

RISK ASSESSMENT FOR SITE SECURITY- SAFEGUARDING

Establishment: Kirkby Stephen Grammar School

Assessor: Mark Bromfield

Signed: Date of Assessment: 1st November 2016

Review Date: 18/11/16

Risks	Level of Risk	Control Measures	Residual Risk Low, Medium or High
Unauthorised persons on school site	High	<ul style="list-style-type: none"> • Staff to wear ID badges • Challenging adults without ID badges • Clear signs for people following footpath through school grounds • Partial fencing keeps people on footpath • SLT must be made aware of an unauthorised person • Assembly on 5 September 2016 – all students instructed to report any persons not wearing lanyards / badges • Details of all incidents to be kept in office of people unauthorised on site • Snowball information system pass to all local schools and office staff aware of the system • Snowball information emailed and hard copy available to all staff • Signs on all external doors instructing visitors to report to reception in the first instance • SLT/Duty staff to walk site at break/lunchtime and pre-school • Police contacted if unauthorised person on site without explanation 	Medium
Approaching unauthorised person on site	High	<ul style="list-style-type: none"> • Clearly explain to unauthorised person to leave site, in calm manner, accompanied by a colleague • Clear area of students • Do not let interaction between students and unauthorised person • If unauthorised person does not leave site call SLT and ask office to call police • Use appropriate strategies to deal with level of threat shown by unauthorised person 	Medium
Horses / large animals on site	Medium	<ul style="list-style-type: none"> • Clear area of students • Contact Auction / appropriate farmer or dog owner • Call SLT • Record incident in normal manner 	Low

Note: Activities must be planned and undertaken in accordance with the law and with reference to the guidance from time to time in force and this risk assessment is not a substitute for the need to undertake these steps.

KIRKBY STEPHEN GRAMMAR SCHOOL

Student offsite without permission	High	<ul style="list-style-type: none"> • Parental authorisation form • Signing in/out • Periodic checks on signing in/out / students offsite 	High
Cars/deliveries on site	High	<ul style="list-style-type: none"> • Staff are on duty for morning and afternoon buses • Deliveries come to reception • CCTV on main entrance • No driving around site other than front car park during school hours 	Low

Additional Notes: