



BCC SECURITY POLICY AND PROCEDURES



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SUMMARY:

BCC recognises and accepts responsibility to provide safe and secure environment for all staff and students at BCC School and BCC Residences. The security procedures will operate within the framework described in this policy and BCC will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

This document includes:

- 1) BCC security policy in general
- 2) Policy objectives
- 3) Responsibilities
- 4) BCC School Visitor Access Control
- 5) BCC Accommodation Residence Visitor Access Control
- 6) Site Security
- 7) Personal Property
- 8) Reporting and recording Incidents
- 9) Attachment

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BCC SECURITY POLICY IN GENERAL

The purpose of this policy is to identify the key elements of the BCC security management system and the way in which BCC seeks to improve the security of our students, BCC staff and other third parties who may be present at the premises. BCC staff and students are a key resource and it is essential that risks to their security are properly controlled through effective security management system and commitment at all levels.

POLICY OBJECTIVES

- Strategic leadership to promote a collaborative response to risk management
- Coordinate responses to risk management
- Identifying ongoing improvements
- Establish effectiveness of security measures and control system
- Actively monitoring and reviewing security measures
- Consulting and training BCC staff regularly
- Informing students of the security policy

RESPONSIBILITIES

The Managing Director will:

- Ensure a security policy is in place.
- Provide staff with enough resources, information and training to implement the security procedures.
- Be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of bcc students and bcc staff.
- Ensure that bcc staffs are aware of, and adhere to bcc security and participate in training.
- All bcc members will display and wear id badges whilst on the premises.
- Ensure that bcc has a safe school and safe accommodation culture.

The Director of Studies will:

- Delegate responsibility for the day to day security of the premises at BCC School.

- Ensure all members of teaching members of staff understand the BCC security policy, processes and procedures and their own responsibilities

Health and safety manager will:

- Ensure staff training needs are kept under review and training is arranged as and when necessary.
- Ensure any issues with security are be reported to the government bodies and other parties such as property management clients.
- Ensure all crimes are reported.
- Maintain the security systems and equipment.
- Carry out regular routine security checks.
- Maintain a record of all security checks.
- Record security lapses, and bring these promptly to the attention of the Managing Director and follow up on issues.
- Raise awareness of security issues.

BCC Staff will:

- Understand a clear message that good security involves everyone in the school or accommodation premises.
- Be aware of operational procedures that affect security.
- Be aware of key control procedures.
- Ensure visitor monitoring.
- Ensure external door monitoring.
- Ensure that all new employees are informed of this during their induction training.

BCC STUDENTS should:

- Not approach any stranger who is not wearing a badge at the school premises.
- Immediately report intruders or strange people at the premises to the nearest member of staff.

BCC SCHOOL VISITOR ACCESS CONTROL

BCC School operates a shared building and monitoring access of parties is a very important part of security control and therefore BCC has to:

- Introduce, implement and fully operate the coded access to the BCC school premises via the front door entrance.
- Carefully consider everyone who is not a member of BCC staff or pupil as an intruder, especially entering of the second floor at the school premises.
- Provide visitors with limited access to BCC school premises (second floor).
- Acknowledge the area of ground floor office as a place to wait until they can be dealt with.
- Identify legitimate visitors and record them in the BCC visitor's book on their arrival.
- Provide all visitors to BCC school with a visitors sticker, which they will wear as long as they are on site.
- Request all visitors to show photographic ID before they enter the BCC school premises (classes or student lounge) situated on the second floor.
- Monitor CCTV cameras installed at the BCC school premises.

BCC ACCOMMODATION RESIDENCES VISITOR ACCESS CONTROL

BCC Accommodation Residences operate a shared accommodation building. BCC has to:

- Introduce, implement and fully operate the coded access to the BCC residences premises via the front door entrance and where not applicable, operate with key security measures.
- Carefully consider everyone could be an intruder, especially entering residences without code or keys.
- Identify legitimate visitors and monitor them, such as third party contractors at the premises. Information about contractors must be discussed and arranged in advance.
- Provide all contractors to BCC residences with a visitor's sticker, which they will wear as long as they are on site.
- Request all visitors to show photographic ID before they enter the BCC school premises (classes or student lounge) situated on the second floor.
- Monitor CCTV cameras installed at the BCC accommodation premises.

SITE SECURITY

All BCC staff are responsible for the security of the BCC School building and BCC accommodation residences. They have to make sure that:

- At the end of the school day each member of staff should ensure that all windows and external doors are securely fastened.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by the health and safety manager.
- Risk assessments are in place and are regularly reviewed by the health and safety manager.

PERSONAL PROPERTY

All BCC students and BCC staff are discouraged from bringing valuable items to BCC school or BCC residences and in the event that they do so the BCC school accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the Managing Director regarding temporary safe keeping.

Criminal incidents require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the BCC school or BCC residences premises. When an intruder is thought to be present on the premises police help must be sought immediately.

REPORTING AND RECORDING INCIDENTS

BCC will maintain an Incident Register. The file can be located in the ground floor accommodation school office. Copies of the incident report forms are also available on request from police or other parties following the data protection procedures.

Offences Not Involving Assault

Any threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved, will be considered as offence.

BCC may decide that incidents in or around school premises or BCC accommodation premises , which might technically amount to committing the offences listed above, are best dealt with internally without involving the police. Should any visitor to the BCC school or BCC accommodation premises behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

An incident that involves physical force

In the event of any person assaulting or battering another person, (staff, student or other adults) BCC will contact the police immediately, and where possible will make an immediate note of witnesses or others in a position to provide evidence of the assault.

When it is reasonable to believe that a BCC student is carrying an offensive weapon it may be appropriate for the Managing Director to search the student if the student agrees to cooperate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched. When a student declines to cooperate, they will be referred to the police. Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.