

SEPTEMBER 2017



SECURITY POLICY

HORIZONS EDUCATION TRUST
AMERICAN LANE, HUNTINGDON, CAMBRIDGESHIRE PE29 1TQ

This policy identifies the key elements of Spring Common Academy's security management system and the ways in which we seek to ensure the security of our pupils, staff and visitors.

This policy should be read in conjunction with the school's Safeguarding and Health and Safety policies.

Aims:

- to provide a safe and secure environment for our pupils staff and visitors anywhere on our school site.
- to ensure we have effective procedures in place and that these are communicated to pupils, staff and visitors
- to identify risks and improve the security across the school both during and outside school opening hours
- to regularly review and improve security arrangements, making use of improved technology

Organisation:

Trustees:

The trustees are responsible for ensuring the school has effective security measures.

They trustees will monitor school security measures through:

- Regular updates from Health and Safety Committee to Trustees Premises committee
- Meetings between the trustee liaison for Health and Safety and School Health and Safety Representative.
- Observing procedures when visiting the school
- Taking part in termly Learning Walks

Trustees will review the school's security policy

Trustees will delegate day to day implementation of the policy to the Headteacher.

The Headteacher:

The Headteacher will:

- set up arrangements which comply with the security policy agreed by the Trustees
- ensure all staff receive information, instruction and training in the security policy and procedures

- establish a system of reporting recording and investigating breaches of the policy and take steps to prevent reoccurrence
- ensure all visitors, contractors and agency staff adhere to the security policy
- monitor the implementation of the policy and security arrangements

Staff:

All staff should be fully cognisant of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police and emergency services
- PREVENT strategy and Action Plan.

New staff are informed of the security policy and of their responsibilities as part of their induction.

Office staff are responsible for the day to day implementation of arrangements for visitors to the school.

Caretakers are responsible for securing the school entrance and exits and checking the condition and safe operation of physical and electrical security devices (locks, gates, key pads, fences).

Pupils:

As pupils progress through the school, they are made increasingly aware of the security procedures. They are encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and social responsibilities.

The Headteacher must be informed of any special concern regarding pupils including those subject to a Child Protection Plan, Looked After Children and those subject to care orders, pupils at risk of abduction, pupils at risk of absconding. Parents and outside agencies have a responsibility to ensure information is shared with the school.

Parents/Carers:

The parents/carers of pupils at Spring Common Academy are kept fully informed of security arrangements and of their responsibilities when visiting the school via:

- School newsletter
- Letters
- School website

Police/Local Community:

Spring Common Academy values co-operation from the local police and community in assisting security arrangements for the school site and surrounding area.

Police will be called if there is any incident of violent, aggressive or abusive behaviour involving a visitor, parent/carer or intruder.

Police will keep the school informed of any current matters of concern in the vicinity, such as a stranger spotted loitering outside.

Arrangements:Buildings:

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

The access control procedures for the buildings are-

- All exterior gates are locked during hours of opening for pupils. Vehicle access is controlled by electronic gates and a visitor gate is controlled by a magnetic lock. These gates are only opened when visitors identify themselves via an intercom and visual contact is made through CCTV. The main reception has a reception desk and access control. Signage directs all visitors to the entrance. Visitors should not enter the premises except through the reception area.
- Unauthorised visitors will be challenged by staff
- All visitors are identified and issued with a visitor's badge. Visitors will be accompanied around the site by a member of staff.
- All visitors sign a visitors book
- All regular visitors must have an enhanced DBS along with photo evidence of their identity before they gain access to the school.

Grounds (Estates):

The grounds are secured by means of physical restrictions such as perimeter fencing and electronic access control gates.

- Whole school grounds are enclosed by a steel security fence. Site staff regularly check for breaches or damage.
- Staff challenge anyone on school grounds without a badge.

Control of Visitors:

The control of visitors is a vital part of our security arrangements to ensure safeguarding of people and property.

- Any person working with pupils on a regular basis are required to have a DBS and photo id. Other visitors will be in the company of a member of staff at all times.
- All visitors must report to reception desk on arrival and will be asked to sign in.
- Visitors are issued with a badge to be worn at all times.
- Any person on site without a badge will be asked accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal to leave the school site will be reported to the Headteacher immediately.
- Parents or carers arriving at the school to collect their child during the school day should report to reception and wait for their child to be brought to them.
- Visitors will not remove items of school property without the express permission of the school staff.
- Authorised visitors will be given appropriate information on the school health and safety procedures such as parking, fire safety and first aid.

Pupils:

- The school's overall safeguarding strategy requires that sufficient levels of supervision is required for pupils moving between buildings on the site.
- Where appropriate older pupils will be able to move between buildings independently, with restricted access.
- Times when all pupils will be supervised are at the beginning and end of the day when external gates are open to allow transport in and out.
- All pupils are encouraged to move within the buildings independently appropriate to their age and personal maturity.
- External doors are managed by electronic access control.
- Should a pupil be at risk of absconding within the grounds, caretakers and office staff will be informed and gates kept shut until the pupil is

safely in the confines of school site.

- Pupils who are being collected for appointments during the day will be brought to reception to wait with an adult until parent/carer arrives.
- At the end of the day pupils remain in classes until called and are handed over to parents or transport staff at the door.
- Pupils attending after school club wait in the club room until called and are then handed over to parents or transport staff at the door.
- Transport staff who are not wearing identification are challenged and identity checked with education transport department before being allowed to take children.

Supervision of Contractors:

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children.

- All contractors should report to reception where they will be asked to sign in and be met by a caretaker.
- Contractors sign in the visitor book and are directed to the purple file containing the hazard register, asbestos report and the contractor rules for safe working. Contractors sign to say they have read these documents.
- Contractors who regularly visit the school and have had a DBS check are issued with an access pass. Contractors without DBS clearance must be accompanied by a member of staff when pupils are on site.

Locking arrangements:

- All external doors are open at 07.00 and locked at 18.30
- Main gates are open from 06.55 to 09.30 and 15.00 to 17.30 to allow access for pupils and staff.
- There are 8 Master Key/ Intruder alarm fob holders, authorised by the Headteacher.
- The school has an intruder alarm system and a protocol for call outs is in place.
- During holiday periods the school is open to staff at set times only, which they are notified of in advance. Signing in and out procedures are followed.
- Any letting of the building to an external group will include liaison with the caretaker on opening and locking up arrangements.

CCTV:

The front of the building and car park are covered by CCTV. Signage informing the public that CCTV recording is taking place is strategically positioned around the site.

The outside of the building is covered by lighting.

Cash, Valuables and Personal Belongings:

- There should not be large amounts of cash on the premises at any one time.
- Cash should be locked in a safe and banked as soon as possible.
- Valuable portable equipment such as laptops and ipads should be kept out of site when not in use and locked away outside school hours.
- Personal Property is the responsibility of its owner. Staff and pupils are discouraged from bringing to school any valuable personal items. Staff may have access to a locker.

Monitoring and Review

The trustees will monitor the implementation of the policy through termly reports from the H&S committee and the Head teacher's report.

The policy will be reviewed annually by the H&S committee and Headteacher.

Policy agreed on:

Signed on behalf of the Trustees.....

Co-ordinator Name: Julia McIntosh