



مدرسة الدوحة البريطانية  
DOHA BRITISH SCHOOL

# Security Policy



Last Review: September 2021

Next Review: June 2022

Reviewer: Policy Committee





## 1. Policy statement

Our aim is to provide a safe and secure environment for our pupils, staff and visitors. Our Security Policy ensures that we have in place effective procedures to enable us to achieve this aim. The Board recognize and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to DBS. The school's security procedures will operate within the framework described in this policy.

This document identifies the key elements of the School's security management system and the ways in which we seek to improve security of our staff, students, Board and other adults and children who may be affected by School activities.

DBS staff and students are a key resource and it is essential that risks to their security are properly controlled through an effective security management system and commitment at all levels.

This policy should be read in conjunction with the Disciplinary Policy, the Visitors Policy, the Safety of Children Policy, the Safeguarding of Children Policy, the Fire Safety Policy, the Field Trip Policy, the Security Handbook, the Anti-Bullying Policy, the Crisis Management Plan, the Risk Assessment Plan, the Health, Safety and Environment Policy, and other relevant policies and regulations.

## 2. Objectives

- Enabling strategic leadership to promote a collaborative and coordinated response to risk management
- Identifying improvements in security culture and accountability across DBS.
- Implementing ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- Ensuring that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- Informing parents and students of the security policy and encouraging them to help to ensure that it is effective.
- Introducing a single central register of security incidents to be maintained by the school. This will contain details of any situation, incident or potential problem which will require consideration by the Head of operation.
- Implementing a system for the analysis of the potential risks, including the completion of a Risk Analysis Questionnaire which will examine safety and security issues at the school
- Have in operation a report system for consideration by the Board and the Facilities Manager which will consider what resources are, or will be made, available to deal with the recommendations set out in reports
- Make staff, students and parents aware of what measures are being taken, together with the reasons why, and encourage support of staff, students and parents
- Develop a system for an on-going review of all matters affecting the well-being of staff and students at the School, forcing this policy to evolve according to the School's needs
- Review this policy will be reviewed at least on an annual basis



- Develop a system for training for staff for operating a comprehensive security policy
- Review chosen solutions for their effectiveness

## 2. Roles and Responsibilities

- The Board is responsible for formulating the Security Policy and monitoring its implementation. Where appropriate the Board will seek any necessary expert advice to determine the security risks and precautions required to deal with them. The Board monitor the policy on a term by term basis. Any key issues that arise are taken evaluated and resource allocation discussed.
- All Board members will be issued with ID badges and will display them whilst on the premises
- The staff appreciate the importance of security and understand the school's policy and their responsibilities
- All staff appreciating the importance of security and understand the School's policy/procedures and their own responsibilities
- Staff training needs are kept under review and training arranged as and when necessary.
- New employees are informed of the School's security policy/procedure
- Parents and students are informed of the security policy/procedure and encouraged to help ensure that DBS has a safer school culture
- Regular reports are made to the Governing Body
- Advice is sought from the police where necessary
- All crimes are reported to the police
- Formal risk assessments are conducted and updated on a regular basis by the Business Manager and Campus Security Officer
- In addition, routine security checks are carried out on an on-going basis by the Campus Security Officer
- Timely (daily logs and weekly reports) reports are made to the F Manager and the one responsible for Health and Safety
- All crimes are reported to the Police, but taking into account;
  - Using 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 is an offence. However, the School may decide that incidents in or around School, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police
  - The School is aware of, and will act on where appropriate, the criminal offences subject to legislation

## 3. Training

The Board will provide staff with enough resources, information and training to implement the security procedures, enabling staff to operate a comprehensive security policy as set out in this document.

The Board will, where appropriate, 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 members of the school community.



## 4. Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 4.1 Board

The Board will ensure that the school has a security policy and that this has been implemented. The Board will monitor the performance of the school security measures. This will be achieved:

- By the health & safety authorities monitoring performance on their special interest visits
- Via the Facilities Manager's Reports to Board
- Via the Campus Security Officer's daily log and weekly reports
- By all Board members observing its implementation when they visit the school
- Board will periodically review the school's security policy
- Board will delegate the day to day implementation of the policy to the Facilities Manager and Campus Security Officer

### 4.2 Facilities Manager

The Facilities Manager will:

- Set up arrangements in school that complies with the security policy agreed by Board
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence
- Ensure that all visitors, contractors and agency staff adhere to the security policy
- Monitor the implementation of the policy and security arrangements. This responsibility will be delegated to the Campus Security Officer

### 4.3 Staff

As an employer, we recognize our duty to ensure that employees, so far as is reasonably practicable, are provided with a safe place of work. The responsibility includes the need to ensure that each person is safe from assaults. Vulnerable staff may include:

- Caretaking staff/cleaning staff
- Staff working alone
- Home visitors
- Evening working
- Working with pupils with behavioral difficulties
- Supervising and disciplining students
- Dealing with angry parents or relatives of students



All staff will comply with this policy and the arrangements made by the Facilities Manager to ensure the safety of children, employees and others on the school site. Those listed below have been given specific responsibilities for school security. Whatever the arrangements for delegating certain functions, there needs to be a clear message that good security involves everyone in the School. Staff should be aware and confirm to operational procedures that affect security.

Security Issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Board delegated to relevant Committees	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>
Day to day implementation and management of policy	Facilities Manager / Campus Security Officer	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Facilities Manager / Campus Security Officer	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences)	Campus Security Officer / Facilities Manager	Part of normal duties to check physical integrity of security devices
Control of visitors	Administrative staff / Facilities Manager	Issue passes
Control of contractors	Facilities Manager	Accompany
Security of money etc	Administrative staff	Cash registration
Security risk Assessment	Facilities Manager / Campus Security Officer	Review annually and inform Board of findings to use as part of policy review

- Staff to contact the Campus Security Officer or senior staff in an emergency.
- All staff must challenge visitors who are not wearing a visitor's badge.
- All staff must ensure that the people trying to gain entry to the School should enter via the office. They should not gain entry through other access points.
- Staff should meet parents in the Hall.
- Key control procedures
- Visitor monitoring

New employees will be informed of this during their induction training, and all staff will be issued with ID badges and will display these whilst on the premises.

## 4.4 Campus Security Officer



The job of Campus Security Officer was established for the purpose/s of providing for the safety and welfare of students while on school grounds; monitoring personnel and/or visitors; communicating information in response to inquiries; and enforcing the school and District rules and regulations pertaining to student academic behaviour. The Campus Security Officer has a mobile that is 'on' at all times.

The Campus Security Officer shall maintain the security systems and equipment, carry out regular routine security checks, maintain a record of all security checks, record security lapses, bring these promptly to the attention of the Principal, and review security procedures as and when required, as well as raise awareness of security issues

This job reports to Head of Operation, as well as the Facilities Manager for issues that are of a non-academic nature. The Campus Security Officer shall perform a variety of complex, basic duties requiring good communication skills, including assisting others in the workplace; patrol and monitor an assigned school campus; maintain order, safety and security; assure student compliance with school and district policies and regulations.

Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements

- perform a variety of complex, basic duties requiring good communication skills, including assisting others in the workplace;
- patrol and monitor an assigned school campus;
- maintain order, safety and security;
- assure student compliance with school and District policies and regulations;
- unlock doors and school facilities;
- monitor lunch areas, walkways, restrooms and parking lots;
- observe students during passing periods between classes, lunch and break periods;
- assure timely return of students to class;
- respond to calls regarding classroom disturbances, behaviour problems or related situations;
- escort students to office for disciplinary action;
- prepare incident reports;
- utilize good communication skills to prevent student conflicts and fights according to established guidelines and intervene as necessary;
- advise students of consequences if rules are violated;
- enforce school and District rules, regulations and policies for the safety and security of students, staff and property;
- report unusual activities or unauthorized persons on campus to appropriate personnel;
- prevent illegal parking and loitering on school grounds according to established procedures;
- check vehicles for appropriate parking stickers;
- assist in the investigation of illegal activities;
- search backpacks, cars and lockers for alcohol, weapons, drugs, drug paraphernalia and related items according to established procedures and district policies;
- maintain positive relationships with students, parents, staff, and community;



- communicate with students and staff to provide and receive information regarding school activities;

## 4.5 Children

The risk to students comes from intruders as well as from fellow students (the latter is covered in the school anti-bullying policy and the disciplinary regulations).

Students in school should be encouraged as part of the PSHE programme to report to the nearest member of staff if they see anybody on site who is not wearing a visitors badge. They should never approach intruders themselves. Students should not remain on the school premises unsupervised and if they do stay late they must be supervised by a member of staff and details should be given to the caretaking staff.

Nearly all external users will have been issued with an ID-card and staff could request to see this card if they have any suspicions. If a 'visitor' is seen outside the normal areas, then he/she is either lost or may have an ulterior motive for being on the site. Lunchtime supervisory employees are asked to be particularly vigilant looking out for trespassers on the site. If any member of staff has concerns about a 'visitor' please report immediately to a member of the School Senior Team.

Staff involved with offsite trips must ensure that sleeping accommodation is as secure as possible without compromising the ability to escape in case of a fire. If possible, this kind of information should be sought prior to departure. See the Field Trip Policy.

A risk assessment should be made for each activity held offsite. All elements of the activity should be included in the risk assessment, ie:

- Notification to parents
- Early arrival time at school
- Modes of transport
- Precise timetabling
- Freedom of movement during the activity
- Toilet safety
- Returning home after school hours.

## 5. Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises. This also includes security of staff, visitors, pupils and equipment during whole-school events



## 5.1 Buildings and Grounds

Perimeter security is most difficult to maintain, but it is vitally important, therefore, that there are good signs as well as a known policy about wearing visitors' badges. Visitors should not only book in, but should book out also. Visitors should always be escorted around the site.

Because of the size of the school and the fact that there are numerous external doors, there is a considerable security risk posed. Fire security access is required during all session times, therefore, they cannot be locked or indeed have a punch code entry system built in. At the end of the school day it would be useful if the last user of a room could ensure that all windows are closed. In any event, caretaking staff have responsibility for securing the school and this includes closing windows, locking doors and setting the alarm system (if applicable).

All staff cars should have agreed and approved identification. This is available from Reception. No vehicles should be parked immediately next to the school in such a way as to provide a 'ladder' onto other parts of the school.

All tools and ladders should be locked away each day – if they are not, the opportunist thief will use them. Caretaking staff will check all rooms to ensure that there is no-one concealed in the building when it is locked up. Caretaking staff will also carry out regular (daily) checks of security fittings to ensure that they are working properly.

Cupboards should always be locked – this will help to minimize the threat of both arson and theft. The school site has CCTV cameras which act as a deterrent to potential security breaches.

All employees are responsible for security of buildings and property.

- At the end of the School day each member of staff should ensure that all windows etc. are securely fastened prior to a check by site staff
- All employees 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 site staff
- Risk assessments are in place and are reviewed by the health and safety representative annually
- Property of the School is marked clearly and permanently and this is publicized

## 5.2 Control of Visitors

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.



The School operates a simple workable access control system and therefore:

- Considers everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure
- Provides visitors with a waiting area until they can be dealt with
  - a. Identifies legitimate visitors and monitors: Their arrival and reason for their visit by requiring them to sign in and complete the safeguarding documentation
  - b. Movement around the School and
  - c. Departure time
- All visitors will be given an ID badge, which they will wear as long as they are on site and carry the safeguarding documentation with them

Our policy is that:

- All visitors report to the reception desk on arrival. Employees are encouraged to use the meeting room when conducting interviews with visitors.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not school staff.
- Visitors on site will be accompanied by a member of staff to their destination and will be
- Returned to Reception by a member of staff in order to “sign out” of school. Visitors are those people that are issued with a pass from Reception.
- Any person in the school building without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Business Manager. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school’s health & safety procedures such as parking, fire safety and first aid.
- For detailed Visitor procedures.

### 5.3 Supervision of contractors

- Contractors on School site are required to observe the School’s security policy/procedure, and this is overseen by the relevant site staff
- All will be given school/site badges and be expected to wear them and be visible at all times.
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and at the times agreed.
- They will be supervised at all times by our staff; this does not mean watched continuously, but in a way proportionate to their location and proximity to unsupervised children.
- Building materials and equipment must not be left lying around.
- When not in use scaffolding should not be given access to previously secure upper floor areas.
- Alarm systems must not be disrupted.



- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as School staff.

## 5.4 CCTV

The CCTV system is in operation for the ICT/security room. The Board will consider installing further CCTV systems where justified by consideration of the risk. Signage informs people of where CCTV is in operation.

The purposes of CCTV are to:

- Increase personal safety and reduce the fear of crime
- Protect the School buildings and their assets
- Support the police in detecting and preventing crime
- Assist in identifying, apprehending and prosecuting offenders
- Protect members of the public and private property
- Assist in the management of the School
- Other, as specified in the Visitors Policy

## 6. Crisis Management

A central point of contact helps to deal with a crisis (major fire, assault, death, etc). Normally, this will be the Principal or, in her absence, a member of the School Leadership Team. At his/her discretion the central contact will, after seeking advice from the local authorities:

- Initiate emergency procedures.
- Prepare a press release.
- Inform all staff of the extent of the situation.
- Inform students not involved with the crisis and reassure them.
- Inform parents of the student(s) involved.
- Ensure, where possible, that the school continues to operate.
- Ensure that the school telephone lines are staffed and that notes are taken of
  - All conversations.
- Inform the Board.
- Involve, if necessary, specialist services, ie counselling.
- Inform parents that children may be upset, even if not directly involved.
- Visit the injured in hospital/attend funerals/organise a memorial/special assembly.
- Devise strategies for easing pupils back into school after lengthy absences.

## 7. Risk Assessment

A security risk assessment will be completed annually by the Facilities Manager/Campus Security Officer. The findings will be used in the review of this security policy.

## 8. Monitoring and Review



Monitoring is done informally through verbal reports from staff and visitors, and formally through weekly premises meetings, as well as the Daily Safety and Security Log and the Weekly Security Report. These will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All employees are expected to record on an Incident Form, as attached:

- Trespass
- Aggressive behaviour by persons other than students around the School building
- Any other incidents giving cause for concern
- The Campus Security Officer will retain the completed forms in an Incident Register (the Daily Log)
- The Facilities Manager and the Campus Security Officer will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action
- Incidents taking place at school involving students and staff

Board will monitor performance via the Facilities Manager Report to Board and when visiting the school.



Thank you