

Secured by Design Schools  
Revision April 2004

# **Secured by Design - Schools**

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## INTRODUCTION

The purpose of this document is to provide guidance on how to establish and maintain a safe and secure environment in schools. It is aimed at helping all those involved in the design, development, procurement and management of schools and similar developments. The recommendations that follow should be interpreted appropriately to meet the particular risks associated with the main age groups infant, junior and senior. The objective is to reduce the opportunity for crime and anti social behaviour and reduce the fear of crime in schools.

Also, to provide a system of self assessment of new proposals or existing premises, in order to establish changes necessary to the proposed design or existing environment to achieve 'Secured by Design' status. This guidance includes the process by which accreditation can be achieved.

This document is issued by the Association of Chief Police Officers as part of their 'Secured by design' initiative and is supported by the Home Office.

## SECURED BY DESIGN & OTHER DESIGN GUIDANCE

Good design can make a major contribution to both the prevention of crime and reducing the fear of crime and must be the aim of all those involved in the development process.

'Secured by Design' (SBD) aims to achieve security for the building shell and to introduce appropriate design features that enable natural surveillance and create a sense of ownership and responsibility for every part of the development, in order to deter criminal and anti-social behaviour within the grounds of a school. These features include secure vehicle parking, adequate lighting of common areas, control of access to individual and common areas, defensible space, and a landscaping and lighting scheme, which when combined, enhances natural surveillance and safety and help to instil a sense of ownership of the local environment.

Incorporating sensible security measures during the design and building of a new school combined with good management practices is shown to reduce levels of crime, fear of crime and disorder. The aim of the police service is to assist in the design process to achieve a safe and secure environment for students and staff, without creating a 'fortress environment'.

## PRINCIPLES

**Safety and security are essential to an environment, which allows quality teaching and learning. These features provide a quality of life within the school, which sets an example and 'teaches' those cultural qualities, which form part of civilised society.**

Where safety and security are compromised then all too readily a few people can cause disruption to the work of the school, threaten the physical and mental well-being of pupils and staff and cause damage to property.

The cost of this criminal activity cannot be accurately determined. There are many thousands of incidents a year in our schools - not, fortunately, as serious as the shooting

incident at Dunblane or the machete attack at St Lukes infants School, but they are disruptive, they do cause damage and they do cause fear.

The effect of anti social behaviour, which is not well recorded and which comes in all forms from dog fouling of playing fields, to graffiti, bullying and generally loutish behaviour adds to this effect.

Much of crime committed in schools is opportunistic and will be committed not only by outsiders, but sadly, by pupils, parents and staff and the trends indicate that overall, crime is being reduced but certain types of crime particularly arson are increasing.

Clearly design alone is not going to stop crime and anti social behaviour in schools. The problem can only be effectively solved by a multi agency approach by the Authority, Governing Bodies, school staff and managers, pupils and parents all contributing to an overall security strategy. This strategy must recognise the multi agency style, identify the risks, analyse incident reporting and seek to modify the risks. Secured by Design is an important part of the process of risk management and the vulnerability of people and property to crime can be reduced significantly if the following advice and measures are incorporated.

### **ROLE OF THE ARCHITECTURAL LIAISON OFFICER (ALO) / CRIME PREVENTION DESIGN ADVISER (CPDA)**

Police forces throughout the country employ Architectural Liaison Officers (ALO) or Crime Prevention Design Advisers (CPDA) to advise on designing out the opportunity for crime to occur during the design process. The main mechanism for delivery is the *Secured By Design* initiative and award scheme, which uses the principles of crime prevention through environmental design (CPTED).

### **THE CONCEPT OF SECURED BY DESIGN**

One of the Government's key objectives for planning is to secure quality, sustainable environments where people choose to live, work and play. To achieve this, more emphasis needs to be placed on the design and on the need to encourage higher standards. Designing for community safety is a central part of this.

'Secured by Design' (SBD) is a police initiative to encourage the building industry to adopt crime prevention measures in development design to assist in reducing the opportunity for crime and the fear of crime, creating a safer and more secure environment. 'Secured by Design' is endorsed by the Association of Chief Police Officers (ACPO), and has the backing of the Home Office Crime Reduction Unit. It has been drawn up in consultation with the Department of Transport, Local Government and the Regions (DTLR, formerly DTLR).

Once a development has been completed, the main opportunity to incorporate crime prevention measures has gone. It is the responsibility of the client (School Governors, LEA Boards etc.) to instruct the architectural practice or developer to liaise with the ALO/CPDA, preferably at the sketch scheme stage. This will allow the designer to incorporate advice at the earliest opportunity, rather than make adjustments at the planning application stage, which often results in delays.

## **CRIME PATTERN ANALYSIS**

The ALO/CPDA's starting point should be to assess risk and problems likely to be encountered in schools. They will contact the local Crime Pattern Analyst who will provide a record of local crime trends and patterns. Experience shows that in order to gather an accurate picture of crime, it is necessary to combine records held by both police and individual schools.

The ALO/CPDA will give site-specific advice, commensurate with the perceived risk, which will be based on local crime trends. Careful design need not cost more when considered at the outset and will quickly show sustainable benefits.

## **SCHOOLS CAMPUS - ASSESSMENT GUIDANCE**

**Safety and security are essential to an environment, which allows quality teaching and learning, and provide for a quality of life within the school.**

Where safety and security are compromised then all too readily a few people can cause disruption to the work of the school, threaten the physical and mental well being of pupils and staff and cause damage to property.

The cost of this criminal activity cannot be accurately determined. There are many thousands of incidents a year in our schools - not, fortunately, as serious as the shooting incident at Dunblane or the machete attack at St Luke's infants School, but they are disruptive, they do cause damage and they do cause fear.

The effect of anti social behaviour, which is not well recorded and which comes in all forms from dog fouling of playing fields, to graffiti, bullying and generally loutish behaviour adds to this effect.

Most crimes committed in schools are opportunistic and will be committed not only by outsiders, but also sadly, by pupils, parents and staff. Trends indicate that overall, crime is being reduced but certain types of crime particularly arson are increasing.

Clearly design alone is not going to stop crime and anti social behaviour in schools. The problem can only be effectively solved by a multi agency approach, with the local authority, governing bodies, school staff and managers, pupils and parents all contributing to an overall security strategy. This strategy must recognise the need for a multi agency approach, identify the risks, analyse incident reporting and seek to modify the risks. Secured by Design is an important part of the process of risk management.

## **GENERAL PRINCIPLES**

The entire school site perimeter must be enclosed, in order to control access by pedestrians and vehicles. There shall be no structures or physical features that compromise the security of the perimeter.

Split school sites together with remote sites pose real security management problems and must be avoided if at all possible. Separate sites will be given their own conditions for SBD purposes.

Buildings shall be arranged in an efficient planning style in such a way as to avoid, long distances between buildings, hidden areas that are difficult to overlook and isolated or remote buildings.

The following features are the minimum required for Secured by Design accreditation and appropriate in low risk areas i.e. where crime is not seen as a significant problem. Assessment of the crime risk is a service that the local architectural liaison officer or crime prevention design adviser will give as part of their consultation service.

Additional security features will need to be added for Medium or High Risk i.e. where crime is a problem or causing extreme difficulty.

## **SITE LAYOUT**

There must be no structures or physical features that compromise the security of the perimeter.

Split campus sites and remote sites pose real security management problems and must be avoided if at all possible. For SBD purposes these will be reviewed as separate sites with their own conditions.

Buildings should be arranged in an efficient planning style in such a way as to avoid, long distances between buildings, hidden areas that are difficult to overlook, isolated buildings remote to the centre, including toilet blocks and changing rooms. There should be no isolated or remote teaching areas or areas where staff are expected to work on their own.

The layout shall provide clear defined routes between site entrance(s) and main reception and between controlled building entrances and other facilities. The route between the main public site access and public reception office should be short clear and direct.

All access routes should be clearly signed and link to identification of each facility and building including rooms within buildings.

## **PUBLIC ENTRANCES TO SCHOOL SITE**

The number of entrances to school sites should be reduced to the minimum practicable and preferably direct vehicles and pedestrians through one main entrance. The appropriate siting of car parks and bus stops can help achieve this. For a large campus a security gatehouse may be appropriate, located adjacent to the main entrance, thereby controlling/assisting public movement. Clear signs should direct visitors to their destination. Mechanical barriers may be required in high crime areas.

## **BOUNDARY TREATMENT**

Boundary fencing will commonly abut public space, therefore aesthetics must be taken into account. It should be a minimum of 2m in height, vandal resistant and robust, grounded on a hard surface, be difficult to scale and have an anti climb topping. It should also allow clear natural surveillance.

Local conditions may require certain boundary treatments, but all shall restrict unauthorised access and exit as far as possible, particularly where natural surveillance of the boundary is difficult to achieve. Railings, expanded metal and weldmesh fencing (to BS.1722) are examples, which achieve the above. Chain link and similar low security fencing is boundary demarcation only and should not be used. The use of robust defensive planting in conjunction with the fence line can help meet aesthetic (planning) requirements and provide additional protection.

Gate specification should match the fencing, be lockable, have anti-lift hinges and avoid features, which assist climbing.

## **SIGNS**

Signs from the site entrance through to the school entrance shall be clear, multi-lingual as appropriate. The use of simple recognised symbols is recommended.

Consider using a departmental colour way finding system. A wall and floor colour scheme guide could be incorporated which enables visitors to follow the appropriate colour to the required department.

## **VEHICULAR ACCESS**

Vehicular access within the school site shall be restricted to the minimum possible and only to those areas necessary i.e. parking and service areas. Physical features to enforce this restriction may include bollards, double curbs, walls and substantial landscaping.

## **PEDESTRIAN ACCESS**

There must be no public footpath through school grounds or campus.

Casual intrusion by the general public must be discouraged, therefore footpaths should be designed to serve the school rather than provide unnecessary access and the number of such footpaths should be kept to a minimum. Problems can arise when residents in local housing developments identify school grounds as an area to exercise dogs or allow their children to play.

The footpath layout shall provide clear defined routes between site entrance(s) and the main reception and also between controlled building entrances and other facilities. The route between the main public site access and public reception office shall be wide, enjoy natural surveillance and follow as direct a route as possible, be clear of hiding places and well lit.

Footpaths should be designed to prevent offenders from familiarising, searching, offending and escaping. Landscaping with thorn content can be used to encourage pedestrians to use designated footpaths. There should be no congregation points as these can lead to disturbance and nuisance to legitimate users.

## **PARKING FOR CARS, MOTORCYCLES AND BICYCLES**

Car parking should be restricted to designated car park areas where vehicles can be more readily supervised. Staff parking may require a higher level of security and consideration for safe staff use after hours and at night. Separate secure cycle and motorcycle storage for staff use must also be considered.

All parking areas should incorporate the physical and management measures required by the Safer Parking Award scheme detailed on the *Secured By Design* website '[www.securedbydesign.com](http://www.securedbydesign.com)'

Features of the scheme include limited and controlled access a defined perimeter, natural surveillance over the whole parking area, lighting to BS5489 Part 9, low level defensive planting, traffic calming measures, one-way systems and separate footpath/vehicle routes etc.

Secured and managed motorcycle and cycle provision must be provided to encourage their use in line with government strategy on fitness and green issues. Bicycles require an enclosed store that provides natural surveillance, which can be locked during school hours, and motorcyclists require level hard surface for standing and secure frames to which their bikes can be attached. (Note; Motorbikes, particularly mopeds are high-risk targets for crime).

## **LANDSCAPING**

Landscaping must not prevent natural surveillance from occurring between the perimeter and the building shell, nor shall it reduce the effectiveness of any CCTV system. Future landscape growth and maintenance must be taken into account at the design stage.

All shrubs and hedges shall generally have a maximum growth height of 1m, whilst all trees should be pruned up to a minimum height of 2.2m, thereby maintaining a clear field of vision around the site. Mature trees must also not mask lighting columns nor become climbing aids. All hard landscaping and street furniture must be robust and securely fixed to prevent removal, vandalism and use as potential ammunition.

An ongoing landscaping management regime shall be implemented as part of the school maintenance policy to maintain natural surveillance. This creates the impression of a well cared for environment which helps to discourage crime and anti-social behaviour.

## **SURVEILLANCE**

There must be no easily accessible areas of the campus grounds that do not have the benefit of either passive surveillance i.e. overlooked by windows from used rooms, or CCTV. Areas that could provide concealment and therefore provide the opportunity for crime shall be fenced off.

## **CCTV SYSTEMS**

The development of an Operational Requirement Statement is essential; this document is unique to each system and will be used for the design, performance specification and functionality of the system. It is a statement of problems, not solutions, and highlights the

areas to be covered by the system and the times and description of the activities giving cause for concern.

It is also important to decide what standard of image is required i.e. close up or general view. This is dictated by the use to which the system will be put to and whether it is intended to monitor activity or detect offenders. Clear facial recognition is essential to, recognise or identify any offender. Vehicle number plate recognition is necessary where they are monitored. It is essential that a recorded CCTV system can supply clear images that can be used as valid evidence in a court of law.

The provision and use of CCTV fits well within the overall framework of security management and is most effective when it forms a part of an overall security plan.

Main entrances and circulation areas, both inside and out, should be covered by CCTV surveillance. Where necessary, cameras should be mounted on columns with appropriate stand off views of complex buildings and covered walkway areas.

A well-designed and carefully installed CCTV system, which is properly managed, can be a very powerful security tool. In order to justify cost, systems must be relevant to the situation and security risk.

Early discussions with the police CCTV Liaison Officer and recognised suppliers are strongly recommended to achieve this aim. Decisions that need to be properly resolved include, monitoring or recording, activation in association with an intruder alarm, requirements of general surveillance or facial recognition, areas to be monitored, use of pictures taken, maintenance and quality of equipment, management of recording or monitoring. These are all key issues in the selection of an effective system, which can not only deter crime but also be crucial in reacting effectively to criminal acts or anti-social behaviour.

CCTV systems may be legally required to be registered with the Information Commissioner. The CCTV system and its operation should be compliant with the Commissioner's guidelines. See [www.informationcommissioner.gov.uk](http://www.informationcommissioner.gov.uk) for more information.

## **LIGHTING**

A successful lighting scheme requires good but not oppressive levels of light that is evenly distributed, allows clear colour rendition and avoids light spillage. Well-positioned lighting deters and reveals potential intruders and reduces the fear of crime.

Security lighting, such as metal halide units, shall be installed in all areas where surveillance is considered important, such as entrances, main pedestrian access routes, car parks and other facilities. Other areas should use vandal resistant perimeter lighting, operated by photoelectric cells, which should illuminate all elevations and recesses of the building. All fittings shall be vandal resistant and positioned out of reach.

The lighting design and layout shall support natural surveillance and the operation of CCTV and shall not be restricted by trees, shrubs or other landscaping features.

## **ACCESS TO DRAINAGE / SERVICING**

Access to telephone junction points and manhole covers shall be secured to prevent interference and / or removal.

## **SITE & BUILDING LAYOUT**

Building site lines should be kept as simple as possible. Complex building shapes create hiding places, which reduce both natural surveillance and the effectiveness of CCTV systems. Recesses create congregation points, which are a focal point for crime and anti-social behaviour, possibly leading to littering, graffiti, vandalism and arson.

Where possible, buildings should be orientated to maximise natural and formal surveillance opportunities.

## **BUILDING SHELL SECURITY**

The design of the building should take into account the need to prevent features that aid scaling or climbing.

Composite panels and profiled metal cladding are vulnerable to forced entry. The first 2m in height of all walls, internally or externally, should be masonry or materials of similar strength.

High-risk sections of the building (e.g. computer rooms etc.) may require reinforcement, for example expanded metal, to be fitted within the cavity wall. Consult the ALO / CPDA for further advice.

Low or flat roofs must be avoided. The security of roofs is improved by using deep eaves; however, care should be taken to avoid the creation of sheltered congregation points. Attempts to gain access to roof voids by removing a few tiles may be prevented by fixing expanded metal to the topside of rafters.

Place waste disposal areas and oil tanks away from buildings, as they can be a target for arson or provide access to roofs and windows. All grilles should use security screws or bolts.

Rainwater down pipes can provide a convenient scaling aid onto roofs or to reach windows above ground floor level. Rain water pipes should be either flush fitting (i.e. square profile) or concealed within the cavity. Consider umbrella spikes on existing vulnerable down pipes.

Existing cast iron pipes may also be coated with anti-climb paint above 2250mm over ground level. A sign indicating the use of this paint must be erected. A further alternative is a flush metal guard can be fitted over the down pipe from ground level to a height of 3m above ground level.

Any skylights fitted should have either steel bars or expanded metal beneath them, which is securely fixed to the building fabric.

## **WINDOWS**

Accessible /vulnerable windows should be independently certificated to BS 7950 *Windows of Enhanced Security* or LPS 1175 SR 2 or 3 as well as the relevant performance standard i.e. BS 644 for timber windows, BS 4873 for aluminium, BS 7412 for PVC U or BS 6510 for steel windows. All ground floor and vulnerable windows should use minimum 6.8mm laminated glazing.

Higher risk locations will require greater protection commensurate with risk. Sills should be steeply angled to prevent them being used as climbing aids, seats or litter points. All windows should be fitted with restrictors.

Windows to pharmacies, record rooms etc. may use either barred protection or steel shutters certificated to LPS 1175 grade SR 2 or 3.

Glazing and glazing sizes shall to be kept to the minimum compatible with requirements of lighting, surveillance and visibility.

## **PERIMETER DOORS**

The suitable security standard for external school doors is LPS 1175 SR 2 or 3. The key point in assessing doors is independent testing and certification to the relevant security standard. Consider an alarm or warning facility for external doors, where appropriate, so a signal on opening can be transmitted to the security office. These doors should be signed to warn of alarm alert. All glazing to doors shall be minimum 7.5mm thick and laminated.

Emergency escape doors and frames should be manufactured from steel and designed without visible external ironmongery. Fire doors should be fitted with door contacts programmed into a 24 hours alarm circuit with an audible alarm on opening and/or relayed to security and signed to prevent inadvertent activation.

Letterboxes shall be installed 'through the wall' to discharge into a secure and fireproof chamber. Installation will comply with Post Office recommendations.

## **ROLLER SHUTTERS**

Roller shutters shall comply with LPS 1175 grade 3. Locks may be applied internally if possible; otherwise a close-shackled padlock to be used. All shutters should have contacts fitted and be linked to the alarm system.

## **BUILDINGS INTERNAL LAYOUT**

Recognising the multi use of school buildings and provision of facilities to the local community outside of school hours, then the floor layout will demonstrate that access to the various parts of the school can be controlled and risk of unauthorised access to vulnerable areas eliminated. Location of toilets for example in relation to an activity area such as a sports hall will be crucial.

High value items to be kept in secured areas and access to obvious risk areas such as kitchens, laboratories, computer centres and management offices restricted through lockable doors.

Layouts generally to be simple and avoid hidden areas and pinch points in circulation especially where high footfall is expected at certain times of the day.

## **SCHOOL ENTRANCE & VISITOR CONTROL**

The number of public entrances into the building should be reduced to the minimum practicable. It should be possible to reduce the number to one, which should be clearly signed and well illuminated.

The reception desk serving the main public entrance should have full surveillance of everyone entering the school. A high, wide reception desk increases the distance between the receptionist and caller, which offers a minimal level of protection. Local conditions may require additional protection such as a glazed screen. Facility must also be made to ensure that wheelchair users can use the reception desk.

Automated doors are recommended, fitted with a manual override, which should comply with LPS 1175 Grade 2 or 3. Any glazing must be minimum 6.4mm laminated glass.

Consider installing rising or retractable bollards in front of high-risk perimeter doors.

A separate staff entrance may be applicable which uses access control, preferably in the form of proximity readers for practicality. Loading areas should benefit from natural surveillance and consideration should be given to creating a safe area by fencing and gating the parking zone.

### **RECEPTION AREA**

The design of the desk is important in ensuring the safety and confidence of staff. A high, wide reception desk increases the distance between the receptionist and potentially aggressive visitors, and can act as a minimum level of defence. Local conditions may require additional protection from a laminated glass screen (minimum 7.5mm). A personal attack alarm should be provided at the reception desk, which activates a loud alarm at the scene. The floor behind the counter may be raised if appropriate. The activation of the alarm may well shock and disorientate visitors and clearly signals that assistance has been requested. (Note; Staff training in the use of personal attack alarm systems, will be necessary). It is recommended that school security systems be remotely monitored with police attending confirmed activations.

Reception staff should have surveillance of all parts of the entrance, including the whole waiting area, the area immediately outside the main entrance and where possible toilets and the corridors to classrooms. The reception and waiting areas should be open plan to allow the CCTV system to gain full surveillance.

### **WAITING AREA**

The waiting area of schools should be open to surveillance and be well lit. All furniture should be fixed to prevent their being used as weapons. Fire hoses should also be properly housed and locked.

## **W.C. FACILITIES**

All service pipes and fittings, including lights, should be fully enclosed to prevent vandalism. Non-return screws and hidden fixings should also be employed. The use of an anti graffiti coating will aid the removal of any marking. The installation of smoke alarms (and sprinklers) is particularly important in toilet and changing areas where incidents of arson are most common.

## **CORRIDORS & CIRCULATION**

Corridors should be as straight as possible, well lit, have no recesses and where possible chamfer the corners where corridors cross to improve surveillance. Straight corridors also aid any CCTV system. Clear signs should indicate routes throughout the school. Access control to non-public areas should be installed.

## **GENERAL OFFICE SECURITY**

General Offices should have a separate alarm zone, but linked to the main alarm system.

Doors should be 44mm solid core, have 3 heavy-duty hinges and have a Kite marked BS 3621 5 lever mortice deadlock fitted.

Stores should employ 44mm solid core doors, 3 heavy-duty hinges and a Kite marked BS 3621 five lever mortice deadlocks. If stores contain valuable products, access control should be used, thereby indicating which staff has used the store.

Stud partition walls are significantly strengthened with the use of high impact gypsum boards.

## **COMPUTERS**

Computers and office equipment are vulnerable to theft. Careful siting of power trunking is required to ensure they are kept away from windows. Computers should be fitted in individual steel cases to LPS 1214. Mark the postcode and school name on the outer casing of all office equipment. High risk and mainframe computers should be secured in a purpose built room in individual cabinets.

## **MANAGEMENT PRACTICE SECURITY MANAGEMENT**

Key distribution should be kept to a minimum and a key security cabinet **located** in the main office. Keys should not be marked with vehicle registration numbers.

Ideally an automatic monitoring system that denies access to unauthorised staff and records identify of staff members who have taken keys should be installed.

A public address system should be installed to cover all floor levels. It is a useful management tool and acts as an early warning system should staff require assistance.

All school staff should wear identity badges at all times. This procedure should be rigidly adhered to. (Note that difficulties also arise in recognising legitimate guardians collecting

children from school. A system of ID checking may be necessary) Schools should become involved in local Crime & Disorder/Community Safety Partnerships as appropriate.

## **RECORDS**

A security file shall be maintained which records all established security procedure documents as required by this standard outlined below. This file will act as reference for training and management purposes.

## **POLICY STATEMENT**

A Policy Statement on School Security shall be in place and displayed prominently. This could be included with the schools own policy on its standards and aspiration. This may include standards of behaviour and personal conduct that the school expects.

## **STAFF TRAINING**

Maintaining any level of security will be especially difficult unless staff are trained and motivated to carry out all the relevant procedures. A training programme must be constituted and its implementation recorded along with the names of staff trained and the procedures they are trained to do. If a serious incident occurs then these records become vitally important to any investigation.

Note that there are associated requirements under Health and Safety Regulations to record staff training where health issues are concerned.

## **SECURE AREAS**

High value items such as computers shall be kept in designated secure areas. Access to secure areas and obvious risk areas such as kitchens, laboratories and management offices shall be restricted through lockable doors.

## **VISITOR CONTROL**

Procedures for dealing with visitors are vitally important not only to the security of the school but to the culture and image of the school and are priority requirements. Being able to identify and challenge an intruder is key to any security. A clear and short route from the public outside to a reception control point on campus but outside of the secured interior of the school shall be established.

Clear signage shall be used to direct visitors to and from the reception and identify locations of main facilities.

## **CONTRACTORS**

Any contracted out activity bringing a workforce into the school premises threatens security. Contractors who may be cleaning or catering staff, builders, plumbers or electricians must follow the security procedures laid down by the school. There will need to be clear guidelines on such issues as access routes, security of doors, aiding

unauthorised access to roofs via scaffolding, hours of working and security checks of individuals may be required.

Note that there are associated requirements under Health and Safety Regulations to control those contactors activities that may affect health.

### **SURVEILLANCE (CCTV AND PATROLS)**

Surveillance procedures including playground, bike store, duty rotas and other patrols as necessary shall be established and actual performance recorded CCTV system management procedures for monitoring and/or recording shall be established and actual performance logged.

### **PROPERTY MARKING**

An accurate record shall be maintained which logs all high value items and checks to ensure that high value property is clearly marked as property of the school and shall be secured as appropriate.

### **CRIME LOG AND POLICE CONTACT**

Records shall be kept to ensure that security weaknesses and any crime trends are properly managed with appropriate action taken.

Note that there are associated requirements under Health and Safety Regulations to record incidents that may affect health.

### **CLEANING AND REPAIR**

Cleaning, removal of graffiti and repair of damage arising from vandalism shall be carried out quickly in order to maintain a culture of care and respect. Lack of maintenance attracts further abuse.

## **SECURED BY DESIGN APPLICATION THE AWARD**

The objective of the Award is to certify that the design and management of the school include effective measures to create a safe and secure environment, which reduces the opportunity for crime and anti social behaviour and the fear of crime.

### **APPLICATION PROCESS**

Applications for a Secured by Design Award or other designing-out-crime advice on building developments should be made to the Police Architectural Liaison Officer (ALO), sometimes called a Crime Prevention Design Advisor, for the area where the premises are to be built. The ALO will require copies of plans and schedules of security specifications. Points of contact for each area should be available through our [UK Police](#) pages.

If you have problems contacting the police force concerned please call the ACPO CPI office. If you are a developer or property owner and your new property, or refurbishment of existing properties has received an award you may use the logo to promote that specific development refurbishment. You may not use the logo in respect of any other development or to promote a company generally.

## SECURED BY DESIGN APPLICATION CHECKLIST

Please to tick appropriate boxes to indicate compliance

### Campus Layout

- Effective secure boundary equivalent to 2.0 high steel palisade/ weldmesh or similar fencing. Note - Unless particularly dense and well developed soft landscaping (i.e. hedging) is not acceptable. (Defensive planting in addition to secure fencing is encouraged)
  
- Entrances limited in number to those that are strictly necessary.
  
- Entrances controlled by gates of similar construction or security rating to boundary treatment. There shall be no unobserved access or escape routes to or from the campus.
  
- No open rights of way across campus to compromise security.
  
- All access points clearly signed including clear directional information to key points (i.e. Reception)
  
- Reception area and main entrance shall be in close proximity with the route between clearly signed and controlled.
  
- Any direct access to children by visitors or general public avoided, (i.e. play/teaching areas or areas of circulation). Privacy provided from general 'public space' for swimming pools and infant play grounds.
  
- The site generally arranged to maximise natural surveillance of all external spaces including entrances, play areas, car parks and cycle storage and main circulation routes.
  
- Buildings arranged on the site to avoid creation of unobserved areas. Recesses and complicated plan shapes avoided that can conceal criminal activity from surveillance.
  
- External lighting and landscaping proposals considered together maximising natural surveillance and avoiding hidden, shaded areas.
  
- Landscaping materials including playground equipment and external furniture i.e. litter bins and seating, robust and not contributing to crime risk (i.e. loose gravel that can be thrown, decorative grasses that can be set fire to, structures such as trellis which can be used for climbing onto buildings avoided)
  
- No climbing features that provide unauthorised access to roofs or vulnerable windows

- Secure rubbish storage area with bins secured and located away from any building.

### **Lighting**

- Lighting provided to all entrances, movement routes car parks and cycle storage areas
- External lighting levels to be to BS 5489 1992 standard Light fittings shall be vandal resistant and easily maintained
- Lighting mounted at a height, which allows best spread of light (no shadows) and reduces vulnerability to vandalism (5m high standards preferred)
- Lighting compatible with landscaping Lighting compatible with CCTV system

### **CCTV System**

- Designed fit for purpose - facial identification, general surveillance or management (i.e. entrance control) quality of pictures checked to meet these uses.
- Monitored on site or by remote station or recorded
- Cameras, wiring and recording or monitoring equipment secured.
- Robust with easy to maintain components
- Designed in coordination with external lighting and landscaping

### **Building Design Generally**

- Low or flat roofs avoided, utilising simple roof shapes that do not provide hiding places as seen from the ground and are not accessible to unauthorised
- Roof materials and construction provide a robust and secure construction with roof glazing and service openings and plant rooms protected
- No provision for unauthorised climbing up to roofs (check for inadvertent climbing aids, rainwater and down pipe design, low canopies over entrances and roof eaves details)
- Simple plan shapes to buildings, no hidden recesses
- Entrances kept to minimum number (preferably one)
- Fire escapes secured and controlled but in compliance with fire regulations. Fire doors see below.
- Robust materials, no surfaces vulnerable to graffiti or difficult to clean

## Entrance Doors

- Entire door set assembly security enhanced to comply with BSI. PAS 24 and securely installed to structure using fixing points at 600mm centres and 300mm from each corner. Specialist entrances using composite sets to achieve equivalent standard.
- Glazed panels in and adjacent to door sets laminated
- Solid entrance doors giving access from the public domain shall have a door viewer fitted at 1500mm above the floor and with a door chain or limiter
- Fire doors must not have external door furniture. If no locking device can be allowed in order to comply with fire regulations then each fire exit must be protected by an intruder alarm.

## Letter Boxes

Letterboxes shall be installed 'through the wall' to discharge into a secure and fireproof chamber. Installation will comply with Post Office recommendations.

## Windows

- Window sets shall security enhanced and shall generally conform to BS the timber BWF Timber Window Accreditation Scheme (TWAS), BS 4873 for aluminium, BS 7412 for PVC U or BS 6510 for steel windows.
- Glazing and glazing sizes to a minimum subject to lighting, surveillance and visibility requirements
- Laminated glass shall be used in all ground floor windows and other vulnerable easily accessible windows at other levels.7950 as well as the relevant performance standard i.e. BS 644 for timber or
- Locking devices and opening restrictors shall be fitted to all ground floor and other vulnerable windows.

## Roof Lights

- Roof lights shall be of robust secure construction and where particularly Vulnerable be glazed using polycarbonate materials and further protected where necessary with internally fitted steel mesh or grill.

## Intruder Alarms

- An intruder alarm system shall be installed in compliance with ACPO Security policy

## Management practice

- Security file created and maintained.
- Policy Statement on School Security in place and displayed prominently
- Staff Security Training Records kept with written Procedures and staff duties identified and recorded
- Secure Areas established and procedures in place to maintain security
- Visitor Control procedures established
- Contractors working procedures established and activities logged
- Surveillance including CCTV and patrolling procedures established and recorded.
- Property marking record maintained
- Crime Log and Police Contact Records kept
- Cleaning and Repairs recorded.

**NB** Developers/architects should liaise at the earliest opportunity with the Police Architectural Liaison Officer (ALO) or Crime Prevention Design Adviser (CPDA), who can provide helpful advice at the outset concerning the guidelines for Secured by Design – Schools, the potential crime risks and recommendations to constitute and Approved Design. Further discussion and site inspections may be necessary.

## Plans to accompany each SBD application form:

Location Plan (to scale not less than 1:2500)  
Site Layout (to a scale not less than 1:200) including services drawings  
Building elevations  
Floor Plans  
External lighting layout and specification  
Landscape and boundary details  
Schedule of security fittings as appropriate

**NB** A second set of documents may be required (check with the police ALO or CPDA)

**Note that future ill-considered development may invalidate a current Secured by Design accreditation. Any additional development should seek to improve the standard of security for the school and seek to achieve or maintain Secured by Design status.**

Further information on the Secured By Design initiative may be found on [www.securedbydesign.com](http://www.securedbydesign.com) Crime prevention advice is given free without the intention of creating a contract. The Police Service does not take any legal responsibility for the advice given. However, if the advice is implemented, it will reduce the opportunity for crimes to be committed.

## Appendix A - Security Measures

The selection of the most appropriate measures will depend on

- the perceived hazard,
- the risk, the likely hood of an incident arising
- who is at risk
- the value of what is at risk
- cost of installing the measure
- Effect / expectations on reducing the risk

For simplification recommended security measures are grouped under the following categories

**Low risk** - all schools should have these basic features

- simple shell design to reduce hidden corners and aid surveillance and visibility
- roofs designed to inhibit casual access, pitched not flat.
- rainwater down pipes to resist climbing
- limit number of entrances - convenience must be balance with sensible access control
- visitor access control - offers reassurance and protection, provide a robust reception area
- clear boundaries and signs - no excuse for wandering about provides ability to challenge people in the wrong place
- secure windows and doors – security enhanced to at least to Secured by Design standards
- fire alarm system -(and bomb alert) provide facilities for different evacuation procedure
- security lighting for limited areas - entrances and high risk areas internal and external
- clear of rubbish - that could be used for ammunition or for arson attack
- control of contractors - operators must work to school system and the site must be secure
- intruder alarms - basic system which can alert police to an attack
- security for high value items such as cash, computers - appropriate protection in place such as safes, cages for computers etc
- CCTV

**Medium risk** - add these features for schools where there is a crime problem

- comprehensive intruder alarm - direct link to the police
- security lighting to general areas –
- protection of glazing using plastics and grilles where necessary
- secure storage areas for high value items
- Security fencing (the use of electric fencing for extreme risk areas)
- car and bicycle security - Secured Car Park design and storage for bicycles

**High risk** - add these features where the site is in a high risk area and criminal damage and anti social behaviour is inevitable - a last resort!

- shutters and grilles to windows
- comprehensive sprinkler systems to limit fire damage
- provide facilities for security guards and patrols