



Ark Putney Academy

Security Plan

2016-2017

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This security plan sets out ARK Putney Academy's commitment to ensuring the security and safety of students and staff within the school site.

ARK Putney Academy has 5 entrances around the perimeter of the site. The site is bordered by flats and houses on all sides. 4 out of 5 entrances are in use and monitored via CCTV cameras.

To minimise the risk to students and staff the entrances are controlled by an intercom system.

The following measures have been put in place to secure the site from intruders.

1. The staff and service delivery entrance will remain as normal. Staff will need to use their swipe cards to access the site. Deliveries will buzz the intercom. Deliveries will either be taken at the gate or escorted to reception. If necessary, Site staff will respond to deliveries and open the access gates leading to reception.
2. The pedestrian gate will open at 7.30 a.m. and close at 8.30 a.m. to allow students and staff to access the site. The gate will not be open again until 3.20 and will close at 4.30 p.m.
3. Access for students who are late after 8.30 a.m will be via the main entrance (the double gates in Hayward Gardens) next to the MUGA pitch. Students must then walk down the steps and enter the school via the student entrance and report to student services.
4. Access for visitors will be via the main entrance (the double gates in Hayward Gardens) next to the MUGA pitch or if driving via the Visitors entrance in Pullman Gardens. Visitors must then report to Reception which has an intercom fitted to the main door. Both of these areas are monitored via CCTV so the member of staff on reception can monitor visitors as they arrive.
5. The two small grey gates closest to the sports hall will be permanently locked.
6. The small grey gate next to the kitchen will be locked at 8.35 a.m. and reopened from 3.15 until 3.45 p.m.
7. The double gate in Pullman Gardens will remain locked at all times.
8. Staff who wish to leave during the school day will need to exit via reception and walk round to the car park or if walking use their swipe card at the main gate.
9. Barriers have been installed outside both pedestrian entrances in Hayward Gardens.

Please note: No staff or students should use the kitchen as a shortcut. Entry to the kitchen is for catering staff and authorised personnel only.

Identifying and raising concerns

All staff have a duty to be alert to potential security issues and to raise them with a member of the Senior Leadership Team or Operations Manager.

Signing in procedures

All visitors will sign in at reception. Visitors will be asked for I.D. and those visitors who have proof of being DBS checked will be issued with an orange lanyard, i.d. card (including safety instructions) . All other visitors will be issued with a green lanyard, i.d. card (including safety instructions). Visitors must sign out at reception when they are ready to leave the building.

A separate contractors signing in book is kept at reception. All contractors will be met by a member of the site team who will give information regarding specific site rules and expectations whilst on site. Evidence of DBS checks are asked for prior to a contractor's visit being arranged and upon arrival on site.

General guidance for Dealing with Bomb Threats and Suspect Packages

Bomb threats are rare in schools and when they do occur they are usually made by malicious hoaxers. However, all such threats must be taken seriously. Each incident is likely to require a different approach depending on the individual circumstances and so it is difficult to prepare a comprehensive guide.

Receiving a telephone bomb threat

The majority of bomb threats are made by telephone (a copy of the school procedure is located in reception where phone calls are taken). If you receive a call:

- Stay calm and do not hang up. Gather as much information as you can. Write down the details if possible (see attached aide-memoire).
- Try to establish the location of the bomb. In particular, is it inside or outside, to the front or the back of the building, upstairs or downstairs and so on? If the threat is a real one, the caller is probably trying to avoid casualties and the more information you can get, the more likely it is that pupils and staff can be moved safely.
- Try to ascertain how much time there is before the device explodes.
- Ensure that the principal/headteacher (or the most senior member of staff on site) is informed immediately, who will instruct the appropriate action to be taken (call the police and start the evacuation process).

If the bomb is reported **inside** the building:

- Notify the police straight away and act on whatever advice they give you.
- Subject to any alternative advice from the police, evacuate the whole area and seal off the immediate area if the location of the bomb is known. Ensure that pupils and staff are not moved towards or past the bombs location, if it is known.
- **Do not use the Fire Alarm** to evacuate the building as the evacuation needs to be controlled and directed. Communication should be verbal, with

nominated person/s physically informing staff to evacuate and the directions to be taken.

- When activating the evacuation procedure, remember that the escape routes taken by the staff and pupils could take them near to the bomb, so either ensure that everyone is redirected, or evacuate by other means. You may choose to evacuate to a different holding area in the school grounds, (some bombs have been placed in assembly areas, used to gather people together).
- Do not use electronic transmitting devices such as mobile phones or radio intercoms (these can trigger some devices). Communication should be verbal, with nominated person/s physically informing staff to evacuate.
- Only re-enter the building/s when informed to do so by the emergency services and or the principal/headteacher/ senior staff member in charge.
- As soon as it is appropriate after the event, inform Ark Central Facilities & Premises Manager regarding the incident.

If the bomb is reported to be **outside** the building:

- Notify the police straight away, and act on whatever advice they give you.
- Subject to any alternative advice from the police, keep pupils and staff inside the building but move everyone away from the side of the building where the bomb is located (if known).
- Draw the curtains or blinds if it is safe to do so and then keep everyone away from the windows. Sit on the floor to below the level of windows and wait for further advice from the emergency services.
- Do not use electronic transmitting devices such as mobile phones or radio intercoms (these can trigger some devices). Communication should be verbal, with nominated person/s physically informing staff to evacuate.
- If pupils or staff are outside the buildings at the time of the emergency, ensure they are moved to a safe area. They should not re-enter the school.
- Only re-enter the building/s when informed to do so by the emergency services and or the principal/headteacher/ senior staff member in charge.
- As soon as it is appropriate after the event, inform Ark Central Facilities & Premises Manager regarding the incident.

Mail bombs

When receiving and handling post, it is important to be aware of any suspect packages.

These can be delivered by hand or through the postal system.

Possible things to look for could include: strange odours on/ from the package, excessive amounts of tape or string around the package, oddly shaped envelopes, poorly spelt or badly written address, any grease marks or signs of a powdery substance on the outside of the package or unusual weight for the size of the package.

If there is any doubt about the package:

- Stay calm
- Do not touch it

- Do not move it
- Do not open it
- Inform the principal/headteacher (or most senior member of staff on site) as soon as possible who will instruct for the emergency services to be called.
- Inform other members of staff in the area and start to evacuate. (This should be done without using the fire bell).
- Do not use electronic transmitting devices such as mobile phones or radio intercoms (these can trigger some devices).

Recording Telephone Bomb Threats

Action to be taken on receipt of a threat

Inform caller – e.g: “This is ARK Putney Academy; is this the building you are referring to?”

Immediate

- Alert someone else if possible
- Do not put the handset down or cut off the caller
- Obtain as much information as you can
- Try to keep the caller talking (apologise for the bad line, ask them to repeat what they're saying etc.)

Complete this form as you go along, asking the questions in sequence as necessary

Message (try to get the exact words)

Where is it? _____

What time will it go off? _____

What does it look like? _____

Is there a code word? _____

What kind of bomb is it? (type of explosive) _____

Why are they doing this? _____

Who are you?

Name: _____

Address: _____

Date/Time of call _____

When the call has finished, pass this form to the police who will decide what to do. The more information you can get, the easier it will be for the Police to decide whether the threat is genuine or not.

Complete the following as soon as is practical

Details of caller

Man..... Woman..... Age
Boy..... Girl Familiar

Speech

Serious Laughing Rambling
Impediment Irrational Intoxicated

Accent

English Irish Scottish
Welsh Local Foreign
If foreign, where? If regional, where?

Was the message? Read out Spontaneous

Distractions

Any noise on the line? _____
Operator connected (accent) _____
Coin operated phone box _____
Interruptions _____

Background

Traffic Fast Slow
Aircraft Talk Typing
Machinery Music Children
Other

Once the call is complete, do not put the handset down or cut off the line even after the call is terminated (may help to trace the call).

Person receiving the call _____

Number call received on _____