

Introduction

In recent times the importance of security in schools has been tragically highlighted by the events at Sullivan Upper School in Holywood and Dunblane School in Scotland.

These incidents illustrated that in extreme cases individuals are prepared to attack locations which were previously regarded as havens.

Schools have now to balance the need for more security measures on one hand with an open and welcoming environment on the other.

How can school security be improved?

In order to establish a school security improvement plan, it is necessary to carry out a security assessment of the school. The pro-forma - Security Risk Assessment Form should be completed (see back of this section). This is a simple process which will give you a risk score.

0 - 49	Low
50 - 100	Medium
101 - 150	High

What do I do next?

The next step is to identify all the issues which are high risk, i.e. with a value of 5. Address those which the school can deal with. Any high risk which the school cannot deal with, should be reported to the Board, e.g. no intruder alarm, no access control, etc.

What will the Board do?

The Board is in receipt of an annual budget for school security. This budget is intended to meet the needs of schools with the greatest security problems.

Priority is given to measures which protect the school community, e.g. access control, lighting and communication systems. Other measures which include intruder alarms, fencing, signage, property marking and CCTV are apportioned following allocation of funding for the high priority measures.

How can I improve security at school?

There is a wide range of security measures available to enhance the security of schools.

- **Visitor Access Control**
All visitors should be directed to a reception area.
An appointment system should be set up for all meetings.
An access control system should be fitted on the main door.
- **Door Security**
Secure all doors when the school is in operation. Remember that the means of escape in the event of fire or emergency must never be compromised.
- **Cash Handling**
Cash should be kept in the safe if available.
Regularly bank cash (vary your banking days, time and route if possible).

■ **Property Marking**

All portable equipment should be marked with a unique identifier, i.e. school name and postcode.

■ **Intruder Alarms**

Every school should have a monitored Intruder Alarm System. This means that all activations are reported to the key-holders.

■ **Keyholding**

Each school has a nominated person(s) responsible for retaining the keys of the school building who would be the first point of contact for the police or alarm company on notification of out of hours alarm activations. The keyholder is required to visit the premises immediately and liaise with the police and/or alarm company.

Your Board may have a contract in place for the provision of keyholding services by approved companies. This service would be a delegated school cost. Please contact your Board's Purchasing Section for further information.

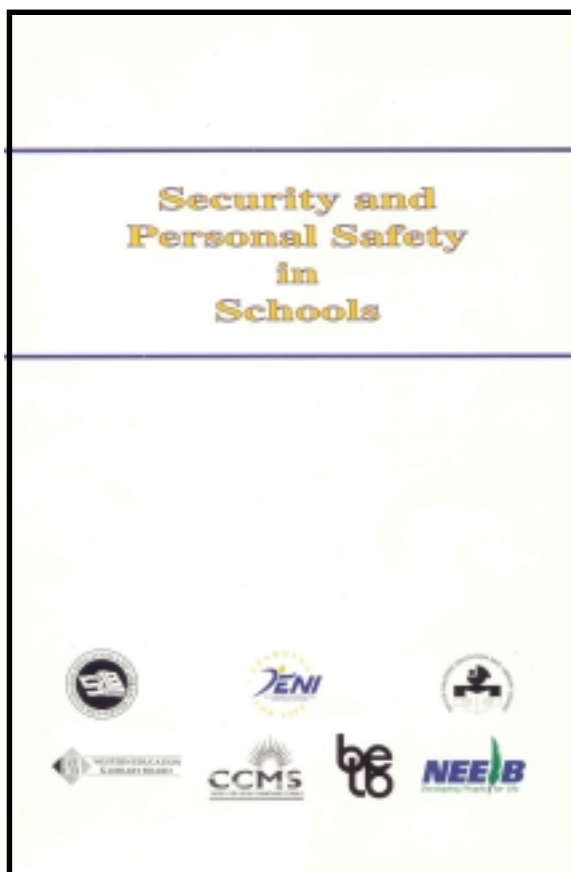
NOTE

If your school does not have an intruder alarm or you believe there is insufficient coverage contact the Board's Health and Safety Section immediately.

For further advice and guidance refer to the booklet:

“School Security and Personal Safety in Schools”.

This document may be downloaded, including the Security Risk Assessment Form, from the Department's website: www.deni.gov.uk



Security survey and risk assessment

A security survey gives a rounded picture of the risks that your school faces and the security measures in existence. Without this information it is difficult to assess:

- The type and scale of risk;
- Any trends or patterns in the incidents occurring at the school;
- The selection of security measures;
- The efficiency of the chosen security measures.

Checklist

To help you conduct a survey and risk assessment, a checklist which you can photocopy is provided at the back of this section. It is divided into three parts:

Part 1 Incidence of crime

This section assesses the type, scale, patterns and trends of incidents which have actually happened in the last 12 months.

This part of the risk assessment can be based on an analysis of the reported incidents. However, if your school does not yet have an incident reporting procedure, a more subjective assessment will have to be made, possibly based on discussion with the local Police Crime Prevention Officer.

Part 2 Environment and buildings

This section of the survey assesses the environmental and building factors which contribute to school security.

Part 3 Security measures

This section assesses the degree and effectiveness of the security measures employed.

Parts 2 and 3 are based on a security survey conducted by walking through the school.

Each element of the checklist is graded from 0 to 5 points. The scoring ranges from 0 for low security risk to 5 for high security risk.

Security Risk Assessment Form

Example

Name of School: _____

Address: _____

Trespass

No cases of trespassers on school grounds-0

0					5
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Trespassers commonly present on school grounds -5

In the above example, if your school has had no case of trespass reported in the previous 12 months then the risk would be perceived as low and a zero rating would be inserted.

If, however, your school has no fence or a fence whose integrity is incomplete resulting in, for example, children playing and people frequently walking their dogs in the school grounds then the score could be 3 or higher.

	0	1	2	3	4	5	Points
Low Risk				3			High Risk 3

PART I: INCIDENCE OF CRIME IN LAST 12 MONTHS

Points

1. Trespass

No cases of trespassers on school grounds

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Trespassers commonly present on school grounds

2. Vandalism

No offences of vandalism of school buildings/ property

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Frequent and costly vandalism of school buildings

3. Theft/burglary

No cases of theft or burglary

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Frequent theft or burglary

4. Fire

No arson attacks in the locality

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School in locality has suffered from arson attacks

5. Safety - attacks on staff or pupils

No attacks or threats reported

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Attacks inside school or in vicinity of school

6. Drug/solvent abuse

No problems reported

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School or locality problem concerning drug or solvent abuse

Sub Total _____

PART 2: ENVIRONMENT AND BUILDINGS

Points

1. Incidence of crime in surrounding area

Locality has a low crime rate

Locality has high crime rate as reported to police

2. School overlooked from roads and/or housing

Grounds overlooked by busy roads or housing

Unobserved grounds

3. Boundaries, fences and gates

Boundaries well defined with fences and gates to grounds preventing all but determined intruders

No fences or gates preventing unauthorised access

4. Clearly defined entrances

Clear entrances with signs directing visitors

No clear entrances or multiple entrances

5. Well organised reception area and visitors' control

Pass system in operation with badges issued to all visitors

No system of recording visitors

6. Car Parking

Car parks well lit and overlooked

No safe place to park, car parks unlit and not overlooked, e.g. surrounded by trees

7. Condition and appearance of buildings

Buildings well kept and in good repair with no graffiti and not vandalised

Buildings badly kept and in state of disrepair, graffiti covered and vandalised

8. Detached and temporary buildings

No detached buildings apart from main block

Many detached buildings including temporary classrooms

9. Recesses and internal courtyards

No places for intruders to hide and break in unobserved

Numerous places for intruders to hide and break in unobserved

Points

10. Secure exit doors

Doors secure against all but most determined intruders

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Fire exit doors easily forced, inadequate locks

11. Secure windows and rooflights

Windows and rooflights protected against burglars

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Windows and rooflights provide easy access

12. Valuable equipment that is easily stolen and disposed of

Few computers, TVs and video cassette recorders

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Many computers, keyboards, faxes, camcorders, etc.

13. Fire precautions

Buildings have adequate fire compartmentalisation and fire/smoke barriers and doors

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Over-large compartments and lack of fire/smoke barriers and doors

14. Community ethos and support for school

Strong community and parent support for the security, e.g. Active PTA

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Insignificant parent or community involvement

15. Out of hours use of schools facilities

No reported problems and/or security benefit from out of hours use

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Many security problems due to out of hours use, special risks (e.g. evening classes, libraries, sports clubs, community use etc).

Sub Total

PART 3: SECURITY MEASURES

1. Schoolwatch scheme

Efficient system of reporting suspicious incidents

No scheme in operation

2. Pupil involvement

Pupils diligent in reporting strangers on school premises

No involvement in security

3. Waste bins

Waste and recycling bins locked up every night

Unlocked mobile bins left around school

4. Security lighting

Lighting of all entrances, footpaths and building façades

No lighting

5. Surveillance

Efficient surveillance, e.g. CCTV covering perimeter or security patrols

No system

6. Intruder Alarms

System using intruder detectors on all ground floor perimeter and other vulnerable rooms

No system

7. Fire detection system

Automated and linked to central control room

No system

8. Property marking

All valuable property marked and kept in a secure store or secured locally

No markings on property

9. Cash handling procedures

Secure methods in operation

Procedures lacking

Sub Total
