St John and St Nicolas Schools Federation

For the good of all through curiosity, creativity and love

Policy Title:	**Arson Policy**
Policy Reference:	**SJN061**
Description:	Precautions to prevent arson attacks
Status:	Approved by Governing Board
Category:	Non-statutory
Review frequency:	Every two years
Contact:	governors@stjohnandstnicolasschools.org.uk
Version:	**V1.1**
Other relevant policies:	Fire Safety, Security, Child Protection and Safeguarding, Lone Working and Health & Safety
Date for Review:	July 2026

Change Record

Version Number	Date Approved	Governing Board Minute Reference	Description of Amendments	Review Date
1.0	*11.07.22*	*FGB Minutes 11.07.22*	*New federation policy reviewed by PWP and ratified by FGB*	*July 2024*
1.1		*FGB 31.3.25*	*Include Vision Statement, update version number and dates, number items*	*July 2026*
1.2				
1.3				
1.4				

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St John and St Nicolas Schools Federation
Arson Policy

At St John and St Nicolas Schools Federation, our vision is 'For the good of all – through curiosity, creativity and love.' This vision inspires everything that the federation does. It applies equally to all the federation's policies with the intention that our policies impact as fairly and positively as possible to meet the needs of all members of our schools' community. The governing board is responsible for maintenance of this scheme.

1: Policy Statement

Arson or wilful fire-raising is becoming an increasing threat. School premises are particularly vulnerable due to the amount of public access.

Although the threat of arson cannot be completely eliminated St John and St Nicolas Schools Federation acknowledges this threat and will take all reasonable precautions to minimise it for the safety of children, staff, visitors, contractors, stakeholders and other third parties. The risk of an arson attack can be greatly reduced by staff remaining alert to changes in their work environment. It is the responsibility of all members of staff to identify potential problems and either take action to resolve the problem or bring it to the attention of the Executive Headteacher for action.

2: Good Housekeeping

Arsonists will be frustrated in their efforts to start a fire without a ready source of fuel to burn, hence effective arson prevention requires appropriate housekeeping. The following rules shall therefore be observed at all times: -

- Waste (of any description) shall not be allowed to accumulate in public or private areas, the caretaker is to ensure that waste is removed at least once in every 24-hour period to the external waste collection point

- External rubbish collection points shall not be located on external walls of buildings where they could pose a threat to the building or its occupants
- All equipment not in use shall be stored away from public access areas
- Flammable liquids shall be kept in a secured non-flammable cabinet when not in use

3: Restriction of Entry

Members of staff must be alert to identifying strangers in their work environments. If someone not known to staff is seen and not wearing an appropriate form of identification (employee, visitor or contractors' badge/ID/lanyard) they must be challenged. It is therefore appropriate that staff fully understand the policies relating to security and identification.

Other measures in force are: -

- A restricted access system
- A booking in system for visitors
- Ensuring, as far as possible, that all areas to which the public are not allowed access are secured
- Fire hazard room doors locked
- Checking to ensure everyone who has entered the schools has left on the conclusion of their business
- Challenging anyone acting suspiciously

4: Fire Hazards – Staff Access

Only members of staff and authorised contractors are allowed entry into the fire hazard rooms, they shall be kept locked at all other times. Fire hazard rooms include: -

- Cleaners' stores/cupboards
- Store rooms
- Kitchens
- Stationery Cupboards

5: Fire Hazard Areas – Specialist Access

Only federation staff and authorised contractors are to have access to the following areas: -

- Electrical intake rooms or cupboards
- Boiler rooms
- Main gas intake rooms
- Any confined spaces – roof-spaces, ducts or voids etc.
- Flammable liquid stores

6: Closedown Procedure

The following closedown procedure shall be observed: -

- Check all rooms and public areas, close all windows and doors
- Switch off all unnecessary electrical appliances
- Complete a physical search of each room in that area, include toilets, kitchens etc. (do not lock in an arsonist!)
- Switch off all lights (Automatic)
- After completing the above, switch on the security alarm (if appropriate) and secure the external door

7: Reporting

If you believe there is a risk of arson, please report it: speak to the Executive Headteacher/Head of School and send an email to the Executive Headteacher to formally record your concerns.

8: Other related Policies

This policy must be read in conjunction with the following policies, procedures and with any local procedures: -

- Fire Safety
- Security Policy
- Risk Assessments
- Child Protection and Safeguarding Policy
- Lone Working Policy
- Health & Safety