? Yes No
- Are visitors asked for identification and requested to sign in? Yes No

- Do you have a pass system in operation with badges issued to all visitors? **Yes** **No**
- Are visitors escorted to their location? **Yes** **No**
- Are measures taken to prevent unauthorised entry during school hours? **Yes** **No**
- Is there any emergency means of communication: In the office / reception i.e. to summons help should a caller to the school be exhibiting some form of criminal or disturbed behaviour? **Yes** **No**
- Have adequate measures been made for the personal safety of staff and pupils who work in isolated areas? **Yes** **No**
- Are staff and pupils made aware of the school security policy and objectives? **Yes** **No**
- Are rooms containing valuable property such as "IT" equipment or personal property etc. such as offices, staff rooms, workshops and storerooms locked when not in use? **Yes** **No**

Security outside of the school day

- Are special arrangements made for surveillance during vulnerable times i.e. evenings, weekends and holidays? **Yes** **No**
- Are the locking mechanism on all external doors checked to ensure that they engage securely and are suitable for purpose? **Yes** **No**
- Are all ground floor windows suitable protected & checked to ensure that they are locked shut at the end of each school day? **Yes** **No**
- Have all external lights been checked to ensure they are working properly? **Yes** **No**
- Do you have any natural surveillance from neighbouring residential property? **Yes** **No**
- Does your site benefit from any passive surveillance i.e. passing traffic or persons walking past? **Yes** **No**
- Is there any form of formal surveillance from CCTV? **Yes** **No**
- Do you have frequent security patrols? **Yes** **No**
- Does the Caretaker / site manager live on site? **Yes** **No**

Does the perimeter fencing provide adequate protection to prevent?

- | | | | | |
|--|-----|--------------------------|----|--------------------------|
| 1. Trespass. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2. Casual intruder. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3. Determined Burglar. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Do you have an intruder alarm fitted? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Is it regularly maintained? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Is it connected to the police via a remote monitoring station?
(If so, it must be compatible with the Association of Chief
Police Officers Intruder Alarm policy). | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Does the alarm system cover all areas of main building | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Do you have prominent intruder alarm boxes on all external
elevations? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

Security of premises:

- | | | | | |
|---|-----|--------------------------|----|--------------------------|
| • Are the premises kept in good repair? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Are windows closed, catches and locks engaged? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Is a regular check made of the building to ensure all
damage is reported and repaired? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Is graffiti removed immediately it appears? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Is there an established routine for ensuring that all external
doors are locked when the building is closed. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Do you have a secure store for valuable equipment? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Do you have a secure I.T suite? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| • Are security devices used to secure computers? | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

- Does the "IT" suite main server benefit from additional protection i.e. total enclosure device? **Yes** **No**
- Does the school office incorporate additional security features. **Yes** **No**
- Are the school admin computers suitably protected? **Yes** **No**
- How often is the information backed up? **Daily**
Weekly
Monthly

Community use:

- Are members of the public restricted to the relevant part of the building? **Yes** **No**
- Are rooms such as toilets checked to make sure nobody is hiding in the building when it is closed? **Yes** **No**
- Are other users encouraged to report any criminal / suspicious behaviour? **Yes** **No**

Miscellaneous:

- Is valuable equipment prominently and visibly marked? **Yes** **No**
- Are they notices prominently displayed about the school to this effect? **Yes** **No**
- Does the school have a Risk Management Team to oversee security issues? **Yes** **No**
- Do you seek the co-operation of parents and children in preventing crime within or around the school? **Yes** **No**