



Security Policy

Scope and Purpose

This policy encompasses all current legislation and good practice contained within existing school policies and guidelines, i.e. Health and Safety at Work Act 1974, Education Act 2002, Children Act 2004, Data Protection Act 1998, Occupiers Liability Act 1987 and also the school's Health and Safety Policy, Safeguarding Policies and Fire Safety Procedures.

The school recognises its obligations contained within these Acts of Parliament and will endeavour to continually review, enhance and monitor all aspects of site access and security to ensure the safety of staff, pupils and visitors to the school and its ancillary facilities.

Policy Responsibilities

This policy is monitored and reviewed annually by the Site Manager, HR Manager and Assistant Headteacher (Inclusion). Any amendments or change of procedures are submitted by the Site Manager to the Buildings and Finance Governing Body Sub Committee.

Information and Communication

- This policy is issued to all new staff on appointment.
- This policy forms part of the school's Safeguarding Policies and Procedures and is accessible via the HUB.
- Updates are communicated to all staff by the Assistant Headteacher (Inclusion) at the start of each school year.
- All staff electronically confirm on an annual basis that they have read, understood and agreed to work in line with the safeguarding policies.
- The Community Engagement Manager and Finance Manager ensure the policy is issued to any third parties booking the school facilities.
- Parents can access the policy at any time from the school website.

Buildings and Grounds

Access control procedures for the grounds are:

The school will take all reasonable efforts to restrict access to the building and grounds to prevent unauthorised access to children and ensure the personal safety of staff:

- The entire school grounds are enclosed by a security fence.
- During school hours, all gates are locked or manned and traffic onto and off the school site is via the main gate.
- The main gate is managed by an electronic barrier via the West Reception which is monitored via CCTV. School staff access the barrier with an electronic ID badge.

- The whole school site is secured at 6.00 pm and remains locked each evening and at weekends, unless there is an external booking when a caretaker opens and locks the site.
- All main access points are monitored by CCTV.

Access control procedures for the buildings are:

- The school will ensure the Visitor Policy and Procedure is adhered to at all times.
- Classrooms remain locked when not in use.
- The school operates a staff duty rota ensuring key areas of the school are supervised at key times.
- Term time only staff choosing to work on site during holiday periods must sign in at the Finance Office/West Reception and the caretaker is alerted.

Traffic Management

- All access by authorised vehicles is through the main barrier. The majority of authorised vehicles are school staff before and after the school day.
- Buses pick up and drop off in the designated safe area supervised by staff.
- Visitors park in the visitors' car park which is clearly designated.

Supervision of Pupils

- During periods of free time, students are supervised by authorised school staff.
- Duty rotas are produced annually.
- Supervisors are clearly identified.

Supervision of Contractors

Contractors and external maintenance personnel will not always have a current DBS certificate, therefore they should not have unsupervised access to children. Control measures include:

- All contractors follow the Visitor Policy and Procedure.
- Contractors who are working at the school for an extended period, sign and agree to the terms set out in pre-contract documents and guidance written by the Local Authority.
- During term time contractor vehicle movements and material deliveries onto the school site are managed by the West Office and the appropriate school contact. Out of term time contractors access the school site through prior arrangement with the Site Team.
- Work will only be carried out at agreed times and locations.

Staff Lone Workers

- In the rare event that lone working is required, a risk assessment will be carried out, where there is a security risk due to the need to work alone.

Visitors Causing Concern/Intruders to the Site

- See Visitor Policy and Procedure (Unknown/uninvited visitors to the school)

CCTV

The school's CCTV system has the ability to record incidents to enable evidence to be used as appropriate. Signage throughout the school informs people of this.

Only authorised personnel have access to the CCTV system and authorised to operate it. All recording/copying of images is carried out via the Site Manager.

In order to ensure compliance with the Data Protection Act 1998 no images or footage obtained from the CCTV system are to be distributed without prior approval from the Site Manager, Designated Safeguarding Lead or Headteacher.

Liaison with local police and handover of images for evidence purposes is via the Site Manager or Designated Safeguarding Lead.

Cash Handling

- Keeping cash on the premises must be avoided wherever possible.
- Cash must not be left in unsecured locations; safes must be used and kept locked.
- Cash Handling must not be carried out in visible areas.
- Banking should be carried out at irregular times and days. If banking large amounts of cash, staff must request that another member of staff accompany them to the bank.

Medicines

Medicines are dealt with in line with the school's Managing Medicines Policy.

Keys

- Any lost keys must be reported immediately to the Site Manager in order to fit new locks where required or arrange replacement keys.
- Keys for external locks are issued to staff only when absolutely necessary.

Property Protection

Personal property will remain the responsibility of its owner, this includes both staff and pupil personal property. Lost property should be handed in to the building office where it will be kept for 6 months before disposal.

Refer to the Staff Guide section 5 for arrangements for Staff Property, School Property and Vehicles.

Personal Safety

Safety of all staff, pupils and visitors is of paramount importance. In the event of accidental injury appropriate action is taken and all incidents are logged in accident books in school building offices or the Health Point. Preventative steps are taken through the implementation of risk assessments, policies, training and monitoring. Any serious or potentially serious incidents are reported to the school's Health Advisor who where appropriate, will refer to the Local Authority via the Headteacher. If any further investigation is required, this is carried out by the Site Manager.

In the event of a serious assault involving pupils, the incident will be dealt with in line with the school's Positive Behaviour for Learning Policy. In the event of a serious assault involving members of staff, the incident will be dealt with in line with the school's Disciplinary Policy. In the event of a serious assault involving a pupil or a member of staff, the Headteacher will be alerted immediately and appropriate action will be taken.

Additional specific measures relating to safeguarding are contained within the school's safeguarding policies.

Events, usually sudden which involve experiencing significant personal distress will be dealt with in line with the school's Emergency Management Plan.

Visitors causing concern/intruders to site

Refer to the school's Visitors' Policy for detailed arrangements.

Alarm Activations

Any fire alarm activations are dealt with in line with the Emergency Evacuation Procedure as detailed in the Staff Guide section 6 .

Any intruder alarm activations during the school day (e.g. due to fault) are dealt with by the Site team. Out of hours activations are dealt with by a key holding company (G2 Security Ltd). The school alarms have automatic police response. All activations are reported to the Site Manager who will investigate as appropriate.

Mini Buses

Refer to the school's Mini Bus Policy for detailed arrangements.

Security of School Resources

Refer to the school's Security of Resources Policy for detailed arrangements.

Risk Assessment

A site security risk assessment will be completed and reviewed annually in conjunction with this policy.

Monitoring and Review

The policy will be monitored via all staff and any concerns raised with the Site Manager/SLT member as appropriate. Governors will review the policy annually at the Buildings and Finance Meeting.

