

## ***Working in Partnership***

**Dear Head Teachers, Principals and Chairs of Governors**

### **School Security**

The Department for Education advises that all schools should have plans in place to enable them to manage and respond to incidents related to school security. In addition, it is also advised that schools should have procedures for controlling access and barring individuals from premises.

We are sure you may already have this in hand. However, to help you, we have jointly produced a Security Self-Assessment template and set of guidance notes, that we hope you will use to ensure that all possible steps have been taken to make your school safe and secure for pupils, staff and visitors.

Whilst Suffolk is one of the safest places in the country, it is essential that we are prepared for all eventualities. We believe that this self-assessment will help you to consider all aspects of safety and security within your school.

For information in Suffolk during 2017 and 2018, there were 1814 crimes recorded where schools were named as the premises. This includes:

- 217 incidents of arson and criminal damage.
- 108 incidents of burglary
- 687 incidents of violence against the person
- 229 incidents of public order offences

The self-assessment will enable you to take a step by step approach in all aspects of security, from physical security of buildings, their contents and the safety of pupils, staff and visitors.

This is a complex area as all schools are different both in their design and construction and the environment in which they are situated. There are bound to be questions you wish to ask.

The self-assessment has been developed jointly by the Designing Out Crime Officers from Suffolk Police and the Suffolk County Council (***maintained***) Schools Health and Safety Advisor.

Their contact details are within the document and you are welcome to call them for further advice.

Following the circulation of this publication a number of area-based meetings will be held where you or a colleague will be able to come and ask questions and get more advice about school security. Details of these events will follow.

We would advise initially that you introduce this process into your school routine and review your security at least once a year. This is an exercise which might be best carried out in a team situation.

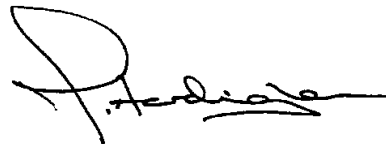
We hope you find this useful.

We are always looking to improve our service. If there are any suggestions you may have please let us know by calling one of the contacts mentioned in the document.

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**Steve Jupp**

***Chief Constable Suffolk Police***

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**Mark Hardingham**

***Executive Director of Fire and  
Public Safety Suffolk County  
Council***