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**LEAFLET 17 TO
PART 3 TO SHEF MANUAL**

SECURITY OF BUILDINGS AND OFFICES

1. The security of all SCE buildings as well as the safety of personnel and students needs to be carefully assessed, checked and reviewed as frequently as necessary.
2. Procedures must be in place to ensure that an affirmative answer can be given to the following statements:
 - a. Personnel responsible for each element of security are clear in their duties and that, in their absence, alternative arrangements are in place for somebody else to deputise.
 - b. Outside locks and all other safety mechanisms are working correctly.
 - c. Spare keys are kept securely and accounted for.
 - d. Visitor access systems are working correctly (spot checks should be made to ensure that this is the case).
 - e. Fencing designed to prevent access is in good repair.
 - f. Doors preventing access to restricted areas (roofs, store cupboards etc) are locked.
 - g. 'Restricted' filing cabinets have a security system that is working and is used.
 - h. Valuables are locked away in accordance with local arrangements.
 - i. Only those required to know are aware of keypad codes.
 - j. Reception personnel have been briefed on what to do in an emergency or uncontrolled intrusion situation.
 - k. Any out of normal working hours visitors to the site (staff, contractors etc) know the security and emergency arrangements that are in place.
 - l. Children know how to recognize and report any unidentified visitors to staff.