SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

CPO Jo Poole

SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

Reduce violence in schools, SSAM/CAM

Schools and colleges in urban environments can be at risk from a variety of security threats ranging from arson, vandalism, drugs, anti-social behaviour to serious assault leading to rape, knife and gun crime. Secure by Design Schools document provides good minimum standards for schools, however in urban environments in a densely populated area, issues as detailed above need to be taken into consideration. This document seeks to go beyond the minimum standards and create guidelines on building design and school operating processes in these intense environments. Product specification is referenced from Secure by Design.

It is difficult to create a balance between a secure and safe environment whilst providing an attractive place to study without creating a fortress. Architects face a challenge in designing education buildings in the urban environment that provide the community with attractive sustainable structures whilst reducing physical vulnerabilities. There are considerable benefits in implementing good security strategies before the buildings are built in order to reduce the risk of expensive retrospective prevention works.

This document is designed to provide a strategic proactive crime prevention security management tool, with guidance on how to reduce the risk of any implied or targeted threat of violence. It follows a problem solving approach involving; scanning available data, researching relevant facts and information, a full physical survey of the school or college and analysing the identified intelligence to produce sustainable solutions that are achievable, realistic and cost effective.

Using identified best practice and the author's 13 years experience working as a CPDA specialising in gang and violent crime, suggested crime prevention principles have been developed with the aim of reducing gang crime and to create a safer environment for staff and students. This document ensures the schools and colleges have sufficient information to help implement effective procedures to enable them to achieve this aim.

SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

Contents

SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

1. Access Control/Identity Passes

Access control means to control entry and to restrict access to buildings and areas. Good access control is an effective security measure to prevent unauthorised access, therefore reducing the opportunity for crime to occur. It also helps to reduce direct confrontation for frontline staff, and prevents students from entering into restricted areas. Schools should use video and voice entry door release systems which are controlled by a member of staff so that people are monitored going into the building.

Other methods are; Proximity cards, bio-metric readers and key pads. They provide the ability to identify an individual and authorise or deny entry to them. Systems can be stand alone or network based, which will record each entry on a database that provides a history of who entered a building or room.

Once the access control system has been decided upon and the visitor has been admitted schools/colleges should record the following:-
All visitors to the school should report to the reception desk, and place their details in a visitor's registration book which should include:-.

- The visitor's name, contact details, the time they arrived, their signature, name of who they are visiting, and sign on the way out.
- Visitors will need to be issued with a pass displaying their name and date of their visit; this will need to be displayed where staff and students can see it. Passes must be returned to reception at the end of the visit. No visitor can be allowed to walk around the building unescorted.

It is important to understand that if any person gains access into the building and grounds for more than a couple of minutes without being noticed they will have an open opportunity to steal, remove a child without notice, bring in weapons or illegal substances or damage the building. Reasonable access control will help to reduce this risk.

1.1 Staff and Students

- The minimum access control for schools should be that all students should wear school uniform and staff should wear identity cards.
- The minimum access control for colleges and for school students in the 6th form who do not wear school uniform is that they must wear and display ID cards.
  - This card will need to have their photograph on the back and front of it, their name and the college contact details.
  - Each year group should have a different coloured lanyard so that staff can see at a glance which class they should be in.
  - If a student forgets their card, they should report to reception and obtain a temporary card. If they forget their card more than 3 times in a school term then the school could implement a penalty if they feel that this would help to remind students to be more compliant.

Notes: Some schools/colleges have installed biometric readers to record student attendance. This provides teachers with immediate information as to who is in school and non attendance of a pupil. The problem with this system is that there are legal implications and a lot of preplanning will be required to meet Protection of Freedoms Act 2012 which comes into effect from 1 September 2013, for full information go to Biometrics in schools - advice for schools and sixth-forms
http://www.education.gov.uk/aboutdfe/advice/f00218617/biometric-recognition-systems

For access control to work there needs to be a cultural change. Security in all educational establishments is vital for the safety of everyone working and studying in their environment. If a member of staff or student loses their electronic access control card it must be cancelled on the computer system immediately otherwise it can be used by someone else compromising the system. Good access control is not just about security procedures it is also about training and retraining and understanding the issues.

1.2 Access control for cleaners

- Cleaners should only open doors to rooms that they are about to clean. When they have finished they must lock the room. They must not leave the area unattended and open.
- Cleaners must book in when they start work. They will need to record their details in the visitors register, this should include their name, the company they work for, the time they start and finish work. They should be issued with ID (as recommended above).

2. Alarms (Intruder alarms)

Intruder alarms that are not Police monitored or linked to an alarm centre may provide an element of protection, but because there is no official response to it, it could be ignored. This could result in theft or criminal damage to property.

A modern 'The Remote Signalling Alarm System' is more effective. This system when activated will send a signal to an alarm-receiving centre, (ARC) who will confirm that there is a problem before alerting police.

For further information regarding this please contact Association of Chief Police Officer Alarm Guidelines at www.acpo.police.uk and look for 'Security Systems, Police Response. Alarms must meet the ACPO Security Systems Policy and must be linked to trigger unauthorised access of all doors including fire exit doors, grills, windows and ancillary buildings.

Once an alarm system is installed it is important not to hang Christmas decorations, lightweight mobile objects, or place fans, blow heaters near the sensors as any light movement in airflow could trigger it off.

3. Ancillary Buildings.

Ancillary buildings are any building or structure that is located outside the main building of the school. For example, -

- Temporary or semi permanent Porto cabins, cycling sheds, generator buildings, waste enclosure or sports buildings,

3.1 Porto Cabins

Porto classrooms are often remote, are generally out of the natural line of sight of the main school building, placed close together creating poor visibility around them. Teachers, students and staff may feel more vulnerable working in these cabins.

- In order to prevent staff and students feeling vulnerable in dark day light hours consider fitting PIR lighting to the structures; these lights are activated by movement which will trigger the detectors and turn the light on illuminating the immediate area around the building. This is inexpensive and very effective. All lighting should be white light, placed in directional horizontal facing unit and in vandal proof casings.
- Portable cabins are often built on raised areas with a wide space underneath. This area MUST be secured with a solid 'skirting' placed around the bottom of the cabin to prevent any person hiding stolen property like a mobile phone, a weapon or drugs under the building. These areas need to be regularly checked and maintained.
- If cabins are built next to each other the space between them can be used to hide and wait for a potential target. to prevent this, place vandal resistant convex mirrors on the outside of the cabins so that staff and students can see into the area that they are about to walk into.

CPO Jo Poole 194025

- Fencing and anti climbing aids need to be incorporated in the security of these buildings to prevent unauthorised access to the roof area. Anti-climbing paint can be used if the area is painted is over 8 feet high. A warning notice will need to be displayed stating where the paint is.
- The use of either a radio/CCTV/ telephone or walkie-talkie communication system will help staff to contact other teachers or staff in case of illness, a difficult pupil or other issues.
- Pathways to and from the cabins will need to be kept clear, be clearly defined with different coloured stones or paving. Clear signage needs to indicate where the pathway leads.
- Where possible the Porto cabin should have a steel doorset meeting British Standard and Secured by Design. Do not block windows with filing cabinets or posters.
- Porto cabins should not house IT, laboratory or kitchen equipment. These should be on the ground floor within the main school building.
- Porto cabins should be fitted with a secondary means of escape.

3.1 Cycling sheds

Cycling sheds or bicycle racks need to be located near the front of the building where it is most convenient for staff and students, but not close to the perimeter fencing or front gate where someone can climb into the grounds. They should be in sight of reception or the administration office. They need to be placed away from vehicle traffic and have clearly defined cycling pathways leading to the shed or rack with clear signage. Having high visibility of the bike sheds will help cut down on theft and will encourage students to cycle to school/college.

3.3 Gardening and maintenance shed/rooms.

Other ancillary buildings such as gardening and maintenance sheds that are out of the line of sight need clearly defined pathways and signs informing students and unauthorised personnel that these areas are out of bounds.

These buildings need robust locks to prevent unauthorised access and where necessary anti climbing paint on the roof. Make sure that trees and heavy foliage do not obstruct the view of these buildings. Buildings need to be illuminated with sensor lighting.

3.4 Waste enclosures.

All waste enclosures should have robust walls and be approximately 3.1 metres high to prevent anyone climbing or throwing anything over the top. The gates or doors to the waste enclosure need to have strong locks or padlocks that meet British Standard guidelines and can withstand an attack. Any ventilation portals need a secure anti tamper grill to prevent unauthorised access.

All buildings and building structures must have good quality security locks, doors and doorframes. If any of these are not up to standard then the building can be compromised. For further information on standards and product specification visit; www.securedbydesign.com

4. Bins

Litterbins should be clear plastic bin liners. Consider metal collared frame waste bins that hold the heavy duty liner in place; these bins make it easier to detect any suspicious objects in them and therefore help prevent any unauthorised objects being secreted out of sight.

All bins must be set back or fitted away from the main entry gates, windows and low roofs (such as single story buildings) so that they are not used as a climbing aid to get into or out of a class room. Do not have heavy council bins placed outside the perimeter, as they can be used as a climbing aid to get into the grounds.

5. Canteens/dining hall

Canteens/dining halls often have a multipurpose use, and in many educational buildings do not have the space to sit all the students. Many schools and colleges have to stagger meal times to cater for everyone with students given little time to chose and eat their meal before having to vacate

their seat for another. This does not make for a relaxing environment.

In order to facilitate an ordered lunch time students should queue up for their meals behind a barrier to prevent queue jumping, this will help reduce bad behaviour and bullying. Staff will need to oversee meal times, check that vulnerable students get their meals and a chance to eat.

5.1 Cashless catering systems for schools.

The pre payment or biometrics system to 'pay' for food helps to reduce the level of cash students bring to school. Students should not bring money into the school; the biometric system has to be paid for in advance via a pay point or the website.

The biometric system/fingerprint will require the student's fingerprint, however the fingerprint should only be processed in the school and the image should not be stored. The system will hold a series of the student's digit so that when they place that digit on the fingerprint screen scanner the computer will recognise who they are and debit the amount of money required to pay for their food.

This system is only effective if the food is paid for in advance, crime prevention advice needs to be sent out to parents asking them to pay online or at the school rather than giving their children cash. This is the best way of reducing robberies, it ensures that every student gets a meal and students getting subsidised or free meals will no longer be issued with meal vouchers thereby preventing these vouchers being sold on. Introducing a biometrics or cashless system will help

- To reduce costs
- Reduce lunch time queuing
- Reduce bullying and robberies against student who bring in money for their food.
- Prevent students selling their paper luncheon vouchers
- There will be no differentiation between the paying students and those who are on benefits.
- Students who are in receipt of luncheon vouchers will be registered on
- the computer so there is no need for them to collect their vouchers each day reducing administration and teachers time.
- Students will not go without lunch if they have lost their money or had it taken from them. The school can control the amount of spending per day on food.
- Parents can limit the amount of money they wish to pay for their children's food. A reward system can be introduced for healthy eating.
- The biometrics system can also be used in the library and to control access around the school
- Parents that can pay in advance over the parent pay system online or at the local newsagent www.**parentpay**.com

All they have to do is place their finger at a biometrics machine which will recognise their details and provide the necessary information to the dinner ladies**.**

6. Cars, Parking & Deliveries

Having a clear parking policy will help prevent the car park from being used by unauthorised persons, it will also prevent cars from being left overnight, obstructing fire exits, entrances, parking on grass verges or other areas that could obstruct vehicle and emergency services access.

6.1 Staff Parking

Staff will need to know where they can park and for how long. The car parking policy should include:-

- An application form with an issue number,
- Staff name and contact details and which department they work for,

- Their registration number, make and colour of the vehicle.

After this application form has been submitted and approved, a parking permit can then be issued. The permit will need to have the vehicle registration number, an application number and the date the permit was issued. This permit must be clearly displayed on the front windscreen.
A new permit will need to be issued at the start of each new school year.

- Any changes i.e. a member of staff leaving or has changed their vehicle should be notified in writing to the relevant person.
- No vehicle should park in a parking bay without a valid permit.
- Any member of staff leaving the school/college before the year is out should return the permit to the facilities manager.

6.2 Temporary Visitor and contractor parking permits

Visitors or contractors will also need a permit. These should be a different colour to the permits issued to teachers and staff.

- All visitors wishing to park will need to go to reception to request a space.
- The details of the vehicle should be placed in a register together with the visitor's name, time of arrival and departure and issued with a visitors permit.
- A different coloured permit should be issued for each day of the week.
- Visitors and disabled parking spaces should be near to the front of the car park.
- Students should not be issued with parking spaces unless disabled; this will help prevent students driving around the grounds, bringing in any illegal substances or weapons.

The school/college should state clearly that all vehicles brought into the car park at the owners risk.

6.3 Deliveries

All drivers and porters must go to reception and record their details in the register. (See section re temporary contractors). They must be issued with a parking visa and a visitors pass, be provided with a map of the grounds so that they know which area to go to. If the delivery vehicle needs to be moved away from the car park and driven to another part of the grounds, a nominated person from the department that they are delivering to should accompany the driver and porter.

6.4 Parking outside the school/college

The pedestrian footway and road outside the school entrance can become over crowded with students and parents, at the start or end of the day this can create the perfect environment for an altercation to occur. The numbers of people create a 'cover' and perfect getaway for someone intent of injuring a student, it is therefore essential to get everyone moving away quickly to prevent anything happening. To prevent people milling about outside the school/college you will need to have staff in place to move everyone on, elect your most experienced teachers or security officers who have knowledge of troublesome students and parents and are able to communicate effectively. Staff will need to be issued with radios to communicate with each other so if an incident occurs they can ask for immediate assistance. Ask your Safer Neighbourhood Officers or schools/youth officers to assist you if you have any concerns regarding this.

The provision of yellow exclusion parking lines outside the school gates does not always prevent parents from dropping their children off outside the front entrance. The number of vehicles parked outside or opposite the perimeter and front entrance of the building causes congestion and creates a solid barrier of vehicles. This seriously reduces natural surveillance of the street and blocks visual access for people crossing the road. This is dangerous for the children and it makes it difficult for emergency vehicles to get to the school/college should they need to. It also provides a perfect hiding place for anyone intent on an illegal act. It is to everyone's advantage that parking near to the school perimeter is restricted and enforced

7. Classrooms

Inactive areas like empty classrooms and offices can be vulnerable to theft, criminal damage and provide a quick and easy place to hide weapons, conduct inappropriate activities or commit acts on a vulnerable student. All classrooms that are not in use must be locked to prevent this.

- All classroom doors should have a mechanical door closer that will retract the door into a closed position after it has been opened.
- All doors should have a thumb turn control on the inside so that staff and students can exit easily in case of fire.

7.1 Interview rooms

These are often used to take a trouble student or concerned parent or guardian to in order to provide a quite area where staff can have a private discussion with them without being interrupted.

- Because these rooms tend to be used for a one on one meeting they should easily be monitored, have laminated glass windows, and fitted with a panic alarm.
- Any member of staff working in these rooms must also be provided with a radio.
- If staff have identified that the student or parent/guardian appear excitable or are known for violent behaviour there should be at least two people in the room, and in certain cases delay any meeting until a police officer can be on hand to assist.

8. Close Circuit Television CCTV

CCTV can be an effective tool in preventing crime if used properly; it can be part of your crime prevention strategy. A good system should be designed to meet the needs of the school/college. It should provide good quality images in both day light and hours of darkness and be easy to use and operate. Images should be able to provide evidence suitable for court or for analysis.
It has a variety of applications, this includes recording the following:-

- Video violence within the school grounds such as:-
  - Bullying
  - Theft
  - Sexual crime
  - Drug dealing
  - Violence
  - Anti social behaviour
- Unauthorised access from persons unknown.
  Unauthorised access to areas by pupils.
- Pupils leaving the school without permission.
  Protect the school building and its assets.
- Improve personal safety

The use of CCTV can be effective in reducing crime but in order to do so it needs to record 24 hours a day in real time and be monitored on a regular basis. It can help catch the perpetrator of crime after an illegal act but it would be far more effective if it prevented the crime in the first place.

CCTV can also be a very useful tool in another way in that it can provide management teams valuable information that they had not been previously aware of, such as where difficult students like

to congregate, the foot flow patterns and where support teachers should be placed, the general human history and activity of the school/college.

CCTV is a complex science and can be a minefield. Before buying any new CCTV, managers must decide on what they want it for and where the 'hot' spot areas are (where most of the incidents occur). They need to decide if the cameras need to be fixed or Pan tilt and Zoom (cameras can be moved at will). Can the system be monitored from a computer or a control room?

Cameras monitoring areas such as car parks, perimeter fencing, external gates and pathways will need to have the facility of being able to record in darkness, these cameras will need to be infrared. All cameras should be either vandal resistant to prevent damage or placed in a vandal resistant unit and out of reach.

External cameras need to be weather proof to prevent moisture and dust particles from contaminating the image. A good maintenance contract will need to be set up as cameras need to be cleaned at least twice a year.

- CCTV should monitor and record all entry and exit points including fire exits, corridors and:-
  - toilet facilities,
  - reception,
  - canteen,
  - playground,
  - teaching areas in inclusion blocks,
  - the perimeter of the building
  - Parking facilities.
- The CCTV System must be able to record a clear frontal identification head and shoulder image of every person entering the buildings in all light conditions
- If anyone wishes to view the CCTV a record will need to be recorded of the fact this should include:-
  - Names, dates and time of the person viewed the system must be placed in a record book.
  - Disclosure of any recorded images to third parties i.e. police or crown prosecution should be record with their name, department they work for, contact details, date and time the recorded image was given to them, signature of both the representative from the school and the third party. This information must be kept in a secure cabinet.
  - There must be clear signage informing everyone that there is CCTV on the premises, providing contact details. This signage must be on the inside and outside of your premises.

CCTV is covered by the Human Rights Act and the Data Protection Act 1998, the Information Commissioners office can provide the schools with up to date information for further information see:-www.ico.org.uk/for_organisations/data_protection/topic_guides/cctv

Or for more information, regarding codes of practice please see British Standard BS 10008:2008 Specification for Evidential Weight and Legal Admissibility of Electronic Information www.bsigroup.co.uk/en-GB/standards/

Or CCTV systems come with restrictions and requirements under the Data Protection Act 1998, for further details go to www.dataprotection.gov.uk

9. Climbing aids

All vertical fixings i.e. drain pipes, external covered in corridors, canopies, columns, trees located near buildings, air conditioning units, large commercial bins, and low roofs, ladders, short walls can all be used as climbing aids. These are a potential opportunity for unauthorised persons to gain entry via a window, or school roof. It is therefore essential that all potential climbing aids have inbuilt protection.

- Drainpipes should have anti climbing paint or a fan collar fitted above a height of 2.5 metres. Trees located next to buildings pruned to at least 2.2 metres high to prevent persons climbing
- up them. Where possible remove all low branches.
- External corridors need to be kept clear of movable waste bins to prevent them being used as a climbing aid.
- Commercial bins placed away from buildings and contained in a secure area.
  These bins to be locked and secured in a permanent fixture.
- Certain types of textured walls and open brickwork make good climbing aids. Where possible have these filled in and smoothed over to prevent abuse.
- Short walls, low roofs or canopies make good climbing frames. Removal of these walls may not be possible. Place an irregular 'topping', pointed or angled coping stones on top of the wall may help to prevent these sections from being used as a climbing aid.

10. Community use

Letting out school/college facilities can create a multi hazard risk, mainly because the people using the amenities are not known to staff. Teachers and staff may not be on hand to identify who should be in the building and or grounds, therefore, tighter security measures will be required. Ask the organisation who is letting the building to provide a steward.

Organisers will be required to have a registration book to be kept by a member of their staff. This book will need to have details of every person attending listed in it. They will be responsible for ensuring the register is kept up to date at all times. This will be useful should there be any problems and emergency services are required
Where possible: -

- Only let out classrooms on the ground floor within the main building it makes it easier for staff to control foot flow.
- Avoid using remote ancillary buildings.
  Close off all other areas of the building.
  Lock all classrooms.
- Have clear signage of the areas that are not allowed to be used.
- For schools that have caretaker/facilities supervisor provision, they should be on hand to supervise the security of the school. If there is no caretaker then a designated member of staff from the school must be prepared to supervise the security.
- For colleges that have security the above applies.
- Large schools/colleges may need to consider having a security officer in uniform plus a designated member of staff to deal with security of the school when 'lets' take place.
  - The person in charge of security will need to have a radio or mobile phone for possible emergencies. Any unusual changes should be brought to the notice of the caretaker or their colleges.

Their responsibilities which will be: -

1. Opening and closing the premises.
2. Unlocking and locking of the doors, windows, fire exits and gates
3. Supervising visitors to ensure that they keep to designated areas of use.
4. Check that the premises are clear and secure at the end of the evening.
5. That nothing has been left behind.
6. Check toilets, and recesses.
7. Removal of unauthorised persons.
8. Liaise with the emergency services and the site manger should the need arise.

10.1 Car Park

- If organisers wish to use the car park, vehicles should be directed towards front of the car park.
- The number of parking spaces should be notified when booking the let.
- The name of the driver and vehicle details including the vehicle make, colour and registration number should be recorded in the initial booking.
- Issue temporary parking permits for these vehicles.

Use of the theatre and stage: -

1. Any person bringing in stage equipment, music equipment, using the back stage facilities etc should be subjected to the same criteria checks. They will need to record their details in a register at reception detailing their time of arrival, their name, contact details, be issued with a car parking permit, and issued with a temporary ID pass.
2. Details of the vehicles and delivery personnel should be logged in and out.
3. 'Letting' agreements should state that the school has the right to search any person or equipment that they feel necessary.

4. If tickets are sold for MUSIC events then strict security criteria will need to be implemented.
5. All persons should be restricted to the 'let' area.

It is vital that a vigorous security regime is followed. The building is vulnerable when let out for non-school events. If a strict security system is not adhered to a weapon could be brought into the school and either hidden in the grounds to be used another day or be used to injure someone at the time. In order for security to work, it needs to be 24 hours a day.

11. Contractors

All contractual work must be booked in advance. A copy of the booking should be given to reception staff so that they know what work is taking place and what impact it may have on the school. Teaching staff should not write method statements or risk assessments for contractor's activities; this shall always be the responsibility of the relevant contractor.

Contractors, maintenance staff, electricians and persons not employed by the school/college working on site should not communicate with students nor should they bring anything in for them.

The school/college, students and its out buildings are more vulnerable when maintenance and building work is being undertaken by contractors. Extreme care should be taken to prevent areas that the contractors are working in being easily accessed, this includes buildings where there is scaffolding, perimeter fencing being replaced; anywhere it affects the entry to the building and grounds. If access and regress is weakened anything can happen, such as a student leaving the school without permission and then re-entering without staff knowing, having either taken out stolen property or brought in a weapon or drugs. Extra security measures must be considered to prevent this.

12. Corridors and stairwells

Corridors and stairways should be designed to allow safe movement of people during normal daily use; unfortunately this is not always the case. Corridors and stairwells can often become a bottleneck as students stop and talk, rush from one area to another and look at articles on a notice board or for something in their bag. Many older buildings have been designed to have fewer students with more than one feed flow into a corridor, unfortunately when they are at maximum capacity there is a potential to add more students to an area than it was designed for, thus causing

obstruction to the free flow of student movement which can impede security.

New contemporary buildings that have been designed with a central atrium tend to have open glazed corridors built alongside the atrium and overlooking the central area to facilitate student and staff movement and add additional natural light. The down side to this is some students have been known to throw various objects over the balconies down on the people below. The only way to stop this is to raise the height of them and have CCTV to monitor the area.

The height of the glazed open corridors should be at least one and a half meters to ensure student safety. However with students growing taller and heavier over the decades the height of the barrier may have to be increased.

Corridors and stairwells if not managed carefully can be a potential for accidents, such as
minor pushing and shoving, antisocial behaviour and potential criminal damage.
In order to assist the free flow of people: -

- Do not leave anything out in the corridor or stairwell that will slow them down.
- Do not leave out broken equipment, vending machines, water coolers, tables and chairs.
- Do not place any posters with small writing on, lists, or any notices on the stairway walls that requires people to stop and read them
- The only items that should be in a hall or stairway are the official specialist fire fighting equipment and instructions.
- Corridors and stairs that lead to a 90-degree turn provide poor visibility. Staff and students do not know what they are walking into. In order to manage and improve visibility in blind spots in corridors and stairways, install CCTV cameras to record and view what is occurring.
- If this is not a possibility, due to financial restraints consider using convex surveillance mirrors placed in strategic positions so that the area can be viewed. These mirrors are non intrusive, cost effective and a simple solution that will improve all round surveillance for everyone.
- Lighting in these areas should be bright white giving a clear view of all areas without shadows.

13. Dogs

There must be a clear sign placed at the front of the school/college that dogs are not permitted in the building or grounds**.**

15. Domestic science classroom

Although the students will have access to the kitchen knives in domestic science, teachers must take the utmost care to ensure that these are kept under strict control. For the purpose of safety and to know exactly what is occurring with these dangerous utensils' the following is recommended.

- For the safety of everyone knives should be counted out and back at the start and end of the class.

- Any knives not accounted for MUST be traced. If any knife is missing the Head Teacher/ Principal and Schools Liaison Officers should be contacted immediately. A thorough search of the classroom, the students and their bags will need to be completed

- The knives should be kept in a secure locked metal tray if the teacher has to carry them from one room to another.

16. Doors

6.1 External doors

The standard recommended by Secure by Design is PAS 24 2012 which now covers the whole doorset including lock and frame in all materials. If the door needs reinforcing consider external steel sheeting. The doorframe must be secured into the main fabric of the building using screws at least 15 centimetres long. If you have wooden doors, you will need good locks on the door, the minimum

of a 5-lever lock, BS 3621 new BE EN 12209 and hinge bolts, non-returnable screws and anti-drill plates. If there are glazed panels in the doors use laminated glass.

Please remember that standards can change and do so to reflect updated forms of attack. Check these standards are up to date via Secure by Design.

6.2 Internal doors

In order to reduce the amount of keys on site it is worth considering fitting electric fob, card access or coded locks for internal doors. If this solution is not affordable, ID proximity or touch cards or coded number locks can be used. The numbers can be changed and there are no keys or cards to carry. The most important factor in securing any door internally or externally is the maintenance of the door. If the 'bolt /tongue' does not go into the receiver properly, or the door frame is weak or the hinges are missing screws then it weakens the security of the door.

- Avoid long D handles with magnetic locks, as students can fit two hands into the handle, shake and apply pressure to pull the door open. If the school has magnetic locks change the long D handle to a smaller one that can be used with one hand only.
- Close and lock all windows and classrooms when not in use.
- Most classroom doors have one locking mechanism consisting of a receiver and a keep; this is either key or electronically operated.
    - In order to prevent the door from being pulled or prised open, fit non-removable pins and strike plates to prevent the hinge from being removed.
    - Fit door knobs instead of door handles, this will make it difficult for students to get a grip on the door.
- Door bases need to have metal kick plates fitted to them.

- All doors must comply with fire regulations.
- Illuminate external recess doors so there are no dark areas or corners.
- All internal doors should have visibility panels so that you can see who is behind the door.

17. Drains and manholes

Where possible secure drains and manhole covers, these areas provide the perfect place to hide a weapon or drugs as they are rarely checked.

18. Dress Codes

School uniform is an important factor. A great leveller, it stops competition and helps to reduce conflict. By having a school uniform dress code, teachers, staff and pupils will be able to identify trespassers. Children who wear designer clothing, footwear and other sports-style apparel have been known to be become targets of intentional violence and have had their clothing taken from them.

Having a strict dress code may help to reduce the risk of students from being robbed to and from school, and reduce conflicts originating from social economic status. Uniform associates the student to the school. In order to help reduce the risk of weapons entering the school it is important to be able to easily identify your students.

18.1 Colleges and 6th forms

There are certain types of clothing and clothing styles adopted by 'gangs.' Gang style related clothing may be worn by groups of young adults and children who wear the clothing in order to be associated with a particular gang, the clothing gives them status, and can be used intimidate, this should be avoided in the school environment.

Baggy oversized pants and jackets, oversized tops, shirts worn loose over the trousers, can provide a means for transporting weapons and drugs without detection. High fashion trends should be discouraged.

19. Drugs

According to the Home Office between 2011 and 2012, an estimated 8.9% of adults in the UK used an illegal drug. For young people aged between 16 and 24, the figure was 19.3%. Information from the Department of Education states that 22 per cent of pupils aged between 11 and 15 had used drugs in 2009. This has remained stable from the previous year and is down from 29 per cent in 2001.

Schools/colleges play an important part in preventing drugs through drug education. Occasionally small time suppliers manage to get into a school/college or stand outside to sell drugs. These drugs are often sold at a cheap rate in order to encourage children to buy more until they become addicted. Once addicted the price of the drugs increase. It is at this point they may be enticed into selling drugs in order to sustain their habit.

19.1 Warning signs

In order to identify developing problems with drug taking within the school look for the following warning signs.

- Empty cans of drink deliberately bent in the middle, hollowed out cosmetic cases or empty biro, cut straws, specially shaped spoons, old credit cards, mirrors, syringes, defecation, silver
- foil, adapted glass drink bottles, bits of plumbing, discarded used lemons, cigarette butts and, reefers are all possible signs of drug taking.
- Below are some of the effects of drug taking that may be come apparent i.e.:-
- A sudden change in a child's behaviour and attitudes that were not there before:-
- *Cocaine.* Hyperactivity, restlessness, increased heart rate, euphoria, paranoia, itching, shortness of breath, flu like symptoms, nose bleeds and tooth decay.
- *Heroin.* Sweating, malaise, anxiety, depression, cramps, leg spasms, small bruises on their legs or arms, needle marks, redness around veins.
- *Cannabis/Marijuana.* Paranoia, anxiety, loss of co-ordination, shot term memory, initial wakefulness followed by drowsiness, reddening of the eyes, and increase of appetite.

If drugs get into a school it is because there is a weakness in the security system that has not been identified. Some of the favorite places where drugs can be hidden:-

- Toilet cisterns,
- Behind loose ceiling tiles.
  Sink units.
- Taped underneath a low air conditioning unit
  Dense bushes.
- In a drainage pipe
  In a book
- Inside a hairbrush.
- Inside a shoe or trainer.
- Inside an adapted drinks bottle or thermos flask,
  Inside a tampon.
- On the person.

If you have any concerns please contact your schools or youth liaison officer or your Safer Neighborhood Team.

21. Entrance & Reception Area

The physical appearance of the building, in particular its entrance, communicates a great deal about the school. It should be clearly defined, inviting a primary control point that directs visitors to reception. It should also provide a security barrier to prevent unauthorised access into the school.

SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

Points to consider: -

- The entrance into the building must have clear directional signs indicating where visitors and students should go.
- There should only be one route into the school/college.
- The fencing and gating around the buildings should provide natural surveillance from the street so that the entrance is easily visible. (See perimeter fencing)
- Landscaping, such as low hedges and shrubs can be used to direct foot traffic to the main entrance.
- CCTV should provide a clear head and shoulder image of everyone entering via the gates and main entrance.
- The cameras must not be obstructed by trees or overhanging vegetation and should not be affected by light pollution.
- Visitors must enter via a visitor's gate that is electronically controlled with a video and voice entry system that is controlled by staff in reception.

21.1 Reception and visitor area

The reception desk is the focal point in any establishment; it reflects the organisational culture of the school and college. The people who staff the reception desk create the first impression to students and visitors and in some places is your main point of security, everyone should pass through reception, and this includes visitors, staff and late arrival students.

The location of the street entrance will affect the type of security and integrated measures needed at the reception desk and the immediate environment, especially when the receptionist does not have full view of the footpath leading up to the main entrance door.

- Staff working in reception should have a clear view of the main entrance, lobby and visitors seating area.
- Where necessary the reception desk should be fitted with a panic alarm to alert staff and security of any problems.

- The receptionist should have a CCTV monitor showing them who is walking up the footpath leading to the main entrance, the main entrance door and reception area. This monitor will need to be placed out of view from the public.
- Staff will need to be issued with a radio communication device.
- There should be a laminated glass screen to protect staff behind the desk.
- Good access control system will need to be fitted for the main front door, with door releasing mechanism operated by reception staff so that they can control visitor access into the building.
- View of the entrance to the public toilet facilities (if these are offered)
- Reception staff should check everyone who comes into the building, they should record all visitors' names, address, contact details, time they entered the school, time they leave and issue passes to all visitors, contractors etc
- They should check student and staff identity cards and issue temporary ones for lost or forgotten ones.
- Trees and shrubs located in the line of site of the reception need to be cut back. In the case of shrubs, they should be no more than a metre high, the lower limbs of trees and leaves should be pruned back up to a height of a minimum of 2.2 m. This should be maintained thoughout the seasons.

21.2 Waiting rooms

The physical environment of the waiting room needs to be friendly but it also has to be secure for staff and visitors.

- Waiting rooms should be next to or opposite the reception area and by the main entrance where they can be easily monitored.
- Staff in reception should have a clear view of this area at all times.
- There should be a minimum amount of furniture in order to have a clear view of all areas.
- There should be no soft furnishings, this prevents items from being tucked into and hidden in the furniture.
- There should be no free standing tall glass display cabinets or vases.
- All furniture including tables should be secured to the floor or wall to prevent them being picked up and being used for instant arming. This can be done with decorative brackets to prevent it looking like a prison waiting room.
- Televisions and plasma screens need to be secured to the wall and out of reach.
- Avoid having waste bins in the waiting room.
- Lighting needs to be maintained, cast no shadows. If Fluorescent lighting is used, there should be no flickering/strobe effect as this could cause visitors to get agitated and increase a risk of seizure in epilepsy sufferers.

22. Fire exit doors

Fire exit doors must be opened and unlocked from the inside, most fire exit doors have a 'push/panic bar' opening device that provides the user with a quick and simple system to open the door in a hurry without the need for keys.

A fire door for the UK has to be fire rated in accordance with BS476 parts 20 and 22 or BS EN 1634 which means the door should maintain its structural integrity for a period of time in the event of a fire. The new British and European standard EN1125 details the types of products/devices that should be used on the door.

See European Guide Lines for panic and emergency exit devices.
http://www.cfpa-e.eu/files/PDF/Guidelines/Ratified%20Guidelines/Guideline_No_2_2007.pdf

- Fire exit doors should only be opened when there is an emergency. They should not be opened to improve ventilation in summer or as an additional entry point. In order to prevent these doors from being opened they should be alarmed.
- Fire exits are one of the weakest security points in any building they can be used to gain illegal access into a building if not maintained or kept closed

There are a variety of fire exit door alarms, below are a few examples available, if you need advice regarding fire exit doors contact your local fire department

- 24 hour audible circuit alarm relayed to the security office, this alarm will be activated when the door is opened thus alerting staff, security or reception that the door has been opened and the building compromised.
- o A magnetic door release system with an individual key override, this needs to be linked into the fire alarm so that they automatically open if a fire alert were to occur. This will prevent students accessing unauthorised areas, and staff from opening doors on hot days.
- o Battery operated self-contained alarm that can be fitted to each door.
- o Fire alarm and beacon.
- o Contact door alarms.

22.0 Fire extinguishers

All fire extinguishers should be secured and not used to prop open doors.

23. Pathways & signs

23.1 Footpaths

Footpaths should be clearly laid out, with directional signs that direct foot traffic to specific areas. They must be well maintained, well lit in the hours of darkness. (See lighting). The paths should be easy to observe, have no obstructions, must not lead to any areas where there are dark niches. There must be no public access through the school grounds. Pathways directing students should be a different colour than pathways to areas that are out of bounds to them; it will make it easier for teachers and staff to detect who is in an unauthorised area

Where possible there should be one pathway into and out of the school/college, this will ensure that everyone, pupils and visitors pass through the main entrance where they are monitored by reception, security, teaching staff and CCTV.

- Separate gates that are used by students at the start and end of the day must be staffed and monitored by CCTV.
- Signage needs to be placed in a prominent position to indicate which entrance is for students and visitors, where they are located and what time they are open. These signs should be in languages appropriate to the schools borough.
- Close off any other entrance and exits apart from areas used as official fire exits. This makes it easier to control persons entering the building and reduce unauthorised access.
- If the main entrance into the building is not visible from the main road and pathway it should be clearly marked out to lead the way into the main reception area.
- All main public pathways should have fencing on either side; they should be clearly lit to help prevent visitors from straying into other areas of the grounds. Consider making the pathway a different colour to the pathways in the rest of the school.
- CCTV cameras should be directed to observe all pathway routes.

23.2 Signage

Signs are a cheap and efficient visual communication.
The two types of signs to consider are: -
Directional and Information. These are inexpensive, informative, and available night and day. Signs must provide clear information. They will help to alert people from entering areas that are out of bounds

24. Gates and locks

All pedestrian and vehicle gates should be the same height and design as the perimeter fencing, have anti lifting hinges designed to prevent anyone from climbing over.

- Gates should be fitted with an electronic open and closing mechanism this will reduce tailgating and unauthorised access.
- Gates and locks must be regularly maintained to ensure that they work properly, comply with fire regulations and are capable of being secured when not in use.
- If magnetic locks are being used as part of the gate locking mechanism it is important that the plates meet, and that there is a magnet lock at the top and bottom to prevent the gate from being shaken loose.
- The picture on the right shows what happens to a magnetic lock if it is not maintained, the plates have shifted making the system ineffective.
- Padlocks will need to be close-shackle to prevent them being tampered with. (check with the local Fire Bridge that they meet with their requirements)
- CCTV should monitor external gates 24 hours a day; it should be able to identify the make and model of vehicles, the licence plate and any persons entering. This camera will need to be in a vandal and water proof unit.

- CCTV signage needs to be displayed notifying its use.

25. Gardens, vegetation and landscaping

Whether the school or college has wild vegetation, cultured gardens or landscaped areas there is one thing they have in common; maintenance. If bushes and trees are allowed to grow too tall, dense and wide they can obstruct lighting, CCTV and footpaths.

Dense overgrown hedges can provide the perfect place for students to hide, take or deal drugs and commit sexual acts. It is therefore very important that these areas are not neglected, pruning should be incorporated as a matter of course twice a year to prevent them overgrowing.

- Bushes must not grow higher than one metre tall,
- Keep all trees clear of low branches to the minimum height of two and a half metres. Prune back any tree branches that obstruct lighting or CCTV.
- Avoid the use of wood chippings, the chippings are spilling out onto the footpath creating an uneven surface; these could cause someone to trip and fall, they can also be easily picked up and thrown.
- Wood chippings make a perfect hiding place for small quantities of drug or knives.

26. Key control

Tight Key control is vital to school security; keys left lying around in an open office can easily be picked up and used later. To ensure that all keys are accounted for keep them in a secure locked cabinet in the site manager's office. Only persons authorised should be granted access to various buildings and classrooms. Staff requiring a key should only be given it if they are known to the site manger/ caretaker or can prove their identity and that they need access.

Keys must be authorised and sign for in a register, listing their name, date and time the key was booked out and the date and time it is returned and this must be counter signed for by an authorised person. The key should be numbered and this will also have to be entered in the register.

Any key that is lost or mislaid must be reported as soon as possible as the lock will need to be changed. This will help provide a clear audit trail of the keys, prevent them from being lost and in the long term save money in having to replace them. The register must be kept locked in a desk.

27. Lighting

SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

Good quality natural and electrical light can help to reduce the fear of crime and aid concentration.
Lighting often comes at the bottom of the list when it comes to maintenance or design. It is important that lighting within the school is correct as it can have a detrimental effect on everyone within the building if it is not designed and working properly. For further information regarding lighting standards contact:-https://www.theilp.org.uk/news/new-road-lighting-standard-will-lead-to-greater-energy-savings/

Poor lighting can cause shadows, glare, increased heat conditions and headache. If the classroom environment is more comfortable students are less likely to become fractious, angry, defensive and therefore less likely to get into fights resulting in retribution then escalating into serious offences at school.

For lighting systems in schools go to:-
BREEAM Schools Assessment Manual, available from
www.breeam.org/schools.html Building Bulletin 98, BB 98, Briefing Framework for
Secondary School Projects.
Building Bulletin 90, BB 90, Lighting Design for Schools, DCSF, from
www.teachernet.gov.uk/lighting Lighting against crime at www.securedbydesign.com

Please note that building requirements and contents regulations change so you will need to check that this information is the most current.

Electrical lighting needs to be constantly maintained, any bulbs or florescent tubes will need to be replaced when broken as flickering and poor ineffective lighting can cause health hazards. Lighting should provide good quality illumination. There should no be shadows or glare. For example;

Florescent lighting

Has been suspected to cause: - Headache, lack of concentration, irritability caused by the 'humming' noise of the connection. It has also been linked with stress, hyperactivity, and increased risk of seizure in epilepsy sufferers. For further information, please refer to the following web site. http://www.daylighting.com/Article-HealthHazardsofFluorescentLighting.htm and http://irc.nrc-cnrc.gc.ca/fulltext/ir659/veitch_mccoll.pdf.

Good quality florescent lighting can improve concentration and improve behaviour and mental health. Fixtures need to be placed out of the reach, be in vandal proof units and not protrude, this will prevent them being broken.

27.1 External lighting
External lighting should provide a clear directional light, look for flood head lighting units, avoid using circular or square compact low energy fluorescent bulkhead wall lights, they provide very local and low level lighting, they provide very little light, most of the illumination gets lost. Directional lighting means just that. It is directed exactly where it is needed, it will help prevent lighting glare, improve the quality of your CCTV and illuminate the footways below. (See picture on the right)

Fit sensor lighting (Passive Infra Red, P.I.R) to isolated external areas, this will reduce the cost of energy bills and will be an aid to your security systems, the light will only come on if someone walks underneath therefore alerting security or the public that there is an intruder in the grounds. This will help reduce burglaries, assault, theft and graffiti,

Dawn to dusk lighting is an effective way of saving money and at the same time provides lighting where needed. If the school or college is in a populated area then lighting is a good deterrent in reducing crime.

If the buildings cannot be observed from the street and has little or no passing human traffic at night-time it is possible that lighting could aid trespassers into finding their way into the school building. PIR lighting may be of assistance in these circumstances.

CPO Jo Poole 194025

Lighting should illuminate all entrance and exits points including fire exits, pathways, car parks, storage areas, ancillary buildings and internal and external corridors.

All lights must be regularly checked and maintained. There should be a maintenance policy, contract and a system in place to report faults; poor lighting means that staff, CCTV and security will not be able to monitor student activity. It is vital that your lighting systems are effectively maintained.

28. Lockers

Lockers are often used as a place to 'park' gym kits and personal items, rather than placing books and clothing. They take up a lot of space, require monitoring by staff and CCTV, they need constant maintenance as they are often subjected to graffiti and criminal damage.

- Lockers are also used to hide weapons and drugs.
- Random locker searches involve a great deal of organization and create bad feeling amongst the students.
- Vacant unlocked lockers are often used as a waste bin, they can also be used to hide a weapon quickly as they provide instant access, and because they are not 'owned' by anyone it is very difficult for staff to discover who the weapon belongs to.
- In order to reduce criminal behaviour, upset amongst students and unnecessary expense consider removing all lockers from schools and colleges. Students should only bring in what they need for the day.

29. Lone Worker

Health and Safety at work Act 1974 and Management of Health and Safety at Work (MHSW) regulations 1999 have produced a leaflet that gives general guidance on working alone. This leaflet can be downloaded from HSE's website: www.hse.gov.uk.)

Personal safety / lone worker devices are the best way to ensure that your caretaker or security officer working alone on site has external support should anything happen, these systems are linked to a call centre. The device should be a two ways audio and GPS system that meets with BS 8484, BS 5979 Category. For further information visit www.**securedbydesign**.com

30. Lunchtimes

Pupils are at risk of being robbed and attacked during their out of school break, they can be coerced/forced to bring in weapons or drugs at this vulnerable time. It is therefore vital to keep children within the school confines to ensure student safety.
If parents or guardians have provided a written request that their child be allowed to come home at lunch time the minimum requirement should be: -

- To sign a register before leaving and returning back to school,
- The register should be kept in reception monitored by staff.
- The register must record
  - their name,
  - year group,
  - the time they leave
  - time they return
  - Details of where they are going.

Staff should be able to observe pupils behavior leaving and entering the school building.

CPO Jo Poole 194025

Having a strict system in place will help alert staff if the student has changed or behaves unusually when they return to school. Staff can then immediately put into place any action they think is necessary. Any students that fail to return will be noticed immediately and appropriate action can then be taken.

Best practice: - All pupils should remain within the school grounds during the lunch time break.

31. Metal Detectors.

The violent crime reduction bill introduced powers for staff at schools, further education institutions and attendance centers to search pupils, students and persons attending the centers respectively, where they suspect a weapon is on the premises. The Violent Crime Reduction Bill was given Royal Assent on the 8th November 2006, giving police and communities strong powers to tackle violent crimes involving alcohol, knives and imitation Weapons.

Using hand held metal detectors for random searching of students and their bags can be a useful tool, it is important to consider the following when searching people.

- The key ingredient to all searches is efficiency and safety.
- Even with the very best detection equipment, it can only give reliable results if the people operating the equipment understand what they are doing and are working to a high standard.

It is important to understand that although hand held metal detectors are an effective way of detecting metal objects it requires the user to move close to the person they are searching. It is therefore very important that the person who is searching is fully trained in searching techniques; otherwise they could be at risk of serious injury. You may wish to consider a portable metal arch detector. An arch metal detector alerts the user that the person who has passed through the arch has on them a metal object. It helps the user assess the situation before completing the search either with a hand held detector and or a manual search.

Good training is vital. Equipment suppliers can give you advice as to where to place the unit, train your staff in the use of the equipment and also teach them routine maintenance of their products.

32. Map

Have a comprehensive map of the school displayed in reception, in the Head Teachers office and administration office, (have a copy of this map held in the Safer Schools/Youth Office) this will help in co-ordinating emergency services and school staff should a critical incident occur.

33. Mirrors.

All glass mirrors must be laminated or made of toughened glass and marked with the British Standard, please see

BS EN 1036-2:2008. Glass in building. Mirrors from silver-coated float glass for internal use. Evaluation of conformity; product standard

If the mirrors are either broken or deliberately broken thousands of pieces of glass, shards will fall to the floor causing injury and damage. The film will retain the shards preventing it from falling to the floor. For further information go to:-

http://www.bsigroup.co.uk/en-GB/search-results/?q=mirrors

33.1 Convex metal mirrors

Consider fitting polished metal mirrors in hard to view areas such as stairways, car parks and canteens. This will help staff monitor student activity and also help everyone in the school know what they are walking into. This is an inexpensive security measure, they are easy to install and once fitted correctly should not need much maintenance apart from cleaning.

34. Monitored Security System

The premises should be equipped with a monitored security system with a signal terminating at a recognized Alarm Receiving Centre (ARC). The system should comply with the current version of the EN 50131-1 standard (PD6662 Scheme for the implementation of European Standards) or BS 8418 for detector active CCTV system to be eligible for a police response as defined by the Association of Chief Police Officers (ACPO) Policy on Police Response to Security Systems, Level 1 status. This should incorporate personal attack buttons for the use of staff in the reception area.

35. Perimeter Fencing

Good quality perimeter fencing surrounding the whole site is essential to the safety of the school, teachers, staff and students. Poor quality fencing makes the school vulnerable to unauthorised access, criminal damage, theft, the public passing drugs or other unauthorised items through the fence to students in the school or college grounds. In the long term, secure fencing will save the school money. It is most important that fences and gates are regularly checked and maintained, there must not be any damage, no gaps either in or under the base of the fencing.

- Look for high quality close welded mesh fencing. This looks nice, is less officious and cannot be cut or climbed. It can also be dipped into coloured paint so it can be any colour.
- All perimeter fencing should not be less than 2.4 metres high.
- Vertical fixings will need to be close shackled with no gaps to prevent anything being passed through.
- Concrete fixings will need to be fixed at the bottom to prevent students from digging earth away from
- under the fence to either exit the grounds or to pass or receive anything to someone on the other side.
- Where the fencing is open drugs and weapons can be easily passed through, consider fitting bamboo fencing on the inside. This is a good temporary measure until funding can be found to replace the fencing.
- Bamboo fencing will help to improve student privacy and reduce the risk of anyone from passing anything through it; it will have limitations because if the fencing is low, people could still look over the top, so it may not stop someone from throwing anything over it.
- The bamboo fencing will need to be checked regularly to ensure it is secure and not damaged, the plus side is that it is not too expensive, it is not difficult to
- fit, and it can be secured at ground level. Whilst it is not completely solid it does make it difficult for anyone on the outside to see in, it also does not cut out the light. This has proven effective in many schools.
- To prevent students climbing over the fence fit a flexible security topping.
- For additional protection consider planting fast growing thorny hedges and shrubs, these are a very effective barrier and deter anyone from considering climbing into or out of the grounds.
- They will need to be maintained and not allowed to grow above one metre in height or width to prevent them from encroaching into areas where authorised people have access.
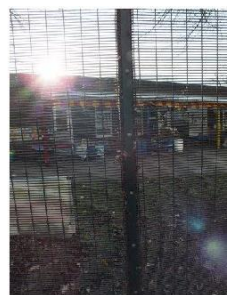
- Integral gates should be robust, have good locks and anti-lifting hinges.
- For remote perimeter areas where staff and students are unlikely to have access, plant dense hedging and defensible planting, like hawthorns, these are a cheap and attractive security measure as it makes it difficult to climb over.
- Monitor the perimeter with CCTV.

All fencing should be a minimum of 2 and half metres high, vandal resistant, robust, grounded on a hard surface, difficult to scale and have anti climb topping. Chain link and similar low grade security fencing is for boundary demarcation only and should not be used. Look for British Standard BS.1722

36. Radio Communication

The concern facing all schools/colleges today is the recent rise of youth and gang crime anti social behaviour. The question is how far should the school/college go to create a safe environment without creating a fear of crime? On the other hand, it is important that all contingencies are looked at, and one is; as a priority staff must be to be able to communicate quickly and effectively in case of an incident or emergency. Radio communication is an effective security tool and should be used in every school and college.

The use of radio communication will help in improving safety as communication is almost instant; it enables users to converse at the touch of a button and to more than one person at a time, getting assistance quickly. This cannot be done by using a mobile phone.

If the school/ or college decide to have radios they will need to consider having either an **'on site'** yearly radio licence or a UK general radio licence which lasts for three years. Radios should be issued to all senior staff and there should be a radio for every Porto Cabin and building that provides classroom facilities. Two-way radios will not be suitable for large or duel sites.

36.1 Who will need a radio?
- Head Teacher
- Deputy Head teacher Head of year
- Each department will need a radio
- Staff supervising students in the playground and playing field Reception.
- Security
- Caretakers
- Site manager
- Canteen manager

When choosing a radio system you will need to consider getting a few speaker microphones. This will allow the user to keep the radio inside a jacket, and have a small microphone on their lapel. This will be practically helpful when monitoring outside facilities and will help to keep the radio dry in inclement weather.

If the police are called to an incident at school/college, no investigation should be undertaken by the school other than is necessary to establish the basic facts to make the reporting decision.

Every effort should be made by the school/college to preserve any evidence i.e. property, drugs, weapon, CCTV etc and where applicable, the scene of the crime. If a gun is found **do not** pick it up, cordon the area off, and wait for police.

Initial inquiries undertaken by the school in the first instance should be fully documented, as it may be needed later if the matter goes to court. **Copies** of any documentation generated in respect of the incident should be handed to the police. Original documents should be retained by the school in the first instance.

METROPOLITAN **POLICE**

Depending upon the seriousness of the incident the school or college should consider using the 999 facility. Alternatively, if immediate police assistance is not required, contact should be made with responsible police staff, or if not available call the non-emergency number 101.

37. Emergency Response to a violent incident

The following information may be covered within the schools Health and Safety Legislation. Areas that need to be considered in the event of a serious criminal incident are: -
- Identify who will be in charge of coordinating the emergency response.
- Full and current training must be given to staff who will coordinate the response.
- Colour coding risk levels that indicate the seriousness of the incident.
- These codes can be announced over a Tannoy system so that the teachers are aware of a problem without the knowledge of the students.
- Develop an emergency response team consisting of school personnel, police, fire and other emergency services.
- Know who these people are and have regular meetings to keep up-to-date with new policies for dealing with the aftermath of a violent incident.
- If a serious incident occurred i.e. a wounding, the immediate area and the area around it MUST be kept clear of all unnecessary personnel except emergency services and trained first aid personnel.
- Where possible keep the area sterile so as not to impede police investigation.
- Have clear lines of communication with staff and emergency services so they know where the incident occurs and are kept updated until their arrival.
- Have a full Crisis Management Plan, and share this with police.
- Should you require critical incident advice please contact your schools liaison officer who will be able to assist you.

38. Reporting incidents

In February 2004 a document entitled 'Crime Recording By Police Officers Working In Schools', was jointly issued by the Department for Children, Schools and Families (DCSF), Home Office and Association of Chief Police Officers (ACPO). The policy, agreed by the Home Office National Crime Recording Steering Group, determines that it should be the responsibility of school managers and staff, not the police, to deal with and record behavioural incidents involving children and young people on a school site in the first instance, even though it may be decided later that some cases might amount to criminal conduct.

Section 37 of the Crime and Disorder Act 1998 and The Education and Inspections Act 2006 requires the principal aim of agencies involved in the youth justice system, to focus on the prevention of offending by young persons.

Schools have a statutory obligation to record and report incidents on their premises to the Health and Safety Executive. Such incidents will include violence to other pupils or staff, criminal damage to school property or to the property of other people in the school, theft, disorder and substance abuse – these are all issues which school managers will want to address, in respect of which schools will need to develop proper recording procedures.

The Department for Education has issued advice to schools dealing with a number of typical incidents. Information can be found at: www.education.gov.uk

28.1. School Help Advice Reporting Page (SHARP)

This is a scheme that has been designed to work with SIMS system on a computer; it has a number of web pages that are bespoke to each school. Its main functions are to allow young people to e-mail anything of concern to them, anonymously if they wish, to a named individual from within the schools management team and or a named police officer. It is then for those individuals to decide what is the appropriate course of action and deal with the issues raised.

METROPOLITAN
POLICE

Secondly, there is a library of resources on the system which the named individuals can access and select what they want students at the school to be able to access on that schools SHARP site. This can be changed almost instantly dependent on issues and incidents that may affect the individual school or surrounding community.

Its other benefits are: -

1. The system can be used as an information gathering tool for incidents in school.
2. Education tool for main types of behaviour which affect schools – Bullying, Health, Community Issues, Weapons and Hate Crime.
3. Powerful Communication Tool – where we can send the messages we want to give to the youth across the UK.
4. Measuring Tool – to measure how successful the system is.

The system also covers every principle of the Every Child Matters Agenda in education today. This system could be very beneficial to the school with the increase in gun and knife crime, increase in gangs both male and female it is vital that there is a system in place where students feel safe to communicate their concerns to staff in an anonymous way if they wish. If you wish to know any more about this system please contact your schools liaison officer

39. Roofs

Low roofs can be susceptible to being climbed on and are often used as the main sort of illegal entry into the school by burglars: - in order to prevent this fit anti climbing aids (see anti climbing aids).
- If you have a low roof that has overhanging 'eaves' you need to fit roof edge protection, (if someone climbed up on your roof and fell off you may be liable). Sky 'lights' should be closed and locked.
- Care should be taken before installing air conditioning units to ground floor classrooms; these should not be placed under low roofs as they can be used as a climbing aid.

40. Seating

o External seating and tables needs to be secured to the ground to prevent them from being moved.
o Placing attractive seating in areas where there is good visibility will help staff monitor and control student activity subliminally. Students should sit in locations selected by senior management rather than loitering in out of bounds and out of sight areas.

o It is important to select robust picnic tables and chairs to help prevent criminal damage and instant arming. This can occur when wooden tables and chairs have not been maintained and have split and dried out and the wood is easily pulled out. The broken fractured bits of wood can cause considerable injury if used as a weapon.
o Consider using metal seating laid out in a staggered way with alternate facing to prevent intimidation and large groups from hogging the seating.
o Do not use any external seating or picnic table that attracts more than 6 people. Hexagonal seating will help prevent 'hogging' and offer maximum use of a seating area. They also have heavy duty wood and concrete tables for students to eat their lunch at. Both these ideas are good examples of catering for the students without too much of a cost and make maximum use of the limited space available.

41. Security officers

(S.I.A stands for Security Industry Association).

Not all schools and colleges employ security officers; some rely on senior management to deal with any disagreements or altercations. However having a security officer takes away the huge responsibility of dealing with confrontational matters and allows teachers and staff to continue in their daily routine unless a serious incident occurs.

All security officers in the UK have to complete SIA training, they have to pass the security licensc exam before being allowed to work. They are taught to deal with difficult real life situations and what to do when they occur.

They learn how to search, write accurate notes and detailed reports in case the information is needed for court, they learn how to control and restrain, and when they can legally arrest someone. (Please not they can only arrest under common law).

If the school or college do decide to employ security officers the following will apply:-

- All security officers must be fully registered with the Security Industry Authority (SIA)
- All security officers must display their registration badge while working, and be easily identified as security staff

Schools and colleges should not accept security officers with applications/process papers. Check all security officers with the S.I.A before commencement of the work. It is not enough to just check the badge itself, as forgeries can occur, or an individual may have had their licence revoked, but still be in physical possession of it. Checks can be completed by checking the **Register of Licence Holders (RoLH),** which is a public register, available 24/7, via the SIA website www.the-sia.org. uk or via the SIA helpline 0870 2430 100.

41.1 Security officer's registration book.

If the security is employed through an agency it is important that the security officers enter their details at the start of the working day in a security registration book. This should record their name/company's name/ booking on and off duty times/SIA registration number the time they start work and the time they finish work.

44. Toilets

Toilets and changing areas can pose a security risk,
- They are often not supervised
- They are old and in need of refurbishment and have may good places to hide items or
- They are new single unisex independent toilets that cannot be easily monitored or controlled

The problem areas are;-

- Toilet cisterns that are not sealed down.
  - These can be lifted and items can be placed in a sealed plastic bag and hidden in the cistern for later use. This method is often used for hiding drugs, guns and knives.
- Service pipe to the toilet cistern
  - Items can be hidden in between the pipes and the wall.
- Bins
  - Solid bins provide a good place to dispose of unwanted items.
  - Used needles, knives, stolen property have been found in these bins, use see through bins to prevent this from happening.
- Broken walls and floor panelling
  - Can be a good place to hide items.
- Loose ceiling tiles
  - These can easily be lifted out of place; this is a very good place to hide items. Often used to hide drugs, weapons and stolen items that can be claimed later.

- Broken cupboards or cupboards with poor locks.
  - These areas are also a good place to hide items.
  - It also shows neglect of the toilet and encourages illegal activity.

All these areas need to be secured and if this is not possible then regular checks must be made.

- Good maintenance is vital, it sends out the message that these areas are being monitored. Repair broken panels and doors. Place good quality locks on any cupboards.
- Where possible have CCTV observing the entrance of the toilets.
- Made sure that the lighting is in good working order.
- Have the light switches for the toilets locked either down or on a remote control. This will prevent the light being turned off by students and assist staff when checking the toilets.
- Remove solid bins and replace with clear plastic bags hanging from a metal-framed collar.
- Look for tiles that have been moved. When checking loose ceiling tiles bs careful, make sure that a full risk assessment is carried out before lifting them. There may be disused syringes, drugs, a gun or knives hidden behind the tile, which was been put there in order to be collected later.
- Lock or secure down the toilet cisterns to prevent abuse.
- Enclose all service pipes with hidden fixings.
- Protect light fixings with anti vandal covers.

45. Violence against the teacher

National figures show there were 8,030 assaults on school staff in England by pupils aged between four and 11 in 2011. Teachers in London have suffered more than 4,000 assaults from pupils over the past five years.

School or College physical survey assessment looks at ways of reducing the risk of knives and guns getting into schools. It helps to advise head teachers, mangers and staff to identify and understand where the physical risks are and look at ways to target harden that risk. There is always an element of risk no matter how secure an environment is, when dealing with so many personalities violence can erupt quickly. It is how this element is managed. According to NASUWT (reference enough is enough: NASUWT campaign against violence, abuse and harassment 08/01/04) a teacher is abused every seven minutes.

45.1 How to reduce the risk of student attack?
Teachers are often isolated within their classroom, and when an incident occurs, they need to know that there is assistance or back up when called for.

- It is important that teachers are issued with a radio; it may help in reducing or preventing violence occurring towards a teacher or member of staff or student.
- All classroom doors must have a vision panel so that staff can easily see what is occurring inside the room.

METROPOLITAN POLICE

- All classrooms must be locked when empty so that students cannot hide or surprise staff.
- All scissors, glass objects such as vases and science equipment must be kept under lock and key and only issued when needed.
- Staff working in inclusion blocks should have a teacher's assistant working with them.
- There should be regular security searches of students and their bags, this means periodic knife arches being used.
- Close partnership and information sharing with the Youth Offending Service, Police and Probation service.
- Weekly updates between senior management and staff regarding rising tensions in the school or college.
- Risk assessments for at risk students.

46. Walls

Wall textures can influence the safety of the building. If there is a break in the wall structure that allows for a foothold they can be climbed and access obtained into the building. Any unnecessary and disused projections in a wall should be removed.

Graffiti should be removed as soon as possible; otherwise it will encourage students to paint more. 'Tag' marks this means that a group of students are stamping their authority within the grounds or buildings.

What is the difference between Graffiti and Tagging?

- In relation to a school or college this would be considered as criminal damage, the student on the other hand may consider it to be 'artwork' or a message about a person or place.
- Tagging is related to gangs that look to place their personal signature on a wall or obvious place to mark their territory and to warn other gangs away from their area.

Graffiti artists should be reprimanded in accordance with school and police policies. Walls that are graffiti prone should be treated with anti graffiti protection.

47. Weapons

Not all weapons look like weapons and not all are made of metal therefore they cannot be found using a metal detector, below are some pictures and information of different types of weapons.

The picture on the left is a non metal knife made from Grivory, it is reinforced plastic, and stronger than even the super tough Zytel Cold Steel used in earlier models. These new knives are UV and heat stabilized, making them impervious to the elements.

The picture on the right shows a personal grooming aid, the Honey Comb. To all intents and purposes it appears to be a simple hairbrush, but the fully functional brush also acts as a sheath that conceals a highly effective stiletto dagger! The 3 1/2" long dagger has a 1/2" thick cruciform cross section and tapers to a needle like point, it is made of injection moulded Zytel® a tough, stiff nylon and fibreglass composite that contains no metal and is impervious to the elements.

This comb was used to fatally stab a young girl in south London in 2011.

Other items that can be found on the internet to buy as weapons are:-
- Lipsticks that have been converted into a flick knives.
- Solid metal pens that when taken apart have a narrow blade inside.
- Metal Afro combs.
- Dagger necklaces.
- Umbrellas
- Belts with hidden daggers.
- Super soaker toy water guns filled with petrol or spirit.
- Mobile Phones.

48. Windows

Windows on the ground floor can become a point of entry into the building if not locked.
- All windows should have restrictors to prevent any one passing anything into or out of them, alternatively, climbing into or out of the room.
- Windows need to be laminated to the minimum of 6.8 laminate glazing. (Fitted with anti-shatter window film fitted to the inside of the window glass to BS 6206 EN12600 class 2B
- standards. Workplace (Health, Safety & Welfare) Regulations, Regulation 14 makes it mandatory.)
- Window should be to BS 7950 Windows of Enhanced Security or LPS 1175 SR2 or 3 and BS 644 for timber windows, BS 4873 for aluminium, BS 7412 for PVC U or BS 6510 for steel windows.
- Windows must have key locks and locked when the room is not in use.
- Avoid louvered windows as they are easy to remove and provide the perfect entry point for any burglar.
- Georgian glass is not security glass. It is mainly used in fire doors and should be fitted by a licensed installer.

PLEASE NOTE
It is the public function of the Metropolitan Police Service ('MPS') to prevent and detect crime and to promote measures, which further that function. The advice/guidance given is given in accordance with that function and is to an assurance that crime will be prevented. Nor does the giving of advice create a legal relationship with the MPS and its recipient. As such the MPS will incur no liability for any loss or damage (of whatever nature) occasioned to the recipient of the advice its employees agents or customers, or any other person arising directly or indirectly from the giving of the advice.

The inclusion of any company names with this report is NOT a recommendation of the product and is merely for your information. Should you wish to use any of the products; the MPS will accept no liability thereafter.
This survey/advice is based on information supplied by yourself and observations at the time of the survey and current crime trends in the area concerned. The recommendations given are those of the officer conduction the survey, which in their opinion may reduce the risk of crime but do not offer or imply a guarantee of crime reduction

Useful contacts.

Secure by Design www.securedbydesign.com.
The company is funded through partnership with companies whose products meet technical standards identified by ACPO CPI. In return, the licensed company is able to utilise the Secured by Design logo and, on those products, which meet the technical standard, the title 'Police Preferred Specification' in accordance with the terms of their licence agreement Products that meet the SBD standard have been attack attested to a high level of security.

Security Associations and useful contacts.

Below is a list of recognised security associations, where you can obtain recommended security advice.

Security Associations and Awards

Data protection Tel No. 01625 545745, or www.dataprotection.gov.uk.

British Standard 7960 relates to the wearing of ID badges whilst on duty.

Office doors. Appropriate office door security should be (LPS 1175 SR2)

SIA website Licensees can check all door supervisors on the public register of licensed holders before commencement of work on the **Register of License Holders (RoLH),** which is a public register, available 24/7, via the SIA website www.the-sia.org.uk or via the SIA helpline 0870 2430 100.

Security Associations Below is a list of recognised security associations, where you can obtain recommended security advice.

Security Associations and Awards The UK website for manufacturers and suppliers of **equipment** and **services** to police - law enforcement - prisons - fire services.
Civil defence www.appss.org.uk

Certification of construction products, environmental schemes and Health and Safety www.**bre**.co.uk

BSIA The British Security Industry Association is the professional trade association for the security industry in the UK. The BSIA places rigorous requirements on companies wishing to become members. www.**bsia**.co.uk

Loss prevention Council certification for fire and security products www.lpc.co.uk

Directory of licensed and registered **locksmiths**, guidelines, contact details and links. www.**locksmith**s.co.uk

NSI Nachos Gold AC Controls has had the full approval of the National Security Inspectorate (NSI), and has achieved the top award for electronic security systems - 'NACOSS GOLD'. NSI is the national body, which inspects firms providing security systems across the UK (A recent amalgamation of two previous bodies - NACOSS and ISI). NACOSS GOLD requirements.

Security Systems and Alarms Inspection Board (SSAIB) SSAIB is a non-profit making organisation whose sole aim is to protect the users of security systems against unsafe or unsound security installations. It achieves this objective by maintaining a Roll of Installers throughout the country who is registered with the SSAIB.

SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

Reference websites

Closed Circuit TV Camera Usage Good Practice Guidelines
http://www.centralbedfordshire.gov.uk/Images/CCTV%20Best%20Practice%20for%20schools_tcm6-18360.pdf

Detectnology (UK) Ltd : www.detectnology.co.uk

Ending gang and youth violence
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/97862/gang-violence-detailreport.pdf

Guide 4 Improving security in schools
http://www.essexclerks.org.uk/sites/default/files/Improving%20security%20in%20schools.pdf

Insight 1 Violence in UK schools: what is really happening? Dr Jane Brown and Dr Mandy Winterton *www.bera.ac.**uk**/system/files/Insight1-web_0.pdf*

Local planning guidance note 24 Designing out crime (defensible planting) www.wrexham.gov.uk/assets/pdfs/planning/lpg/guide24e.pdf
Guide 4 Improving security in schools
www.essexclerks.org.uk/sites/default/files/Improving%20security%20in%20schools.pdf

Local Policing Guide for early intervention and prevention of youth crime and anti-social behaviour managers (NPIA)
http://www.acpo.police.uk/documents/children/2010/201003CYPASBM01.pdf

London Evening standard
http://www.standard.co.uk/news/education/violent-school-pupils-attack-900-london-teachers-a-year-8440965.html

Managing Violence in Schools. School Security! Code of practice no. 32 (S) and Guidance for Head teachers and school based staff.
http://essexcc.gov.uk/vip8/si/esi/content/binaries/documents/Service_Areas/Health_and_Safety/Violence_in_Schools.pdf

Police Officers in Schools:
A scoping study http://www.nfer.ac.uk/nfer/publications/PCOX01/PCOX01.pdf

Reducing knife, gun and gang crime
https://www.gov.uk/government/policies/reducing-knife-gun-and-gang-crime

Safe Security Services Ltd
http://www.safesecurityservices.co.uk

S.H.A.R.P (School Help Advice Reporting Page)
http://www.thesharpsystem.com/

School fire and security guidance
http://www.zurich.co.uk/municipal/toolsandtips/informationlibrary/schoolfireandsecurityguidance.htm

Telegraph One-in-five teachers 'physically attacked' at school
http://www.telegraph.co.uk/education/educationnews/8735837/One-in-five-teachers-physically-attacked-at-school.html

Violent school pupils attack 900 London teachers a year
http://www.standard.co.uk/news/education/violent-school-pupils-attack-900-london-teachers-a-year-8440965.html

CPO Jo Poole 194025

SCHOOL AND COLLEGE SECURITY ASSESSMENT MANUAL

Us Department of Home Lands security
http://www.dhs.gov/school-safety

METROPOLITAN
POLICE