Site Security Policy

Status	Non Statutory
Responsible Directors' Committee	Directors Board
LGB Committee	Governing Board
Responsible Persons	Chief Operating Officer
Date Policy Agreed	September 2019
Review Date	September 2021
Date of next Review	September 2022

Contents: **Page no**

Version control

Version	Revision Date	Revised by	Section Revised
V1	Aug 2019	D Ashmore	New Policy
V2	August 2021	L Burton	**Front cover** changed responsible person from D Ashmore to COO **Section 1.1** added in further details of the reference in the Education act and Local Government Act relevant to this policy **Sections 2.2,2.3,2.4,2.5,5.7, 8.4, 8.5,10.3 and 10.4** removed reference to the Headteacher **Section 2.3** added in responsibility to inform insurers of crime and subsequent loss **Section 2.4** added in staff responsibility for securing any personal belongings brought into the academy **Section 5.9** added in staff required to bring laptops into the Academy every 2 weeks to update anti-virus software
V3	October 2021	A Hibbitt	Additional references added within the policy to Lone Working Policy and accessing site outside of hours.

Statement of intent

Exceed Learning Partnership recognises its duty, under the Health and Safety at Work Act 1974, to identify, assess and keep under review health and safety related risks, and to eliminate or reduce risks. We are dedicated to ensuring the safety and wellbeing of all people within the school community through implementing effective security measures, including e-safety and electronic control measures. Under this policy, a security risk includes risks to staff, pupils, volunteers and visitors.

To identify the most prominent risks facing us, a thorough risk assessment has been conducted, which has been used to frame this policy to ensure that the control measures are appropriate and relevant.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place and encourage them to help ensure that these are implemented effectively, while maintaining an open and welcoming environment for all.

This policy and the associated procedures apply to all individuals entering the academy premises. The policy will be distributed to staff and pupils, so they can recognise and understand the need to be more vigilant about their own safety and security.

1. Legal framework

1.1. This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:
- Section 547 of the Education Act 1996 (Nuisance and Disturbance on premises)
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982 (Premises Licencing)
- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999

1.2. This policy has due regard to the following statutory and good practice guidance:
- DfE (2018) 'Controlling access to school premises'
- DfE (2018) 'School security: draft guidance'

1.3. This policy operates in conjunction with the following school policies:
- Premises Management Policy
- Lone Working Policy
- Health and Safety Policy
- Lockdown Policy
- Complaints Procedures Policy
- Safeguarding Policy
- Security Risk Assessment
- Data Protection Policy
- Data and E-security and Breach Management Plan
- CCTV and Surveillance Policy
- Lettings Policy
- Records Management Policy
- Business Continuity Plan

2. Roles and responsibilities

2.1. The Board of Directors is responsible for:
- Overall responsibility of the security of buildings
- Monitoring the performance of the security measures in place
- Reviewing the effectiveness of the Trusts Security Policy on a bi-annual basis
- Delegating the day-to-day implementation of this policy to the Local Governing Board

2.2. The Local Governing Board is responsible for:
- Ensuring the necessary security risk assessments have been completed in conjunction with the Principal/Business Manager and Site Manager/Caretaker
- Reviewing the security risk and monitoring the performance of the academy's security controls in place
- Delegating the day-to-day implementation of this policy to the Principal

- Ensuring that the academies security is accounted for when considering requests to hire the premises, in line with the Trusts Lettings Policy

2.3. The Principal is responsible for:
- Appointing one or more competent persons, e.g. the site manager, to oversee the academy security
- Establishing and maintaining relationships with local security networks and working with the police, LA and others in the wider community to gather and share security-related intelligence
- Implementing behaviour management strategies to reduce the likelihood of negative behaviour escalating to a more serious incident
- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training
- Informing parents, pupils, visitors and contractors of the academy's security procedures
- Establishing a system for reporting, recording and managing breaches of this policy
- Budgeting for security measures effectively
- Ensuring that security is taken into account when considering any proposed changes to the academy's premises
- Undertaking necessary security risk assessments in conjunction with the Site Manager/Caretaker/Business Manager
- Ensuring appropriate arrangements are in place for the storage of money at the academy
- Banking money on a weekly basis, ensuring that large amounts are not kept on the Academy premises
- Reporting any crimes to the police and trust central team
- Reporting any crimes and loss to the Trust Insurance providers
- Reporting security incidents to the police or emergency services and trust central team where appropriate
- Ensuring all staff members have read and understand the lone working policy.
- Ensure the lone working policy is adhered to and the necessary arrangements are in place for competent persons who have to attend the site out of hours

2.4. All staff members are responsible for:
- Securing windows and doors when rooms are not in use
- Ensuring that visitors sign in and out at the main reception
- Challenging any unidentified individuals and notifying the Principal of any unauthorised person.
- Securing valuable equipment after use
- Ensuring the security of academy equipment when taken off the premises, such as laptop.

- Acting in accordance with the school's Data Protection Policy, Online and E-security Policy, GDPR and Breach Management Plan, ensuring that data and information is secure
- Reporting any minor security concerns to the Principal
- Reporting major security concerns directly to the police/emergency services, where appropriate i.e. out of hours and the Site Manager/Principal
- Carrying their Security ID Badges with them at all times.
- Securing and accepting responsibility for any of their own property that they bring to the academy site
- Ensure they follow the guidance set out in the academies lone working policy, should they be accessing the site outside of hours.

2.5. The Site Manager/Caretaker is responsible for:

- Ensuring the academy estate is well maintained, including the physical and electrical security systems
- Securing entrances and exits
- As the main key holder, ensuring that the academy is effectively secured at the end of each day
- Carrying out security checks on a daily basis and maintaining a record of these checks
- Raising any security concerns with the Principal and/Business Manager immediately
- Ensuring they are familiar with Emergency/Business Continuity Plan in place
- Considering the type, frequency and probability of an incident or event, so that effective control measures can be established
- Prioritising risks and implementing control measures to mitigate priority risks
- Reviewing CCTV systems to monitor activity, ensuring that CCTV is used in accordance with the trusts Surveillance and CCTV Policy
- Ensuring all access control systems, e.g. intruder alarms, are in good working order and are activated once the academy has closed
- Ensure they follow the guidance set out in the academies lone working policy, should they be accessing the site outside of hours.

2.6. Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member
- Reporting any activity that they believe to be suspicious or concerning to a member of staff immediately – this can be done anonymously, if preferred by telephoning the main office
- Familiarising themselves with the requirements of this policy, to ensure they know what to do in an emergency
- Taking responsibility for their own security

3. Physical security arrangements

3.1. Intrusion detection systems, including fencing, security lighting, security glazing and intruder alarms, will be installed throughout the academy estate

3.2. The Site Manager/Caretaker will undertake daily visual checks of the academy fencing, security glazing, gates and locks, ensuring that they are maintained to a high standard

3.3. The school will be able to lock down parts, or all, of the school, in accordance with the Lockdown Policy

3.4. There will be directional signage so that individuals can find the main office with ease

3.5. There will be warning signs around the school that state the expected behaviour of individuals, and that the police will be contacted following any inappropriate or threatening behaviour

3.6. Chemical and biological materials will be stored safely and securely, in line with industry standards

3.7. An intercom system is used to minimise the risk of unauthorised people from entering the academy premises

3.8. Between the times of 9:00am and 3:15pm, the Site Manager/Caretaker will ensure the academy gates are closed

3.9. Staff cars are parked safely by reversing into parking spots to ensure staff, pupils and visitors are visible at all time during the core hours

3.10. Academy security alarms are tested on a regular basis by the Site Manager/Care taker and recorded

3.11. The Site Manager/Caretaker ensures that the academy's alarm is set on a nightly basis

3.12. Confidential information will be stored in locked filing cabinets or cupboards; which only authorised staff have access to

3.13. The main office will be secured whenever it is unattended, as it is the main entrance point to the academy

3.14. Where possible, CCTV cameras will be in use and monitored by the Site Manager/Caretaker or Business Manager

3.15. All visitors will be escorted to and from their destination within the academy by a member of staff

3.16. The academy's security lighting will be maintained by the site Manager/Caretaker

3.17. The Site Manager is responsible for ensuring that the academy's security lighting motion detector is switched on every night but turned off each morning

4. Online and E-safety

4.1. The ICT support technician is responsible for ensuring that appropriate and effective online security systems are in place, including malware, internet gateways, firewalls and virus control software

4.2. The academy uses a secure network that is password protected

4.3. Staff members and pupils are aware of the trusts Online and E Security Policy and GDPR Breach Management Procedure and the measures that are in place to effectively manage risks caused by internet use

4.4. All staff members will be responsible for identifying risks posed to pupils and themselves, including those in relation to the use of the internet

4.5. Staff members and pupils will not use their personal devices for academy related work

4.6. The academy will only use CCTV cameras that are able to be remote access capability password protected

4.7. The Online and E Safety Policy, General Data Protection Policy and Data Breach Procedure will be reviewed in light of any new cyber security risks, e.g. a rise in arson incidents in the local area, or statutory guidance, and updated where appropriate

5. Equipment and belongings

5.1. All electronic equipment is stored in a secure location at the end of each day

5.2. After using academy equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured

5.3. Staff members are responsible for any personal belongings, including teaching equipment, they bring on to the academy premises

5.4. Pupils, parents, visitors and contractors are responsible for their personal belongings and the academy is not liable for any damage or loss which may occur

5.5. Pupils are advised not to bring valuable items to school unless absolutely necessary

5.6. Where a pupil requires a valuable item to be brought to school, they can arrange with the class teacher in advance for a secure place to store the item

5.7. Any equipment that someone wishes to take off the academy site will be approved by the Principal in advance and a record of the loan kept, in line with the asset register

5.8. Any equipment that is loaned out to staff or pupils will be inspected upon its return, e.g. laptop that carry viruses.

5.9. Staff laptops will be brought into the academy and connected to the network at least every 2 weeks to ensure that security and anti-virus protection is updated

5.10. Outside play equipment, as well as sporting equipment, will be tidied away and secured inside the building at the end of use

5.11. The academy will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The academy is not responsible for any loss or damage that may occur

5.12. Lost property will be stored in the identified area, where it will be kept for six months before disposal

6. School events

6.1. During school events, all rooms except those required will not be accessible

6.2. Unless needed for the event, all equipment will be securely stored away

6.3. The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned

6.4. The Site Manager/Caretaker and the Business Manager will carry out an extensive risk assessment for each event

6.5. The Site Manager/Caretaker will lock the academy after the event has finished

6.6. During off-site events, the academy premises will be secured

6.7. Individual staff members will not be left alone on the academy premises with a parent or visitor. Where lone working is necessary, e.g. a parent meeting with a teacher, a lone worker risk assessment will be carried out

7. Access to the premises

7.1. The academy premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the academy premises at specified times

7.2. All staff members will be issued with an ID badge during their induction process, which must be worn at all times

7.3. Upon arrival at the academy, visitors will be directed to the main officer where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff

7.4. All visitors are made aware of safeguarding, fire alarms any other information relating to their visits and are expected to act in accordance with the information

7.5. All visitors and contractors who are authorised to be on the academy premises will be provided with an ID badge, which must be kept visible at all times

7.6. The office staff are responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge

7.7. Anyone who does not have an ID badge or is suspected to be an intruder will be challenged

7.8. Individuals who are hiring the academy site will act in accordance with the Lettings Policy and their hire agreement

7.9. Integrated access control systems will be installed to control, monitor and deny access when necessary

7.10. The Site Manger will ensure that all access control systems are in place and effective – where problems are identified, the site manager will rectify it immediately

8. Removing people from the premises

8.1. In the event of abuse or threats to staff, pupils, parents or visitors, the academy holds the right to ban an individual from entering the premises

8.2. Where an individual has accessed the premises in a way that exceeds their 'implied licence', the academy has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance

8.3. Unidentified individuals who refuse to report to the main office, become aggressive or are deemed to be a threat to the safety of the academy community, will be escorted from the premises and, where necessary, the police will be called

8.4. In terms of barring particular individuals, the Principal will make a proposal in writing to the governing board and all parties involved will be given the opportunity to formally express their views

8.5. Letters and documentation concerning barring an individual will be signed by the Principal, unless otherwise specified by the Trust

8.6. Following formal representations being made by the parties involved, the bar will either be confirmed or removed

8.7. All bars will be subject to review within a reasonable timeframe

8.8. The academy has the right to take civil action through the courts to stop persistent trespassers

8.9. If a crime is committed on the academy premises, the academy has the right to remove the individual in question from the site and report the incident to the police

9. Reporting security concerns

9.1. Missing or stolen equipment will be reported immediately to the Business Manager

9.2. Unidentified individuals will be challenged immediately and reported to the main office

9.3. Concerns regarding the security of the academy will be reported directly to the Site Manager/Caretaker or Business Manager during times when the Site Manager/Caretaker are not on site

9.4. The Site Manager/Caretaker will promptly risk assess and discuss security concerns with the Principal/Headteacher to identify effective resolutions

9.5. Complaints about the academy's security measures will be dealt with in line with the academy's Complaints Procedures Policy

9.6. The academy will implement procedures to enable pupils, parents and the local community to report any security concerns anonymously i.e. security reporting form available via the website

10. Emergency procedures

10.1. In the event of an emergency or a breach of security, the procedures outlined in the academies emergency plan will be followed – staff members are aware of when it is appropriate to implement these procedures

10.2. All staff members, pupils and volunteers, are made aware of the academy's emergency procedures as part of their induction, including that in relation to security alerts, trespassers and unidentified objects

10.3. The Principal will ensure that the appropriate authority is notified about any incidents and the need for emergency procedures, e.g. the police or the Trust.

10.4. If emergency procedures are carried out, the Principal is responsible for ensuring that these are properly recorded.

10.5. This policy, and all associated plans and procedures, such as the Emergency Plan/Business Continuity Plan, will be reviewed and evaluated following any incident, to ensure that they remain effective

11.   Training

11.1. Staff members and pupils receive e-safety related training on an annual basis.

11.2. All staff members and pupils receive training in the academy's emergency procedures and are aware of what to do.

11.3. All staff members are aware and understand the lone working policies, with the Principal and Site Manager ensuring measures are put in place should colleagues need to access the site outside academy hours.

11.4. The competent person e.g. the Site Manager/Caretaker will have relevant subject knowledge, e.g. security, be trained in matters related to handling health and safety risks and have the experience to apply subject knowledge correctly in the workplace.

11.5. Staff and pupils receive safe handling training for chemical and biological materials, in line with the academy's health and safety policy section 14

11.6. Staff will be made aware of relevant security networks and be able to evaluate and assess the impact of any new initiatives on the academy's policy and its day-to-day operation, as well as how to protect themselves and pupils from harm, safeguard the academy estate and be able to determine when it is appropriate to contact the police/emergency services

12.   Information security

12.1. The Data Protection Officer (DPO) will be responsible for ensuring that there are policies and procedures in place to manage and monitor access to sensitive and personal information, including the General Data Protection Policy and Records Management Policy

12.2. The DPO will provide training to staff on academy policies and procedures in relation to information security

12.3. Policies relating to information security will be reviewed in light of any new information on security risks or statutory guidance, and updated where appropriate

Policy Agreed: 18th September 2019 and reviewed October 2021

Signed Executive Principal: B.A. Nixon

Signed: Chair of Directors:

Policy to be reviewed in autumn 2022