

Captain Webb Primary School – Annual Site Security Audit

Date: 10/03/24

Completed by: L Sanderson

1. Perimeter

	Yes/No/ Partly	Notes
1.1 Is the boundary protected by a secure fence/railings (BS1722) over 2m high?	Yes	All boundary fencing is 2m high
1.2 Are gates same height as fencing, fitted with anti-lift hinges and locking mechanisms that do not aid climbing?	Yes	All gates are same height as fence, they have anti lift hinges. The locks have flush fitted external plating to inhibit access and climbing – from the outside.
1.3 Is planting close to fence less than 1m in height?	Yes	Planting next to boundary fence is kept to a minimum and is low level only
1.4 Are tree canopies higher than 2m from ground, providing a clear line of site?	Yes	Only mature trees, clear line of site from building.

2. Main Site Entrances

	Yes/No/ Partly	Notes
2.1 Are main vehicle and pedestrian access points overlooked by school office?	Yes	Clear site from Receptionists desk
2.2 Are other access points locked unless needed for deliveries or other specific needs?	Yes	Gates are locked at 9am (after parents drop off the children), and only opened for deliveries – they remain locked until 3pm (When parents collect). The gates are then locked from 3:30 until morning.

3. Lighting

	Yes/No/ Partly	Notes
3.1 Is security lighting provided around perimeter of school buildings with dusk to dawn lighting on all elevations where there is an entrance?	Yes	Refurbished in 2021 to newer led lights
3.2 Does the lighting eliminate any potential hiding points?	Yes	Full coverage of entrance points and walkway round school. Does not cover rear of building as not exit route out of school hours

4. Car Park Areas

	Yes/No/ Partly	Notes
4.1 Is the car park well-lit and has good natural surveillance?	No	Carpark is no longer in use – used as additional playground space. No parking on site.

5. Doors and Windows		
	Yes/No/ Partly	Notes
5.1 The main entrance door to the school should incorporate some degree of access control such as a remote electronic lock release device incorporating an intercom and visual verification.	Yes	Main gate to access site has remote access/intercom. Main school door can be restricted, but no access can be gained into building without electronic access from office, where ID is confirmed before entrance given.
5.2 Other entrance points should be kept locked to prevent them being opened from the outside but able to be unlocked from the inside in the event of an emergency.	Yes	All other exit/entrance points are externally locked, with thumb turn for exit in case of emergency.
5.3 There should be one entrance to the school building via the office/reception, with clear directional signs indicating its location to visitors. In turn this door should incorporate suitable access control with a remote electronic lock release, intercom and visual verification.	Yes	There are two main entrance doors – the main office and the nursery office. Both these doors have electronic entrance systems and clear visibility to assess visitor. One has a telecom system. Neither can be accessed without the main pedestrian gate being released first.
5.4 All windows and doors should be checked and assessed to ensure that the locking mechanisms are in working order and are fit for purpose.	Yes	Daily checks by caretaker. Any defects reported to SBM or Finance Admin who book immediate repairs.
5.5 All fire exit doors should be devoid of external door furniture.	Yes	All fire exit doors are kept clear. Corridors are kept clear to width of fire door.
5.6 All ground floor or other easily accessible windows above ground floor level should have suitable key operable locks fitted for additional security.	Yes	All windows are fitted with key operated locks.
5.7 Glazing to doors and ground floor windows should include one pane of attack resistant laminated glass	Unknown	
5.8 Steps should be taken to prevent access to the roof and/or courtyard areas	No	Currently the roof is easily accessible. Most of building is low level single story.

6. Alarm systems and CCTV		
	Yes/No/ Partly	Notes
6.1 A type 'A' monitored alarm is essential for school buildings, especially those that are remote from residential areas. Type 'A' alarms are monitored by a central monitoring station and have the facility for immediate response to any security breaches.	Yes	Alarm fitted through LA contract – maintained by BiT contract. System is monitored by redline and phone line links. School watch monitor the system and attend on any alarm.
6.2 It is essential to have clear facial recognition in order to identify an offender and for subsequent evidential use.	N/A	Visual evidence only – no CCTV
6.3 The main areas for coverage of CCTV are entrances, IT suites, offices, locations with little natural surveillance and circulation areas, both inside and out.	N/A	No CCTV on site
6.4 Fittings should be vandal resistant and positioned out of reach	Yes	Internal security fittings only
6.5 Lighting should support the operation of CCTV, which should not be restricted by trees, shrubs or other landscaping features.	N/A	No CCTV on site
7. IT Suite		
	Yes/No/ Partly	Notes
7.1 If the school has an IT suite it should be located in the centre of the school to make it harder for an intruder to gain access.	N/A	School no longer has an IT Suite.
7.2 Any IT suite, including the roof, doors, walls and windows should be thoroughly secured. It should also be covered by a monitored alarm and CCTV	N/A	School no longer has an IT Suite.
7.3 All computers should be secured to the desk if they cannot be moved.	N/A	School no longer has an IT Suite.
7.4 Ensure any cable locks or security cages used are recognised by the Loss	N/A	School no longer has an IT Suite.

Prevention Certification Board or meet Secured by Design standards.		
7.5 Any tablets or laptops should be stored in a lockable cabinet that is bolted to the floor. This cabinet should be made of reinforced steel and designed to resist crowbars, cutting equipment and lock pickers.	Partly	Laptops and tablets are kept in appropriate, lockable cabinets, but these are not bolted down.
7.6 Avoid advertising desirable IT equipment to thieves. Staff should refrain from mentioning IT assets on the school website and social networking sites. Also avoid disclosing significant IT purchases to the local media.	Yes	IT used in school is low-cost equipment. The school does not advertise the equipment it uses, and makes use of refurbished equipment.
8. Property Security		
	Yes/No/Partly	Notes
8.1 A secure store area should always be considered for the storage of those items most at risk, such as computer projectors, laptops, digital cameras, musical instruments and money. Items should be marked on the exterior and interior (where possible).	Partly	The age and design of the building does not allow for much secure storage areas. The school protects the IT equipment by shuttering the room. The building is fully alarmed and monitored.
8.2 An inventory should be kept with photographs, serial numbers and identification marks. Details need to be readily available in the event of theft. There is free online registers available for property ownership details when property is recovered, that can be found by searching on the internet.	Yes	There is an inventory kept of all IT and digital equipment, that includes serial numbers, manufacturers details, and description. All items are security labelled. There is an asset register of all items of value within the school.
9. IT Equipment		
	Yes/No/Partly	Notes
8.3 Computers and other equipment are vulnerable to theft. Careful siting of power trunking will ensure that they are kept away from windows.	Yes	

8.4 Computers should be fitted into individual steel cases (to LPS 1214 standard) and projectors should be inside steel cages (ISO 9001-2000).	No	
8.5 Laptops should never be left in classrooms unattended. Lock them away in a secure cabinet and at night they should be either taken off the premises or moved to a secure room.	Yes	Laptops are either taken off the premises or kept in lockable cabinets.

10. Access Control

	Yes/No/Partly	Notes
<p>10.1 Signage Appropriately worded signs should be displayed indicating opening times and directing visitors to the school office/reception. In addition, appropriately worded warning signs regarding the presence of an alarm system, monitored CCTV, trespassing and the fact that all property of value on the school premises is property marked should be displayed</p>	Partly	<p>There is clear signage directing visitors, but it does not state opening hours.</p> <p>We have no CCTV</p> <p>We have notices advising that SMARTWATER is in use on site.</p>
<p>10.2 Visitors 10.2.1 Visitors to the school should not be allowed to wander about the school unaccompanied. Identification provided by local authorities, utilities or other organisations should not be accepted as an alternative to the school's own system.</p>	Yes	<p>Visitors for whom we hold sufficient safeguarding data are allowed to move freely (Ed Psych/Music Teachers/supply teachers etc.)</p> <p>Visitors where identity is checked but no Safeguarding information available are accompanied on site (works contractors etc.)</p>
10.2.2 All staff are to wear ID badges and anyone not wearing a badge should be challenged.	Partly	We are in the process of procuring badges for new staff. All other staff are issued with picture ID badges.
10.2.3 Good access control is essential to the security of the school during the school day. Procedures should be in place to ensure that, no one is able to access	Yes	<p>Site only accessible via intercom gate (pedestrian walkway), or by phoning office for a member of staff to open main gate (deliveries)</p> <p>Access to building/playgrounds etc. is only possible by fobbed door system via main office or nursery.</p>

<p>The school buildings unacknowledged and that once in the building systems are in place to protect or help pupils and staff should support become necessary.</p>		
<p>10.2.4 All visitors, including school governors, should initially report to the school office/reception, where the purpose of their visit can be established prior to them signing in and being issued with a visitor's badge, valid only on the day of issue.</p>	<p>Yes</p>	<p>Sign in, and badge provided by, inventory system.</p>
<p>11. School Security Lockdown</p>		
	<p>Yes/No/Partly</p>	<p>Notes</p>
<p>11.1 School has a security lockdown plan which includes the following steps:</p> <ul style="list-style-type: none"> • ensure that all students are brought into school quickly using an agreed signal - they should be sent/escorted to their designated classrooms and accounted for using the register • fully secure the premises, locking all doors, and windows, this should be a designated responsibility for named individuals who will be on the premises during school hours - it should be practised regularly to ensure that all locks operate properly and you may need to take advice from the DOCO to ensure that all aspects are covered • call 999 if not already in contact with the police • visitors should be asked to stay, not leave, they should be taken to a designated location of shelter by a nominated member of staff and asked to remain 	<p>Yes</p>	<p>*we are due a drill</p> <p>School has phones in most classrooms for communication, plus we also can you messaging through Clasdojo/or Bromcom.</p>

<p>quiet, turn phones to silent and stay out of sight</p> <ul style="list-style-type: none"> once all students are accounted for in their classrooms, classroom doors should be locked and children asked to sit quietly away from sight if you think or if you are told there is danger of explosion, ensure that all blinds and curtains are closed turn off all lights turn mobile phones to silent and ask everyone to remain quiet you should ensure that your school has an agreed method of communication in this situation such as a 16/06/2023Whatsapp group or similar and wait for instructions 		
<p>11.2 The school should remain in a state of lockdown until a senior member of staff or the emergency services confirm that it has been lifted.</p>	<p>Yes</p>	
<p>11.3 The lockdown procedure should be practised at the start of each term and the head teacher should ensure that all staff are trained and aware of their roles should a lockdown be required.</p>	<p>Yes</p>	<ul style="list-style-type: none"> Due September 2024

Action Plan

Actions Required	By Whom	When	Completed
Purchase new staff badges	LS	Sep 23	
Lockdown drill to be held	SP	Sep 23	