

SCHOOL SECURITY

A GUIDE TO PREVENTING CRIME IN SCHOOLS

GREATER MANCHESTER
POLICE



INTRODUCTION

A Practical Guide to School Security

The school holidays are fast approaching and for most schools this will mean that the school is empty for a number of weeks. There is a concern that criminals will look to take advantage of the closure. Schools are attractive due to the large numbers of computers, laptops, ipads and projectors available.

It is important to put adequate security measures in place and seek out help and advice when necessary. The contents of this booklet provides a checklist for you to use to carry out a security review to identify where improvements should be made and gives practical advice on what security should be in place to safeguard your school and keep I.T. equipment safe from thieves.

There is also information on accredited SBD (*Secured by Design*) standards to assist you in making the right choice for new and or replacement windows and doors.

SECURITY MANAGEMENT

It is essential to implement some formal policy or procedure for managing overall security of the school. Most schools have made significant investment in security of the building over the years, however, the measures need to form part of an overall strategy, or rolling programme of works,

A review should be conducted at least annually, taking into account any incidents, changes to the use of the facilities and/or teaching spaces, and significant investment into ICT. This procedure provides a good tool to help you to identify any areas of weakness, and record your plans to address the issues.

From the completed inspection, you should be able to develop a School Security Policy which should be a working document, which would provide evidence to OfSTED that you are managing security issues that could impact on your Health and Safety Assessments, and help towards your self-evaluation for future inspections.

SECURITY CHECKLIST

FENCING

Improvements made

- | | | |
|---|--|--|
| 1 | Does the school have a secure boundary (<i>Weldmesh fencing to BS 1722 or Expanded Metal or railings</i>) over 2m. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Are there any trees, street furniture etc near to the perimeter fencing that can be used as a climbing aid. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Does the fencing provide clear lines of sight from surrounding buildings? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Are gates the same height as the fencing, fitted with anti lift hinges, locking mechanisms that do not aid climbing and secured using a solid secure padlock? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Where there are plants, bushes etc. around the perimeter fence line low planting should not exceed 1000mm in height, and tree canopies should fall no lower than 2m from the ground to provide clear lines of sight. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6 | Is there minimal ground clearance to reduce the potential to crawl under into secured areas? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

LIGHTS

- | | | |
|---|--|--|
| 1 | Are all the street lights surrounding the school working? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Where there is surveillance of the school from surrounding properties or busy roads is there external lighting to reveal intruders? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Does the external lighting distribute light evenly or does it create dark shadowed areas providing places for someone to go unnoticed? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Is there lighting in areas, where is little or no surveillance aiding the intruder? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Is the lighting vandal resistant? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

SHUTTERS

-
- | | | |
|---|---|--|
| 1 | Are the windows and doors fitted with external roller shutters or internal grilles?
(certified to LPS 1175 or STS 202) | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Are they fitted with internal locks or a close shackled padlock? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Do all shutters close securely? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Are the shutters fitted with alarm contacted linked to the intruder alarm system? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
-

DOORS

-
- | | | |
|---|---|--|
| 1 | Are all external doors and frame, solid, secure and in good condition (certified to STS 201, STS 202, LPS 1175 or PAS 24) | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Are all external doors alarmed? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Are emergency escape doors and frames manufactured from steel and designed without visible external ironmongery? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Does the glazing in the door include one pane of attack resistant laminated glass? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
-

WINDOWS

-
- | | | |
|---|---|--|
| 1 | Are windows certificated to PAS 24 as well as the relevant performance standard i.e. BS 644 for timber windows, BS 4873 for aluminium, BS 7412 for PVC or BS 650 for steel windows? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Are the windows well maintained? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Are all the windows fitted with restrictors? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Do all first floor windows and those easily accessible have at least one pane of attack resistant glass? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
-

ROOF

-
- | | | |
|---|---|--|
| 1 | Have all items such as waste bins, playground equipment etc that can be used as a climbing aid on to the roof been secured away from the perimeter? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Are rainwater down pipes flush fitting (i.e. square profile) or concealed within the cavity? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Are vulnerable down pipes fitted with umbrellas spikes or similar? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
-

- | | | |
|---|--|--|
| 4 | Are plastic downpipes used to deter climbing? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Is anti-vandal paint above 2.25m been used to coat cast iron pipes (<i>speak with the property managers before using it and erect signage to say it is in use</i>). | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6 | Has the roof been re-enforced using expanded metal in areas of vulnerability to address criminal penetration? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 7 | Have skylights been fitted with one pane of attack resistant laminated glass and fitted with either internal steel bars or an expanding metal panel, which should be securely fixed to the building fabric?? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

ALARM SYSTEM

- | | | |
|---|--|--|
| 1 | Is there a Type A monitored alarm fitted? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Does the alarm comply with the ACPO Security Systems Policy? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Is there a security fogging or offender marking device included within the intruder alarm that conforms to BS EN 50131-8-2009? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Are all ground floor areas, external doors, I.T. suites and any vulnerable areas that can be easily accessed alarmed? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Are all classrooms housing expensive equipment such as computers, projectors, laptops alarmed? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6 | Is the alarm checked and maintained regularly? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 7 | Is there a process in place should the alarm activate? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

CCTV

- | | | |
|---|--|--|
| 1 | Is there CCTV and is it monitored? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Is there an operational requirement in place that outlines the objectives the school is looking to meet? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Are the IT suites and entrances both internal and external covered by CCTV. | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Are all entrances internal and external, I.T. suites, covered? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Is the CCTV of evidential quality? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6 | Can the CCTV at the main entrance door capture a clear head and shoulders shot? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 7 | Is the CCTV system registered with the Information Commissioner's Office? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

8	Are the CCTV cameras vandal resistant?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9	Is there signage erected making people aware that there is CCTV in operation?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10	Is the lighting compatible with the CCTV?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11	Is there a member of staff trained to operate the CCTV and are they able to burn a copy on to a disc if required by the Police.	YES <input type="checkbox"/> NO <input type="checkbox"/>

IT SECURITY

IT EQUIPMENT LOCATED IN THE CLASSROOM

1	Are there laptops in every classroom?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2	Are they stored in a secure cabinet?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3	Is the cabinet mobile?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	Are there i-pads in each classroom?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5	Are they stored in a secure cabinet?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6	Is the cabinet mobile?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7	Are there computers in each classroom?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8	Are these secured to the desk?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9	Are there projectors in each classroom?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10	Are these secured in steel cages (to ISO 9001-2000 standard)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11	Have you checked your projectors for inbuilt security features? Most have an inbuilt alarm system or security pin code start up.	YES <input type="checkbox"/> NO <input type="checkbox"/>
12	Is the IT equipment left in the classrooms at night?	YES <input type="checkbox"/> NO <input type="checkbox"/>
13	Are the classrooms where the IT equipment is kept in the centre of the school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
14	Is the IT equipment left in the classrooms secured in a lockable cabinet that is mobile but bolted to the wall or floor at night away from the external windows and doors?	YES <input type="checkbox"/> NO <input type="checkbox"/>
15	Are the windows and doors to the classrooms where the IT equipment is stored well maintained, certified to the relevant standard and fitted with shutters or internal grilles?	YES <input type="checkbox"/> NO <input type="checkbox"/>
16	Are the windows to the classrooms where the IT equipment is stored, fitted with window restrictors and key operated window locks?	YES <input type="checkbox"/> NO <input type="checkbox"/>

17	Are the windows and doors to the classrooms where the IT equipment is stored alarmed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
18	Can access on to the roof where IT equipment is stored in the classroom be gained?	YES <input type="checkbox"/> NO <input type="checkbox"/>

IT SUITE

1	Is the IT suite located in the centre of the school?	YES <input type="checkbox"/> NO <input type="checkbox"/>
2	Can intruders gain entry to the IT suite through the roof?	YES <input type="checkbox"/> NO <input type="checkbox"/>
3	Can intruders gain entry to the IT suite through the walls?	YES <input type="checkbox"/> NO <input type="checkbox"/>
4	Does the IT suite have any doors and windows?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5	Can the doors and windows be viewed externally?	YES <input type="checkbox"/> NO <input type="checkbox"/>
6	Is there various security measures such as shutters, CCTV and alarms installed on the route to the IT suite that an intruder would have to bypass first?	YES <input type="checkbox"/> NO <input type="checkbox"/>
7	Are the windows and doors to the IT suite where the IT equipment is stored fitted with shutters or internal grilles?	YES <input type="checkbox"/> NO <input type="checkbox"/>
8	Are the windows, doors, walls and roof of the IT suite where the IT equipment is stored alarmed?	YES <input type="checkbox"/> NO <input type="checkbox"/>
9	Are the computers in the IT suite secured to the desk?	YES <input type="checkbox"/> NO <input type="checkbox"/>
10	Are the Ipads and laptops secured in a lockable cabinet that is bolted to the floor?	YES <input type="checkbox"/> NO <input type="checkbox"/>
11	Is the cabinet constructed of reinforced steel and designed to resist crowbars, cutting equipment and lock pickers?	YES <input type="checkbox"/> NO <input type="checkbox"/>
12	Is there a security fogging device fitted within the intruder alarm that conforms to BS EN 50131-8-2009?	YES <input type="checkbox"/> NO <input type="checkbox"/>
13	Is there monitored CCTV in the IT suite that is of evidential quality?	YES <input type="checkbox"/> NO <input type="checkbox"/>

ALL IT EQUIPMENT

- | | | |
|----|---|--|
| 1 | Are members of the community aware of the use of ICT at the school? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 2 | Is there an inventory that includes all the serial numbers of any I.T. equipment in the school? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 3 | Are all the computers, laptops and ipads marked with the postcode and the school name on the outer casing using a (<i>UV pen, permanent pen, anti-tamper sticker, etching or forensic marking</i>)? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 4 | Is all I.T. equipment and valuable items registered on the free property registration website www.immobilise.com ? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 5 | Is tracking downloaded and activated on all IT equipment and is a member of staff aware of how it works? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 6 | Is all IT equipment password protected? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 7 | Is the IT equipment backed up on a regular basis? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 8 | Are the blinds in the classrooms and IT suites closed at night to stop intruders from looking in? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 9 | Are the internal doors leading to rooms with IT equipment fitted with access control to restrict access? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 10 | Do you ensure codes leading to restricted areas are changed on a regular basis? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 11 | Are there signs such as:- | |
| | a) No trespassing | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | b) Monitored intruder alarm | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | c) CCTV surveillance in operation | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | d) Patrol protected | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| | e) Property marked | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 12 | Is there a caretaker that visits the school every day to carry out checks over the holidays? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 13 | Do they check the perimeter fencing, doors, windows, classrooms and IT suite to ensure there is no damage or any signs of an intruder gaining entry? | YES <input type="checkbox"/> NO <input type="checkbox"/> |
| 14 | Are local residents aware of who to contact if they see anyone on the school grounds or acting suspicious? | YES <input type="checkbox"/> NO <input type="checkbox"/> |

PERIMETER SECURITY

Physical security and psychological boundaries are important to indicate to members of the school and would-be trespassers where school property starts and where it ends. The boundary can be marked by a fence/wall/hedge or even just by a change in the road surface. If your school has a clearly defined boundary be careful that it does not hinder natural surveillance. Clear boundaries are required with the appropriate signs if you wish to act against trespassers.

Securing the school perimeter is important but can be costly. To keep costs down look at securing a small area around the building, as this is more important than securing open play areas.

Railings, expanded metal and welded mesh fencing ideally colour coated to soften the appearance (*to BS 1722*) are the most popular types of fencing used in urban areas. Weldmesh has become increasingly popular as it is visually more aesthetic, but it also has other qualities in that it is virtually impossible to cut or climb due to the mesh design. The use of robust defensive planting in conjunction with a fence line can help meet aesthetic (planning) requirements and provide additional protection.

Some schools have palisade fencing, which is generally bolt riveted at the top and bottom. This fencing makes it easy for an intruder to snip of the outside (*away facing*) which affords access whilst giving the appearance of the fence being intact to the naked eye. If the fencing cannot be replaced in the short-term due to cost, consider welding all bolts or a cross member across each section, to secure.

The fence height should be at least 2.4m high and planning permission will need to be sought from the local planning office before erecting. Where possible the fence should not be located near to anything that could be used as a climbing aid, such as trees, walls etc.

Ensure there is minimal ground clearance to reduce the potential for an intruder to crawl underneath into secured areas.

Gates should be of the same height and constructed from the same material as the fence, this will give good continuity. Ensure that they have anti-lift hinges and that the horizontal bars and locking mechanisms do not aid climbing.

Weldmesh Fencing



BUILDING SECURITY

Windows

Windows should be certificated to BS7950 or LPS 1175 SR 2 or 3 as well as the relevant performance standard i.e. BS 644 for timber windows, BS 4873 for aluminium, BS 7412 for PVCu or BS 6510 for steel windows. All ground floor and vulnerable windows should use minimum 6.8mm laminated glazing or glass successfully tested to BS EN 356:2000.

All windows should be fitted with restrictors and windows to I.T. rooms and offices with computer equipment etc should have either barred protections or steel shutters certified to LPS 1175 grade SR2 or 3.

External Doors

The suitable security standard for external doors is LPS 1175 SR 2 or 3. Consider an alarm or warning facility for external doors, so that a signal on opening can be transmitted to the office to warn of a security breach. These doors should display signage to warn of an alarm alert. All glazing to doors should be minimum 7.5mm thick and laminated.

Emergency escape doors and frames should be manufactured from steel and designed without visible external ironmongery. Fire doors should be fitted with alarm contacts and programmed into a 24 hours alarm circuit with an audible alarm on opening and should display signage accordingly to prevent accidental activation.

All external doors, which open outwards should have, hinge bolts fitted to ensure that they cannot be lifted out of the frame.

Roller shutters

Roller shutters should comply with LPS 1175 SR 3. Locks may be applied internally if possible; otherwise a close-shackled padlock should be used. All shutters should have contacts fitted and be linked to the intruder alarm system. There are a variety of alternative materials now available, which replaces the traditional steel shutters with more aesthetic grilles and shutters.

Visit the website WWW.securedbydesign.com and follow the links for 'security grilles' for further information.

Alarm system

A type 'A' monitored alarm is essential for school buildings especially those which 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. An efficient intruder alarm should be designed so that there are two activations as quickly as possible. This is so the monitoring station can pass a confirmed activation on to the police whilst the intruder is still on site and the police will then respond accordingly. The PIR sensors should face the windows then they will be clearly visible to the potential burglar whilst also providing a much faster detection should they still decide to enter.

If full coverage cannot be achieved then prioritise the most vulnerable areas such as external doors and windows where there is little surveillance from surrounding buildings, entrance exits, rooms housing expensive equipment such as computers, laptops, Ipads and projectors, office area and corridors leading to any IT suites. If there are any first floor windows or doors that can easily be accessed these should also be alarmed.

It should be noted though, that even if the alarm is upgraded, this will not prevent damage to the external roller shutters or attempted burglaries, as offenders may cause damage on entry before running off when the alarm is activated. It would not provide a total security solution.

Lighting

Successful lighting requires good but not oppressive levels of light that is evenly distributed, allows clear colour rendition and avoids light spillage into areas such as neighbouring properties. Lighting should be positioned so that it deters and reveals potential intruders and reduces the fear of crime. Security lighting, such as metal halide units, should be installed in areas where surveillance is considered important, such as entrances, main pedestrian access routes, car parks and other facilities.

Other areas should use vandal resistant perimeter lighting, operated by sensors.



Roofs

Low or flat roofs are a target for climbing. Attempts to gain access to roofs can be minimised by placing waste disposal areas and oil tanks away from buildings as they can also be a target for arson as well as providing easy climb access to windows.



Consider fitting a roof topping to vulnerable areas that can be easily accessed to deter intruders climbing on to the roof.

For additional protection an alarm can be fitted that triggers should access on to the roof be gained and to enhance this CCTV can be installed. Both the alarm and CCTV need to be monitored.

Rainwater down pipes should be either flush fitting (i.e. square profile) or concealed within the cavity. Consider using umbrella spikes or similar on existing vulnerable down pipes.

Existing cast iron pipes may be coated with anti-climb paint above 2.25 metres (*from ground level*). A sign indicating the use of this paint must be erected. Remember to re-apply the paint periodically as it does dry out over time.

Check with the council before using anti-climb paint as not all authorities allow the use of it.

Another alternative would be to fit a flush metal guard over the down pipe from ground level to a height of 3m.

As the price of scrap metals remains high, then lead flashings or dressings also remain attractive to thieves. The loss of lead flashings can cause considerable damage to roofs, porches and windows due to water damage when it rains. Consider using forensic marking solutions (*with highly visible signs*) to deter thieves. Alternatively, consider replacing lead flashings/dressings over time with a substitute material, which is of no value to thieves.

Visit the website www.securedbydesign.com for details of suppliers and products.

Any skylights fitted should have either steel bars or expanded metal beneath them, which is securely fixed to the building fabric.

External Walls

Any pre-fabricated panels, should be reinforced so they can withstand a reasonable amount of force or jemmying. Site specific advice should be taken depending on the type of material that needs to be strengthened.

Reception

Reception staff should have surveillance of all parts of the entrance, including the whole waiting area and the area immediately outside the main entrance. The reception and waiting areas should be as open plan as possible to allow full surveillance.

Signs

Signs from the site entrance through to the school reception should be clear. The use of simple recognised symbols is recommended.



Internal Doors

Doors should be 44 mm solid core, have three heavy-duty hinges and have Kite marked BS3621 five lever mortice deadlocks fitted. Internal doors should be locked to prevent intruders progressing through the school if entry is gained.

Visitor Control

Procedures for dealing with visitors are vitally important not only to the security of the school but to the culture and image of the school and should be priority requirements. Being able to identify and challenge an intruder is key to any security. Consider the use of a visitor book and Identification badges for both staff and visitors to be worn at all times on school premises. This will help both staff and pupils to identify strangers.



SURVEILLANCE

Schools need to be visible to passers-by so that they might prevent or report a criminal attack. Where possible ensure that your school has good natural surveillance. Shrubs should not be allowed to grow more than 1m high and trees should be pruned upwards to 2m above ground level to afford natural surveillance

If your school has natural hiding places, restrict access to them. Bring out recessed doors to the building line or fence off recesses and alcoves.

Encourage the use of the school out of hours by residents or local resident groups to maintain an evening presence and foster a sense of community 'ownership' of the facilities.

CCTV

There are a wide variety of CCTV systems available and it is important to decide what is required from a CCTV system and consult with the Crime Reduction Specialist before purchasing one. This will ensure that the system is fit for purpose. It is essential to have clear facial recognition in order to identify an offender and for subsequent evidential use. The main areas for coverage of CCTV are entrances, IT suites, offices, locations with little surveillance and circulation areas, both inside and out. Where necessary, cameras should be mounted on columns with the ability to view the entire complex' buildings and covered walkway areas. A well-designed and carefully installed CCTV system, which is properly managed, can be a powerful security tool.

Consider the use of an independent CCTV testing company (*they do not sell or install systems*) to review your current system or for advice on planned CCTV systems. The secured by design website provides useful further information.

Fittings should be vandal resistant and positioned out of reach. Lighting should support the operation of CCTV, which should not be restricted by trees, shrubs or other landscaping features.

This will also assist in natural surveillance from nearby residents or passers-by.

CCTV signs act as an effective deterrent, ensure that they are clearly visible and contain easily recognisable symbols.



A number of schools are installing detector-activated CCTV with audio facility to be monitored out of hours. The system can be recorded on site and monitored as necessary by school staff during opening hours. The cameras can also provide an extra safety facility for reception/admin/site staff, as it can be used to monitor any activity in the grounds without having to go outside. Another advantage of the system is that it can provide a deterrent, or evidence for a prosecution for crimes committed by people invited onto the site. (*For example, aggressive or problem parents etc*). The main objective of the system, however, is to provide a monitoring facility out of hours, which would ensure total site security and appropriate response from the police, in the event of an incident.

Cameras are strategically placed as necessary to observe the whole site, and should an intruder gain entry over the perimeter fence towards the building, detectors fitted to the exterior of the building (*or alternatively an intelligent software package*) would pick up the activity and the images could be viewed from a control room. The CCTV operator is then in a position to challenge the intruder by the audio loud speaker, and call key-holders or police as necessary, until they leave the grounds. Images are also recorded to provide evidence of any offences committed.

It should be noted that CCTV systems are bound by the Data Protection Act, and any installation requires careful implementation and management. The information commissioner can be contacted on **0303 123 1113** or **01625 545745**, which is available between 9am and 5pm, Monday to Friday. The register can also be updated online at http://www.ico.org.uk/what_we_cover/register_of_data_controllers

Car Parks

Car Parks should have one entrance and be well lit for users after dark. They should also be subject to good natural surveillance and have obvious pedestrian routes.

THEFT PREVENTION

I.T. Equipment

Computers and other equipment are vulnerable to theft. Careful siting of power trunking will ensure that they are kept away from windows.

Computers should be fitted into individual steel cases (*to LPS 1214 standard*) and projectors should be inside steel cages (*ISO 9001-2000*).

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. Consider also displaying clear signage that 'laptops are removed from the building overnight' as a deterrent.

IT Suite

If the school has an IT suite then it should be located in the centre of the school to make it harder for an intruder to gain access. An intruder should have various security measures to overcome before gaining entry.

Any IT suite should be thoroughly secured this should include the roof, walls, doors and windows to the room. See the relevant sections within this document to find out how this can be done. It should be covered by a monitored alarm and CCTV.

Consider fitting a security fogging device that links to the alarm that conforms to BS EN 50131-8-2009. This would activate should entry be gained, the room would fill with smoke making it difficult for an intruder to see.

All computers should be secured to the desk if they cannot be moved. Ensure any cable locks or security cages used are recognised by the Loss Prevention Certification Board or meet Secured by Design standards.

Any ipads or laptops should be 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.

Avoid advertising desirable IT equipment to thieves. Staff should refrain from mentioning IT assets on the school website and social networking sites, and schools should not tell the local media if a lot of equipment has been purchased.

PROPERTY MARKING

All I.T. equipment should be marked with the postcode and the school name on the outer casing. There are various types of marking equipment, which ranges from low cost Ultra-Violet pens, painting in a bright coloured paint, anti tamper stickers, etching or forensic marking. The secured by design website offers further information on products and suppliers.

There is an on-line register available which is free to use at **www.immobilise.com** which Greater Manchester Police subscribes to so that they can check for property ownership details when property is recovered. It is recommended that an 'asset' register should be kept for all equipment and items of value held on the premises. This can also be 'uploaded' onto the Immobilise website and provides a useful record for insurance purposes.

Good housekeeping policies should be in place to ensure that the register is kept as up to date as possible.



THEFT PREVENTION

General

Schools can be easy prey for thieves if security is lacking. Set rules and ensure that they are followed.

Display in staff rooms as a reminder:

- ✓ Keep cash secure using lockable cash tins and place in a locked cupboard or drawer.
- ✓ Provide lockers for staff and pupils so that bags and other valuables are not left in staff rooms or classrooms.
- ✓ Control the issue of keys and keep a record of all key holders and which keys they hold.
- ✓ Chemicals can sometimes require specialist storage, so it maybe necessary to consult with the Fire & Rescue Service for advice. Thieves and vandals often target laboratories, so it is imperative that security is adequate and doors and windows are up to the accredited British standard
- ✓ Changing rooms are another easy target if items of clothing, money and other valuables are left unattended. Ensure that all windows and doors both internal and external are to accredited standards and locked. Discourage pupils from bringing in expensive items into school.

We all share a responsibility to keep crime to a minimum, and one of the best ways of doing this is through prevention. Consider using the new FREE interactive teaching resource 'Junior Sheriffs' (*Pride123*) which is now available to all schools in Greater Manchester, aimed at KS 1,2, & 3 and contains teaching resources relating to community safety. Visit the website www.pride123.co.uk and register for use. Contact your Crime Reduction Specialist for further information.

OTHER SECURITY ISSUES

Graffiti

Vandalism and graffiti if not remedied quickly can attract further incidences. There are products on the market that make graffiti easy to remove from any surface. Visit the secured by design website for further information.

Arson

Remove combustible materials from storage areas and secure refuse containers with a (*close-shackled*) padlock and secure at least 8m or more away from the building line to prevent arson attacks. Install 'skirts' around the base of mobile classrooms to prevent lit materials being placed underneath them. Ensure that any services or ducts into buildings are adequately protected and that the school is fitted with automatic sprinklers or a fire detection system.

All fires should be reported to the Fire Service even when evidence of a (*self extinguished*) fire has been discovered at a later date.

Securing Sensitive Data

If USB 'flash' drives or other removable data storage devices are used, ensure that only those, which are encrypted, are used for storage of sensitive data. Ensure that data is backed up regularly via a secure server or stored securely off-site. Operate a policy of secure data disposal including the effective 'sanitisation' and disposal of computer hardware.

Useful Telephone Numbers

Crime Reduction Specialists/Manchester
0161 856 6047
cpt@gmp.pnn.police.uk

GMP Non-Emergency Crime Reporting
101

Emergency Crime Reporting
999

CrimeStoppers (*anonymous crime reporting*)
0800 555 111

Useful Web Addresses

www.securedbydesign.com

http://www.nsi.org.uk/index.php?q=home_security/security_advice

<http://www.ssaib.org/>

www.pride123.co.uk

If you have any information relating to crime in your area please contact police on 101 or in the event of an emergency call 999.

You can also contact Crimestoppers anonymously on 0800 555 111.

For more crime prevention advice, contact your local neighbourhood policing team.
Call 101 or visit www.gmp.police.uk

