



# Security Policy

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**Reviewed by: N Milliner**

**Agreed by Headteacher: March 2022**

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**Related Policies: Health and Safety Policy; Fire and Emergency Policy; First Aid Policy**



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## Policy Statement

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

The policy looks at the minimum standard expected of employees of the Academy and The Futures Trust in respect of the security and the safeguarding of children and vulnerable adults.

The policy has been prepared in accordance with the school'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 Act (HASAWA), 1974 and all other relevant subordinate legislation are to be administered by the Academy Leadership Team and staff.



## 1.0 Responsibilities

### 1.1 General

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

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.

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

Due to the presence of contractors involved with the construction of a new post 16 block build, extra vigilance is needed in relation to visitors and vehicle movement on site.

### 1.2 Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 1.3 The Governors

The Governors will ensure that the school has a security policy and that this has been implemented.

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, Associate Headteacher and Operations Director.

### 1.4 Headteacher, Operations Director

The Headteacher and Operations Director 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.
- Ensuring that student safety is prioritised in relation to the organisation of the new post 16 block build.
- Supporting policies and procedures, e.g. lone working, are in place and readily available.
- Staff training in support of the Security Policy.

- 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.
- Liaison with the local police.
- 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 Director.

### 1.5 Staff

The 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 young people and others from hazards.
- Report suspicious, malicious and unusual incidents.
- Guard against personal assault and injury.
- 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 children, employees and others on the school site.

### 2.0 School Health and Safety Committee

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 the Independent Support Team, 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.

### 2.1 Lone Working

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

- Inform the evening and weekend reception who will inform the site team, i.e. Sports Attendant and Site Services Officer.



- Be within easy reach of a telephone or similar means of communication
- Where possible, make arrangements 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.

## 2.2 Young People, Parents and Others.

The awareness of the security policy and ownership amongst the young people and their parents/carers is essential. Parents/carers are to:

- Inform the appropriate member of staff regarding changes in their child's/children's movement at the earliest opportunity.
- Where possible to do so make appointments to see staff in advance.
- Be aware of opening and closing times, and of the security arrangements both within and outside the core operating hours of the school.
- Always report to the school receptionist when entering the school site, to sign in and be issued with an ID badge (see page 9 for detail).

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

### 3.0 Management of School Security

<b>SECURITY ISSUES</b>	<b>ROLE/TITLE</b>	<b>SPECIFIC DUTIES</b>
Agreeing and Reviewing the Academy Security Policy	Governing Body/ Operations Manager	Agree policy Review every 12 months
Security Risk Assessment	Operations Director	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	<ul style="list-style-type: none"> <li>- Inform staff</li> <li>- Monitor performance</li> <li>- Review arrangements</li> </ul>
Identification	Operations Manager	All visitors & contractors are issued with an ID badge to wear whilst on site. RED = must be accompanied. GREEN = cleared to attend site unaccompanied. Contractors receive a site induction before commencing work.
DBS checks	Operations Manager/HR	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 following completion of the Community Programme.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences).	Facilities Manager	Part of normal duties to check physical integrity of security devices
Control Of Visitors	CCO team	All visitors will sign in & out, have their ID checked on entry and be issued with an ID badge. (see above)
Control of Contractors	Operations Manager and Facilities Manager	All contractors complete the necessary signing in & out paperwork, have their ID's checked and wear ID badges and complete site induction for contractors.
Security of money	Finance Team & General Office	Ensure restricted access to the School Finance Office/ General Office
Emergency procedures	Headteacher, Assistant Headteacher (Safeguarding) Operations Director	Ensure that these procedures are in place and regularly reviewed.

#### **4.0 Incident and Reporting**

All incidents and/or near misses are to be reported on the same day or within 24 hours subject to the nature and timing of the incident.

Incidents in relation to site security should be reported to the Facilities Manager

Any injuries should be reported in line with the First Aid Policy and be documented on the Staff Incident/Injury Investigation Report. Depending on the nature of the incident, post-incident risk assessments may be carried out.

#### **5.0 Visitors and Contractors**

All visitors are to report to main reception on arrival. Essential data is to be recorded in the signing in register and ID is to be checked.

All visitors will be issued with an identification badge and a site plan incorporating essential safety information. Staff are encouraged 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.

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).

Contractors involved with the Post 16 build and second phase of landscaping should report to reception. Contractors and visitors arriving without an appointment will be requested to make an appointment for another time and leave site.

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 at Reception.

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 Leadership Team will attend.

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).

#### **6.0 Trespass**

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 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.





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

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.

## **7.0 Contents and Valuables**

Where possible to do so cash must not be handled in areas visible to visitors or community users.

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

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

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

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.

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

## **8.0 Personal Property**

The School will not be held accountable for personal items of equipment brought onto the school site. The school will on request seek to assist in the security of personal items of equipment should the need arise.

## **9.0 Car Parking**

Cars are parked on the School site entirely at the owner's risk. The School is not responsible for any damage to vehicles. Visitors should include their car registration details on the sign in sheet. Car parking has been slightly restricted due to contractor access via the school gates. If any member of staff is leaving their car over night the site services team must be informed.

## **10.0 Physical Security (Including Fire Safety)**

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.

External lighting operates during the hours of darkness.



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

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

All portable fire-fighting equipment and the like are tested in accordance with statutory guidelines.

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

#### **11.0 Risk Assessment**

As required under the Management of Health and Safety at Work Regulations 1992 a suitable assessment of risk posed by security is actioned on an annual basis.

#### **12.0 Staff Site Access**

Staff are issued with keys and fob access cards during their induction process. Staff should ensure that keys are kept safe and lost keys or fobs are reported to the Site Services or ICT support teams. When employment terminates, staff are requested to hand in their key/s and access fobs on the last day of employment. Staff are prohibited from accessing the site outside of normal operating hours as this could compromise the security of the site and may pose a risk to themselves.



## Appendix 1 Security Log Sheet

Date of incident:	
Location of incident:	
Staff member(s) involved:	
Student(s) involved:	
Brief description of incident:	
Details of any injury or assault sustained during the incident:  (Also see separate accident/assault form).	
Form completed by:	Date:
Headteacher's signature:	Date:
Follow up action requested?	Yes / No
Nature of follow up action:	
Completed:	Date:
<b>PLEASE COPY FOR STAFF MEMBER'S FILE</b>	