



RIKKYO SCHOOL IN ENGLAND

School Security

Date	Review Date	Coordinator	Headmaster
16/04/2019	21/01/2020	Mr. M. Imada	Dr.T. Okuno

We have a duty under the Education Act 2002 and the Children Act 2004 to safeguard and promote the welfare of children and to safeguard and promote the welfare of school personnel and people who use the school under the Health and Safety at Work Act 1974.

It is essential to have in place sound school security systems to protect pupils, school personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure learning environment for their children. Our principal aim is to ensure the personal safety of the whole school community and will have in place effective school security procedures. However, it is not our intention to turn the school into a fortress but to create a balance between a warm and welcoming learning environment combined with sound security systems and procedures. We want pupils to feel safe in a school that provides a safe and secure environment.

Vehicular access is via the Gate only, but a bridle path runs through the grounds East – West and a footpath North – South. There are notices where School paths cross the public bridleway and footpath that access to the school grounds is prohibited. The Gate is automatically shut during the early evening. Access is then by remote control or entry phone.

Boarding is in the Main Building and Garden House for girls and in the New Building and East and West House for the boys. All front doors to all buildings have different key code locks. Main Building and New Building are linked building which are separated with a door. In case of fire access is required from Main Building into New Building, and the door is therefore locked from the Main Building side only.

Visitors are not permitted within the boarding areas unless they are escorted by an appropriate member of staff.

External CCTV covers the main buildings and driveway. It is monitored by the Duty Teacher from their designated room. Internal CCTV is fitted in buildings as an anti-theft measure. **NO CCTV IS IN ANY OF THE DORMITORIES.**

Aims

- To protect pupils, school personnel, visitors, buildings, grounds and equipment from damage, arson and theft.
- To provide a secure environment for pupils, school personnel and visitors to the school.
- To create a feeling of security awareness throughout the school community.



RIKKYO SCHOOL IN ENGLAND

- To ensure parents feel confident that everything is being done to create a safe and secure learning environment for their children.
- To ensure compliance with all relevant legislation.
- To work with other schools to share good practice in order to improve this policy.

Responsibility for the Policy and Procedure

Role of the Headmaster

The Headmaster will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- provide guidance, support and training to all staff;
- ensure that security measures are in place and are effective;
- ensure that all school personnel are aware of procedures;
- appoint new staff that are checked by the Disclosure and Barring Service;
- carry out routine security checks;
- monitor the effectiveness of this policy by speaking with pupils, school personnel and parents, and by analyzing the number of school security incidents in the last academic year.
- ensure that security procedures are in place before any school event especially when invited parents and the general public might compromise school security, for example at school concerts, open day, Japanese evening, sports day and sports fixtures.
- delegate the day-to-day implementation of this policy to the Coordinator;

Role of the Health and Safety Advisor (Safe-C)

The Health and Safety Advisor will:

- lead the development of this policy throughout the school;
- undertake an annual security audit;
- undertake regular meetings with the H&S committee,
- work closely with the Headmaster;
- provide guidance and support to all staff;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;



RIKKYO SCHOOL IN ENGLAND

Role of School Personnel

All school personnel will:

- be aware of and abide by this policy;
- carry their school ID badge visible at all times;
- ensure that visitors sign in and out at the school reception;
- challenge any unidentified individuals;
- inform and remind pupils of security procedures such as the reporting of unidentified visitors who are on the school site;
- secure windows and doors when rooms are not in use;
- keep valuable equipment secure;
- ensure the security of school equipment when taken off the school premises, such as laptops;
- report any concerns they have on any aspect of the school community

Role of Pupils

Pupils will:

- be aware of and comply with this policy;
- abide by all security measures that are in place;
- listen carefully to all instructions given by the teacher;
- report to a member of staff any person seen within the school not wearing a visitor's badge.

Visitors / Contractors

- A visitor is defined as any adult person (over the age of 18) seeking to enter the School premises who is not a pupil, employee of the School or the immediate families of resident staff.
- All visitors and contractors must report and sign in at reception where they will be issued with a visitor's badge
- The visitor's badge must be worn visible when on the school premises

Risk Assessments

The security risk assessment should cover the following and should be reviewed annually:

- pupil and school personnel inside and outside the school building
- entrances and exits
- alarm systems
- fire safety
- dealing with intruders



RIKKYO SCHOOL IN ENGLAND

- abduction of a pupil
- suspected bomb threat

Security Procedures

All security procedures must be reviewed annually.

Each day school personnel must be aware of the following:

- entrances and exits are secure
- windows are secure
- challenging unauthorized people on the school site
- combustible material must be collected
- alarms are switched on
- outside lighting is switched on
- security of valuables and personal possessions
- visitors and contractors
- IT security and confidential information
- dealing with suspicious parcels or objects

Security Measures

The following security measures are in place:

- Access control system
- Security lighting
- Burglar alarm
- Fire alarm
- CCTV
- Perimeter fencing
- Controlled entrance gates
- Window security
- Roof security
- IT security

Removing People from the Premises

- Where an individual trespasses onto the premises, the school has a right to ask that person to leave the school grounds;
- Unidentified individuals who refuse to report to the school reception, who become aggressive or who are considered to be a threat to the safety of pupils will be escorted from the premises, and if necessary, the police will be called;



RIKKYO SCHOOL IN ENGLAND

Training

All school personnel receive periodic training so that they are kept up to date with new information.

Reporting

All breaches of school security must be reported, recorded, investigated with an improvement being made to the school security procedure that was breached.

Monitoring the Effectiveness of the Policy

The practical application of this policy will be reviewed annually or when the need arises by the coordinator, the Headmaster.

Previous dated 13/11/2015, amended 14/12/2016, 14/12/2017 and 21/01/2019