Security Policy

Date of Review: January 2024
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Agreed by Headteacher: January 2024
Frequency of Review: Annual
Date of Next Review: January 2025

Contents

Policy Statement

1   President Kennedy School is fully committed to the safeguarding of all young people in its care and the wider community who use its facilities. All staff have a duty of care to ensure that the environment is safe at all times.

2   The policy looks at the minimum standard expected of employees of the school and The Futures Trust in respect of the security and the safeguarding of students, staff and visitors to the school.

3   The policy has been prepared in accordance with the Trust's Health and Safety Policy. The purpose of the policy is to give guidance to all employees of the Academy on how the duties and responsibilities under Section 2 of The Health and Safety at Work etc. Act 1974 and all other relevant subordinate legislation are to be administered by the school Leadership Team and staff.

Responsibilities

General

4   The Health and Safety at Work etc. Act 1974 places a duty of care upon staff to ensure the safety of themselves and those in their care.

5   The legislation places a duty upon Governors and other staff in school in accordance with their appointment to lead in the delivery of a safe working environment.

6   The school is supported and guided in the delivery of all aspects of health and safety by an independent Health and Safety Advisor.

Organisation

7   All members of staff have a responsibility for the safety and security of themselves, students and visitors. However, the following groups and/or individuals have specific responsibilities for ensuring the security of the school.

The Governors

8   The Governors will ensure that the school has a Security Policy and that this has been implemented.

9   Governors will monitor the performance of the school security measures. This will be achieved:

- Via the Headteacher's Reports to Governors.
- By all Governors observing its implementation when they visit the school.
- Governors will periodically review the school's Security Policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher and Operations Manager.

Headteacher and Operations Manager

10   The Headteacher and Operations Manager are responsible for the implementation, monitoring and reviewing of the Security Policy as set out by the Governing body. The responsibilities include:

- Ensuring that all staff understand the importance of school security, the policy and their own contribution.
- Staff training in support of the Security Policy.
- Consider particular risk situation, e.g. lone working, home visits
- Supporting policies and procedures, e.g. Premises Management Health and Safety Policy, Business Continuity Plan, are in place and readily available.
- Consult with local professionals as appropriate e.g. police, Local Authority
- Implement a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the Security Policy.
- Monitor the implementation of the policy and security arrangements.
- Reports are made to the Governing body and, where necessary external agencies.
- Liaison with contractors and sub-contractors to ensure their commitment to the safety of all on site.
- The annual review and amendment of security related risk assessments.
- The implementation, monitoring and reviewing of all site security checks.
- This responsibility will be delegated to the Operations Manager.

Staff

11   For their part, members of staff must make the security of students and the environment a top priority at all times and to that end:

- Staff should sign in via the InVentry system in reception and wear a photographic identification badge. They should also sign out if they leave the school before the end of the school day.
- Teachers must ensure registers are taken accurately. It is a legal requirement that students are registered morning and afternoon
- Subject teachers must take a register at the start of each lesson.
  - o In the event of any student found 'missing' from the site, the relevant Pastoral Leader must be informed immediately and parents contacted.
- Staff must not allow students out of classrooms during lesson times except in cases of emergency or known medical conditions and only if they are provided with a Hub pass or signed note.

    A broader awareness of security issues is an essential part of training for all staff. Staff are to:

- Be able to recognise potential areas of risk, and signs of danger, to protect students, staff and visitors from hazards.
- Staff should be vigilant at all times to the risk of intruders on the school site and report any such incidences immediately to the SSO team and to the member of Senior Leadership Team on duty.
- Report suspicious, malicious and unusual incidents.
- Guard against personal assault and injury.

- All staff working outside their routine hours, including weekends and holidays, must inform the Facilities Manager prior to the day. Staff on site at these times should sign in and out on InVentry at Reception.
- Report any security issues to the SSO team so that any immediate actions that need to be taken can be undertaken.
- Understand the policy and know what is required of them when working on the school site.
- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of students, staff and visitors on the school site.
- Those listed below have been given specific responsibilities for school security.

Management of School Security

Security Issues	Role/Title	Specific Duties
Agreeing and Reviewing the Security Policy	Governing Body/ Operations Manager	Agree policy Review every 12 months
Security Risk Assessment	Operations Manager	Ensure that this is in place & regularly reviewed with agreed recommendations and timeframe for implementation.
Day to day implementation of the Security Policy	Headteacher/Operations Manager	- Inform staff - Monitor performance - Review arrangements
Safeguarding	HR/Operations Manager	All visitors to site who have unsupervised access to young people are required to have undergone the necessary safeguarding checks.
Perimeter fence, access and egress routes	Facilities Manager	Daily checks & repairs.
Securing school entrance/exits	Facilities Manager	Closing access to inner school site gates on time at 08:45 and 15:00.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, and fences).	Facilities Manager	Part of normal duties to check physical integrity of security systems and devices
Cyber Security	ICT Network Manager	Ensure adequate systems in place to protect network. Training for all staff.
Control of Visitors	Reception/Admin team	All visitors & contractors are issued with an ID badge to wear whilst on site. RED = must be accompanied.

Security Issues	Role/Title	Specific Duties
		GREEN = cleared to attend site unaccompanied. Contractors receive a site induction before commencing work.
Control of Contractors	Reception/Admin team Facilities Manager	All contractors complete the necessary signing in & out, have their ID's checked and wear ID badges and complete site induction for contractors. Contractors working on site while school is operating and without a current DBS check, are escorted on site. Contractors working outside will wear a designated hi-vis vest
Security of money	Finance Team & Operations Manager	Ensure restricted access to the school safe.
Emergency procedures	Headteacher/Assistant Headteacher (Safeguarding)/ Operations Manager / Facilities Manager	Ensure that these procedures are in place and regularly reviewed.

Students

12 It is essential that all students are aware of a number of procedures designed to maximise their safety throughout the school day. Students must remember that they fall under the jurisdiction of the school from entering the school site in the morning to the moment until they leave in the afternoon.

13 This being the case, the following procedures apply:

- Students enter the school building in the morning and leave at the end of the school day via Student Reception.
- All students must be in school by 8.40am when a warning bell signals morning registration. All students are required to be in their tutor rooms by the second bell at 8.45am.
- If a student arrives at their tutor room after this bell, they are marked late. If a student arrives fifteen minutes after morning registration, they will be marked as absent. If this lateness is not explained by a note, this will count as an unauthorised absence.
- All students arriving in school after the second bell must sign in on the electronic signing in system at Student Reception.
- Students should all remain on site during the school day unless:
  - o they have written permission from their parents to leave site for authorised purposes;
  - o they have written permission from staff to leave the site for a particular purpose and agreed by parents.

- o Post 16 students should sign in/out of school when leaving the school site during the school day.
- o The school day ends at 3pm and students are encouraged to leave the site promptly unless they have a specific reason for remaining, e.g. to visit the library, after school sports training/fixtures, detention, etc.

14   Valuable items must not be brought in to school by students. The school provides the opportunity to secure personal belongs/valuables when students take part in PE lessons. Other than this personal belongs/valuables are the responsibility of the student.

The school **CANNOT** take responsibility for searching for lost or valuable items, nor for replacing lost or damaged valuables.

15   Students travelling between Trust schools for Post16 lessons or to attend sporting fixtures or other extra-curricular activities on the school minibus must be seated throughout the duration of the journey and must behave in an orderly and sensible fashion, and where fitted seat belts should be worn.

Parents/Carers

16   Parents/carers are responsible for getting their child to school in the morning.

All absences from school must be explained by communication from parents/carers. We would like to know about absences by 8.30am each day so that we can make College Teams/Tutors aware by the start of registration at 8.40am.

If we don't hear from parents/carers that their child is absent, we will send a 'Keep Kids Safe' message by 10.00am to which can be responded to, but we would prefer to know earlier.

Parents may receive a call from their child's Pastoral Leader on the first day of absence.

17   Inform the school regarding any changes in their own and/or their child's/children's contact details such as telephone numbers, email addresses and home address. The school should be notified of any changes at the earliest opportunity so that effective communication can take place.

18   Where possible to do so and in order to avoid wasted journeys, parents/carers should make an appointment to see staff in advance. Staff are often teaching or in meetings during the school day so their availability is very limited. Booking an appointment to see an appropriate member of staff can be done by contacting the school at Reception@pks.coventry.sch.uk

19   Parents/carers should be aware of the school's opening and closing times, including the timings of any extra-curricular activities such as training, fixtures and school trips and of the security arrangements both within and outside the core operating hours of the school. Please note, the school office is usually open from 8am until 4pm, Monday to Friday. You can telephone on 024 7666 1416, however, please note that the phone lines are very busy each day until 9.30am. You may wish to consider this if you plan on making a call.

20   At no time will a student be left alone on the school site following a sports fixture or similar event. Every effort will be made to ensure the student is collected or has access to a safe means of transportation home.

School Health and Safety Committee

21   The role of this group is to:

- Meet on a half termly basis and publish agendas and actions on the school's Health and Safety site on Sharepoint.
- Monitor and review the Security Policy and its implementation and associated plans and policies as required.
- Seek support and guidance from Amber (the school's Private Finance Initiative) (PFI), Taybars (who provide security response to the school), the local Police and other established authorities regarding site security as required.
- Identify areas for improvement in respect of the site, its boundaries and buildings.

Arrangements

22   The school has agreed the following arrangements to ensure the safety and security of students, staff and other people using the school premises.

Lone Working

23   Where possible staff should avoid lone working. If, however, lone working is necessary staff are to:

- Inform the reception team and/or the SSO team.
- Be within easy reach of a telephone or school radio.
- Where possible, plan for at least one other member of staff to be close by (See Lone Working Policy).
- Park in an area that is easily accessible on their departure from the site.

Visitors and Contractors

24   Controlled access and egress is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to students or staff.

25   It is expected that all visitors to the school site should report to Main Reception on arrival. Essential data is to be recorded in the school's electronic signing in system, InVentry. This includes:

- o Visitor name
- o Company they are representing
- o Car registration number
- o Name of the person they are visiting.
- o A record will also be made of the time the visitor arrived and left

26   All personal data the system gathers will be treated in accordance with the UK General Data Protection Regulations (UK GDPR).

27   It is preferred that all visitors show photographic ID before they enter the premises but this will not always be the case. Steps will be taken to identify visitors if there is any doubt or concern over a person's identity.

28   All visitors will be issued with an identification badge and appropriately coloured lanyard which they are expected to wear for the duration of the visit. Red lanyards are issued to visitors for whom no safeguarding checks have been made and therefore need to be fully escorted by a member of staff at all times when on the school site. Green lanyards are issued to visitors for whom safeguarding checks have been made and therefore are able to attend the site unaccompanied.

29   Visitors will be provided with a Visitor Information leaflet outlining essential Safeguarding and Health & Safety information which must be adhered to at all times.

30   Visitors will wait in the reception area until the person whom they are visiting arrives to meet them. The member of staff receiving the visitor is responsible for ensuring that the visitor leaves the premises through the main exit and returns the badge to the receptionist.

31   Badges and lanyards are to be returned to Reception when the visitor signs out to leave the site. This will enable the reception staff to maintain an accurate list of all visitors to the school in case of an emergency evacuation being needed.

32   Staff are expected to challenge anyone on site who is either unaccompanied (and wearing a red lanyard) or without an ID badge. In such cases, staff should report to Main Reception or immediately alert a senior member of staff.

33   All contractors undertaking routine maintenance works will be inducted onto the site prior to the commencement of works (See Contractor/Sub-contractor Safe Working Guide).

34   Contractors and visitors arriving without an appointment may be requested to make an appointment for another time and leave site.

35   All visitors to the site are to be treated courteously at all times. Where a visitor becomes irate, every effort is to be made to calm the situation. Where necessary a member of the Senior Leadership Team will attend.

Staff Site Access

36   Staff are issued with classroom/office keys and staff ID access cards during their induction process. Staff should ensure that keys are kept safe and lost keys or staff ID access cards are reported to the ICT team.

37   Staff **must** **not** lend their school keys or ID access cards to students for any reason.

38   When employment terminates, staff are requested to hand in their key/s and staff ID access cards to the Operations Manager on the last day of employment.

39   The SSO team are the only members of staff authorised to attend and enter the site outside of normal operating hours as this could compromise the security of the site and may pose a risk to themselves.

Trespass

40   All trespassers, including former students who have no valid reason to be on site will be asked to leave the site immediately. If the trespasser(s) refuse to leave site, a member of the Senior Leadership Team will be informed. If necessary the local police will be contacted. In the event of the trespasser(s) becoming violent, abusive or similar the police are to be contacted immediately.

41   Under no circumstances are staff to intervene using physical force to remove a trespasser from the site.

42   Where necessary to do so the Governing Body will obtain an injunction against trespassers or warn intruders of possible action under Section 247 of the Education Act 1996.

Contents and Valuables

43   Where possible, cash must not be handled in areas visible to visitors.

44   Cash that is not required immediately is to be secured in the school safe and the keys kept by the authorised person.

45   No cash is to be kept overnight in classroom drawers, staff rooms, offices or cash registers.

46   Any money requiring banking will be banked at irregular intervals, particularly where substantial sums are involved.

47   All loss or damage to school and personal property is to be reported to the Facilities Manager the same day or within 24 hours subject to the circumstances surrounding the incident.

48   All valuable equipment is to be removed from sight and secured in an appropriate place at the end of each day.

Personal Property

49   Students, staff and visitors are responsible for their personal property. The school will not be held liable for personal items or equipment brought onto the school site and which become damaged or lost. The school will, on request assist in the security of personal items of equipment should the need arise.

Car Parking

50   The main entrance is closed to vehicles at 2.45pm and re-opened at 3.15pm on weekdays to allow for the safe passage of students when leaving the school.

51   Cars are parked on the school site entirely at the owner's risk. The school is not responsible for any damage to, theft from or theft of vehicles.

52   Staff should inform reception if there is a change to their vehicle details. If any member of staff is leaving their car overnight, the SSO team must be informed.

Physical Security (including Fire Safety)

53 The site perimeter will be secured between 08:45 and 15:00 daily (Mon-Fri). All emergency alarms and the like are tested in accordance with normal working practices and appropriate logs kept.

54 Perimeter fencing surrounds the school site.

55 External lighting operates during the hours of darkness.

56 Refuse disposal units are located around the site, minimum 5.0 metres distance from buildings and/or boundary lines.

57 All flammable liquids and/or materials are stored/contained in accordance with safe working practices - away from circulation routes, stairwells, corridors and the like.

58 All portable fire-fighting equipment are tested in accordance with statutory guidelines.

59 Fire drills will be carried out on a termly basis. The drill will be unannounced and a record will be kept in the Fire Log. (See Fire Safety Policy).

60 Emergency procedures (for all types of emergency are outlined in the Fire and Emergency Policy).

61 **To support school security**

62 An access control system is installed and only allows access to the site during school hours via two entrance points. These are managed by the Reception team and the Student Reception team (using CCTV and electronically controlled gates). This prevents unauthorised access to the school.

63 CCTV is installed in strategic areas of the site as part of the school security system. It is used as a deterrent, for identification purposes, safety of persons and monitoring on and off site.

64 The CCTV has the ability to record evidence which can be presented to the appropriate authorities.

65 Images are retained for 1 calendar month on this system for recall purposes.

66 The main system is located in and is operated, maintained and managed by the school ICT team.

67 Warning notices giving reasons for CCTV usage are on display throughout the school site.

68 Intruder alarm systems are in place (an external security company attend out of hours alarm call outs).

69 A member of the SSO team is resident on the school site.

70 The school has close links with local police and the Community Support Officer.

71   The SSO team closely monitor the movement of vehicles on the school premises. Access by waste disposal vehicles and most contractors' vehicles to the site is restricted to times when students and staff are not moving around.

Incident and Reporting

72   All Incidents should be reported to the Operations Manager and/or Facilities Manager. They will record the details electronically on Smartlog. All personal data the system gathers will be treated in accordance with the UK General Data Protection Regulations (UK GDPR).

73   The Operations Manager and/or Facilities Manager will escalate serious incidents to relevant members of the Trust Central Team.

74   Any injuries should be reported in line with the First Aid Policy and be recorded on the electronic Accident/Near Miss/Incident/ Report Form on Smartlog. Depending on the nature of the incident, post-incident risk assessments may be carried out.

Monitoring

75   This policy will be reviewed and approved by the Headteacher every three years.

Links to other policies

76   This policy links to the following policies:

- Child Protection and Safeguarding Policy

- Fire and Emergency Safety Policy (including evacuation procedure)

- First Aid Policy

- Health & Safety Policy

- Premises Management Health and Safety Policy

- Lone Working Policy

- Visitor Management Policy

     This policy should also be read in conjunction with the Business Continuity Plan.