



HERTFORDSHIRE

CONSTABULARY

Schools Crime Prevention Self-Assessment

We are very keen to encourage schools to implement appropriate security measures to reduce the likelihood of being targeted by criminals. Below is a bullet point list of items you should be considering in relation to pupil and staff safety and security of your buildings and equipment.

This can be used as a self-assessment and each point considered in relation to the number and frequency of previous crimes and the current risk your school has (for example, large amounts of very high value but small equipment such as laptop computers or is an isolated location).

It should be an on-going assessment and be reviewed regularly. Where you answer 'no' to a question, do try to put in place crime prevention measures where possible and practical.

Outside - car park

Yes	No	
		Clearly marked and well-lit car park?
		No hiding places for criminals (eg overgrown hedges) ?
		Clear signage to the reception?

Outside – building

Yes	No	
		As few entry / exit points as possible especially when the school is open?
		CCTV covering entry to the school buildings, if no natural sight lines?
		Visitors identified and issued with a badge?
		Visitor badges collected at the end of the visit? <i>Those that aren't could be used by others inappropriately</i>
		Boundaries regularly checked for gaps/damage and to identify any "desire lines" that have developed and consideration given to blocking the route taken? <i>Fences at schools are primarily to keep pupils in, not trying to keep determined offenders out. With this in mind, any boundaries should encourage easy surveillance of the site. This can be achieved in some cases by keeping trees/hedges short and having weld mesh railings rather than wooden fences.</i>
		Waste/recycling bins be secured by way of a ground anchors away from any building? (fire risk/climb aid onto roofs)

		Playground furniture likewise secured?
		Anti-climb paint with appropriate signage?

Procedures

Yes	No	
		Are secure lockers available for staff and, if possible pupils?
		If so, are they being used?
		Staff and pupils advised to only bring into school equipment/personal property they need and can't do without during the school day?
		Are staff aware of security policy should there be an incident where help is needed at any time (eg disgruntled parent confrontation/breach of any court order/child protection)?
		Parent consultations held, if possible, in an area where staff are not secluded in out of the way areas or rooms in the school?
		Are staff questioning those without badges and offering to help visitors not displaying the correct badge?
		Do staff have identity badges and do they wear them?
		Are staff encouraged to secure rooms at the end of the day when empty?
		Lettings? <i>Ensure that only rooms required are available and that the rest of the school is secured. If possible have the alarm zoned so that the rest can be active, but allowing free use of the relevant rooms.</i>
		Are neighbours of the school your eyes and ears? <i>Consider sending school newsletters to them, thanking them for their assistance in the past and asking them to report any suspicious activity at the school to the police.</i>
		Look at the end-of-day cleaning routine and try and make sure that buildings are not left insecure for any longer than necessary. <i>Consider blitzing one area at a time and then securing/alarming as each area is completed. This helps prevent walk-in thefts after the pupils have left.</i>

Physical Security (target hardening)

Yes	No	Key Security
		Do you have an up-to-date inventory of issued keys?
		Are regular key audits carried out?
		Are locks changed if keys are missing?
		Are spare keys numbered (not named locations) and secured at all times?
		Have you considered electronic card entry that enables you to remove from the system any lost cards and prevents copies being cut?
		Is all property security marked ? <i>All property should be marked by one of the proprietary methods, using a UV pen (postcode or school name) or other products. Consider boldly marking property with bright coloured permanent paint, with either the school's postcode or crest which will reduce the chances a burglar will steal it.</i>

		Laptops kept in a secured cupboard/store in an alarmed area (this includes those stored on a trolley)? <i>Consider a ground or wall anchor for trolleys</i>
		All new property, such as laptops, musical items, computers and photographic equipment, marked as soon as it arrives into the school with serial numbers taken and recorded on www.immobilise.com (a free service and used by all police forces in the country)?

Alarms

Yes	No	
		Is the alarm is accessed by as few people as possible?
		Is the alarm serviced regularly? including a visual check of all sensors to make sure they haven't been covered, that they still cover the main equipment/target in the room and haven't been obscured by displays, furniture, etc.
		Is there a policy for any staff acting as key holders so that they confirm it is the monitoring company calling them at unsocial hours and that another person knows they are attending the site in case of any problems they encounter?

CCTV

Yes	No	
		Is there a CCTV system installed?
		Does it cover all entry points?
		Can your CCTV read index plates of vehicles?
		Is it regularly maintained?
		Are recording equipment and recorded materials stored in a locked cabinet?
		Are downloads (required by police for identification) fit for purpose?
		Are the time and date settings regularly checked to ensure they are correct?
		Are appropriate signs displayed to warn offenders that they are being recorded?
		Is your system registered with the Information Commissioner?

Hertfordshire County Council supports the use of monitored CCTV systems which are currently monitored by the Local Authority CCTV Control Room at Stevenage. They provide excellent coverage of a school and grounds when closed.

When considering any additional crime prevention measures use the 'ARC' principle - measures should be Appropriate, Realistic and Cost Effective.

We recommend The Master Locksmiths Association www.locksmiths.co.uk and www.securedbydesign.com for helpful advice.

For further advice, or for a comprehensive survey of your school, please contact the Hertfordshire Constabulary County Crime Reduction Team:

Colin Clare 01438 757339 for Broxbourne, East Herts, Stevenage, North Herts
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