

Security Policy

The Green Room Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Owner: AA/WCFo/KAF/CCMc

Date Created	Date 1st Review Due	Date Reviewed	Version	Next Review Due
March 2014	March 2015	May 2015	2	May 2016
		October 2015	3	October 16
		October 2016	4	October 17
		January 2018	5	January 19
		January 2019	6	January 20
	Emergency Coronavirus Review	May 2020	7	May 2021
	GRK Review (LF)	February 2021		
	GRW Review (AA)	February 2021		
	GR6 Review (MA)	February 2021		
	Overall Review (LS)	February 2021	8	February 2022
	GRK Review (LF)	February 2022		
	GRW Review (AA)	February 2022		
	GR6 Review (MA)	February 2022		
	Overall Review (JN/LS)	February 2022	9	February 2023
	GRW Review (AA)	January 2023		
	GRC Review (BD)	January 2023		
	GRK Review (LF)	January 2023		
	Overall Review (JN)	January 2023	10	February 2024

	GRW Review (CFo)	January 2024		
	GRC Review (BD)	January 2024		
	GRK Review (AF)	January 2024		
	Overall Review	January 2024	11	January 2025
	GRW Review			
	GRC Review			
	GRK Review (AF)	January 2025		
	Overall Review	January 2025	12	January 2026
	Overall Review	January 2026		January 2027

Introduction

The most common crimes against provisions are malicious damage, arson, theft and burglary. Hence the importance of ensuring the security of the premises with regard to both people and property cannot be stressed enough. Good security allows both staff and young people to feel safe and confident in their surroundings. It is also a reassurance that property and occupants (including animals) are safe within their surroundings at all times.

This document identifies the key elements of the security management systems within The Green Room Foundation and the ways in which we seek to improve security for our students, staff, volunteers and visitors.

Objectives

This policy promotes a collaborative and coordinated response to risk management, and the management team will constantly identify improvements in security culture and accountability within the establishments.

All staff are consulted and informed about security and receive appropriate training where required whether new or existing members.

Parents/Carers and students are informed of the security policy which encourages them to help ensure that it is effective.

Responsibilities

The Executive Leadership Team:

Will oversee that a comprehensive process is in place including providing training, advice, inspection visits and monitoring the establishment.
Will ensure the security policy is in place and is monitored and reviewed annually.
Will ensure that staff are aware of, and adhere to, security and participate in training where appropriate (existing or new staff).
Staff training needs are kept under review and training arranged as and when necessary.
Advice will be sought from the police where necessary.
All crimes will be reported to the police.

Office Staff:

Will maintain the security systems in place.
Record security lapses, bring these promptly to the attention of the property maintenance list and review security procedures as and when required.
Raise awareness of security issues with the Head of Provision.

Staff:

There is a clear message that good security involves everyone within the establishment.
Staff should be aware of and conform to operational procedures that affect security e.g.
Key control procedures
Visitor monitoring
External door/gate monitoring
New employees will be informed of this during their induction training.

Students:

Must report any persons on site that are not familiar to them and are not accompanied by a member of staff. Students should not approach any stranger who is unaccompanied but report all strangers immediately to the nearest member of staff.

Site Security (see also risk assessment G10)

All staff are responsible for the security of buildings and property.
At the end of the 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 storage facilities are provided.
Risk assessments are in place and are reviewed by the health and safety representatives annually.
Property of the provision is marked clearly and permanently.

Security on GRW, GRK and 104 Maidenhead Road Sites (see also risk assessment G10)

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

The Provision is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

Members of staff - unless suspended for health or disciplinary reasons

Registered students - unless excluded for disciplinary reasons

Parents/Carers responsible for a student at the Provision - unless prevented for legal reasons.

Others - Volunteers, visitors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

The therapy pod and shepherd's hut at 104 Maidenhead Road are in a secluded location in the garden. All staff and students using the space need to ensure they have a radio on them, and another radio is turned on in the office at The Swan. The front gate padlock must be unlocked and the latch kept across to resemble a locked gate. Panic buttons have been installed, which when pressed, will alert the office. Office staff will then mobilise to check on the users of the therapy pod and shepherd's hut. The combination padlock on the gate between the parking area and garden must be locked at all times due to the main front gate being unlocked.

When the studio is used for therapy lessons, student risk assessments will identify students who are a 'lone working' risk and these must be referred to before therapy commences at 104. Should the student be identified as a 'lone working' risk, it is the office manager's responsibility to ensure a pinned note is added to the student's profile on Arbor, and that staff is made aware during briefings and meetings.

The therapy space is also accessible via the courtyard from The Swan. Should staff notice that there is an unidentified person in the garden, they should alert the office staff via their radios immediately.

Security at GRC at The Swan (see also risk assessment G10)

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 (see section 6.2 and 6.4 of the Head's Legal Guide) and section 206 of the Education Act 2002 (see section 6).

The Swan is a community business which is open to the public during specific times that may overlap with provision hours. If this is the case, there is a clear sign which denotes the private area for the provision's use, the boundary of which is the bottom of the steel stairs.

The School House, Hayloft at the top of the stairs and Provision Office are considered private places. Any person who is not included in the following categories, and enters this area without permission, is a trespasser and will be asked to leave:

Members of staff (including Swan staff) - unless suspended for health or disciplinary reasons
Registered students - unless excluded for disciplinary reasons
Parents/Carers responsible for a student at the Provision - unless prevented for legal reasons.
Others - Swan volunteers, visitors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

Customers of The Swan are at no point permitted to climb the stairs or enter the provision office during provision hours.

Security for off site educational visits (see Trip Risk Assessment Folder)

A risk assessment is carried out before each new visit to assess any risk to security.
Registers are taken before and after each visit.
All parents/carers are informed of each visit.

Visitors to GRW and GRK (including Parents/Carers) (see also risk assessment G14)

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

Considers everyone who is not a member of staff, student or volunteer as an intruder until they have gone through the visitor reception procedure.
Provides visitors with a reception area until they can be dealt with.
Identifies legitimate visitors and monitors:

- Their arrival and reason for their visit by requiring them to sign in
- Movement around the establishment and Departure time

All visitors will be escorted as long as they are on site.

Staff and Volunteers are also issued with badges to be worn whilst on site.

Where possible, visitors and contractors should arrive by appointment only.

Visitors/contractors should not be allowed to roam the premises unescorted.

During Covid-19 or similar situations: The rules for visitors to The Green Room Foundation sites will always be in line with current government guidelines. Visits to site are limited and only happen if absolutely necessary. Any visitors must sign in and adhere to the Provision's [Coronavirus Safety Guidelines](#)

Visitors to The Swan (including Parents) and 104 Maidenhead Road (see also risk assessment G14)

GRC at The Swan operates from the School House and Hayloft during provision hours (as well as other areas of the site) and considers those areas private. Therefore, everyone who is not a member of staff, student or volunteer who has climbed the stairs to the Hayloft and School House is considered an intruder until they have gone through the visitor reception procedure.

- Visitors are asked to wait in the courtyard or pub while they are signed in by a staff member at reception, stating their time of arrival and reason for their visit.
- Staff will identify legitimate visitors and monitor their movement around the establishment and departure time.
- All visitors will be accompanied by staff as long as they are on site.
- Where possible, visitors and contractors should arrive by appointment only.
- Visitors/contractors should not be allowed to roam the premises unescorted.

Visitors to 104 Maidenhead Road to sign in at The Swan and be accompanied by a member of staff and to follow procedures as above. Visitors who arrive straight at 104 Maidenhead Road will be asked to sign in on arrival.

During Covid-19: The rules for visitors to The Green Room Foundation sites will always be in line with current government guidelines. Visits to the site are limited and only happen if absolutely necessary. Any visitors must sign in and adhere to the Provision's [Coronavirus Safety Guidelines](#)

Violence against staff (See risk assessment G8)

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use 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.

The Green Room Foundation may decide that incidents that occur in or around the establishments, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

The Green Room Foundation is aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor 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 (see also risk assessment G8)

In the event of any person assaulting another person, (staff, student, other adults or children involved in provision activities):

The Provision may restrain the assailant with reasonable force to protect the victim.

In all but minor cases the Provision will refer to the police any assaults which appear to involve bodily harm. The Provision will also report to the police incidents which take place in a public place off Provision premises, but in circumstances where the Provision has responsibility for any of those involved whether they be members of staff or students.

Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault, and seek to make sure any relevant CCTV footage (at The Swan) is secured.

The Green Room Foundation will be ready and willing to provide a substantive account of what led up to the incident.

All incidents are recorded.

The majority of staff are trained in positive handling.

For further information on The Swan's CCTV system, including the location of cameras and the storage and access to data, please see the [Data Protection Policy](#)

Offensive Weapons

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on The Green Room Foundation premises.

When it is reasonable to believe that a student is carrying an offensive weapon it may be appropriate for a senior member of staff 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, the parents / carers must be summoned after the matter has been referred to the Head of Provision followed, if necessary, by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Students are discouraged from bringing valuable items to the Provision and in the event that they do so the Provision accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the Provision Office regarding temporary safe keeping. At GRW and GRK mobile phones are handed in and kept in a locked cupboard during the provision day.

All Staff are responsible for their personal property.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Vandalism or arson is usually found in areas like recesses and doorways, which offer concealment or which is not under regular surveillance.

Criminal incidents of this sort require reporting to the police, and are likely to require an emergency response where an intruder is still present on the premises. This is when the establishment is unlocked and the person opening the premises finds a break-in.

When an intruder is thought to be present on the premises police help must be sought immediately, by calling 999. (See also [Emergency Evacuation Policy](#))

Should an intruder be thought to be on the premises, staff will initiate the lockdown procedure, where doors are locked and window blinds drawn. This lockdown procedure aims to keep students and staff safe from the intruder. Should it be safer for students to be taken off site, the Lockdown Manager will communicate this via Google Chat. (See also [Lockdown Policy](#))

During periods of provision closure each provision's premises will be locked securely to ensure extra security. For example, where appropriate roller doors are down, gates locked and doors deadbolted if necessary.

Reporting and Recording Incidents

GRW, GRK and GRC will maintain an Emergency Incident Record via a digital [Emergency Incident Report Form](#). This contains simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent.

- All staff are expected to record in the form:
 - Trespass
 - Aggressive behaviour by persons other than students around the premises
 - Matters reported by students
 - Incidents involving students
 - Any other incidents giving cause for concern

Office staff will be alerted if an Emergency Incident Report is submitted and can see if any patterns are developing and to consider the need for consequent action.

Contractors (see also risk assessment G7)

Contractors on site are required to observe the Health & Safety Policy. This is overseen by the relevant staff. All contractors are required to sign in/out daily. Also;

Building materials and equipment must not be left lying around.

When not in use scaffolding should not be given access.

Alarm systems must not be disrupted.

The Green Room Foundation Transport (see also risk assessment G2)

The Green Room transport should be checked using the pre journey sign in especially when checking the door locks.

Doors are locked whilst travelling

Only staff and students allowed on the mini bus unless previously agreed by the Head of Provision

There must be at least two members of staff in the minibus on all journeys.

The staff to student ratio on provision journeys should be kept to 1:3.

Mini Bus Drivers (see also risk assessment G2)

See above

COSHH (see also risk assessment G4)

A current up-to-date safety data sheet provides important information on many aspects of the substance in use. COSHH and data sheets are kept in the H&S Google Drive.

The Green Room Foundation is committed to only buy products that are not hazardous to health, however if there are no alternative products, the products will be safely stored under lock and key or padlock.

Accidents (see also risk assessment G6)

The Green Room Foundation is committed to reducing accidents on the premises. Therefore risk assessments are in place so that they occur rarely.

Security within the establishments will stop any intruders from coming into contact with students, staff and volunteers which should in turn prevent any accidents occurring.

Fire Safety (see also Fire Safety file)

The Green Room Foundation is committed to reducing Arson around the premises.

To prevent any intruders on site by controlling visitors as above

By locking up the premises at night.

Lettings (see also risk assessment G11)

Each letting signs a contract or lease agreement

They also provide liability insurance to cover the premises for any damages that might occur.

Only rooms on hire are available at the time of letting.

During COVID-19, lettings can only be made if current government guidelines permit and hirers adhere to the [Coronavirus Safety Guidelines - Leasing of Premises](#)

Smoking / Vaping (see also risk assessment G13)

Smoking or vaping is not allowed anywhere on The Green Room Foundation's site. Staff or students are not allowed off site to smoke.

At the Swan there are designated smoking areas for patrons of the pub only. Students are allowed off site at lunch time with staff permission.

The provision is committed to a healthy lifestyle. Students may face a temporary exclusion if they smoke/vape during the provision day.

Storage

Safe storage of maintenance and cleaning equipment and any other hazardous chemicals to stop any students from harming themselves.

APPENDIX:

Data Protection Policy
Coronavirus Safety Guidelines
Coronavirus Safety Guidelines - Leasing of Premises

This policy is approved by the CEO of The Green Room Foundation

Date _____

CEO _____