



TRUST SECURITY POLICY

AIMS

Our aim is to provide a safe and secure environment for our pupils, staff and visitors at our sites. Our Trust Security Policy ensures that we have in place effective procedures to enable us to achieve this aim

Roles and Responsibilities

Overall security is the responsibility of the Trust Board. The Chief Executive Officer (CEO) is responsible for implementing the security policy.

Trust Board

The Trust Board is responsible for agreeing the Security Policy and monitoring its implementation and effectiveness.

Chief Executive Officer (CEO)

The CEO is responsible for implementing the Security Policy.

She should ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The CEO should ensure parents and pupils are fully informed of the security policy and encouraged to help.

Each Academy has a range of risk management measures including a risk register, emergency management and business continuity plan, fire register, hazard report register as well as risk assessments in all areas.

Advice is obtained from the Police on security matters and all crimes are reported to the Police. The Principals' reports regularly to the Trust Board.

Staff

Teaching and non-teaching 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/emergency services
- implement the emergency procedures as appropriate

New staff are informed of the academy's security policy and of their responsibilities before taking up their post.

Pupils

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

Parents

The parents of pupils at each Academy are kept fully informed of security procedures, and of their responsibilities when visiting the academy, in the:

- Academy Prospectus
- New Intake Information
- Individual letters

Police/Local Community

The Trust values co-operation from the local police and community in assisting with security arrangements for its sites and the surrounding area. The Trust communicates with the local Police on security matters. Local residents are encouraged to report incidents either to the school or directly to the police. Local schools are informed on current matters of concern, for example if a stranger is spotted loitering outside the school.

Security Strategies

Control of Access

Great Heights Academy Trust has a policy of welcoming visitors; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the pupils, we have introduced procedures to limit access to the school sites.

School Grounds

The school grounds are virtually all bounded by fencing, and access to the school car parks are restricted to staff, contractors and deliveries. All pupils enter the school grounds via the pedestrian school gates. If a stranger is seen on the school grounds, a member of staff should establish his or her identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave. During school hours the gates are kept locked and the only entry into school is via the main door.

Access to the School Building(s)

To prevent unauthorised or unknown visitors entering school the main entrances have a release system. All office doors should be closed when not in use and all external doors closed at the end of break times.

All visitors to the school should report to the Reception area, which is clearly marked. In the first instance, visitors will be met by the office staff and are asked to sign in the visitor's log. They are also required to sign out on leaving.

Visitors are given a badge to wear and will be escorted by a member of the office staff to the member of staff requested – or asked to take a seat in the waiting area while the member of staff is contacted. The member of staff then comes to collect the visitor. No visitor is given unrestricted access to the school; this includes parents.

All pupils and staff are alert to unrecognised adults in school. Pupils should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit. If, at any time, an unsatisfactory reason is given, or proof of identity cannot be produced then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder and the police should be called immediately.

If parents wish to take their child/children out of school during the school day, they should report to the Reception area. A request to take a child out of school should normally be made in advance, requesting leave of absence.

Trespass

Great Heights Academy Trust sites are not public places to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the school premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence under section 547 of the Education Act 1996.

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature.

Supervision of School Grounds

Staff are on duty each morning, so that parents can leave their child in safety. Pupils are supervised at all times when on the playground. Supervision is by either teachers and/or support staff at morning and lunch time.

Entering and Leaving School

Parents are not allowed to drive their cars into the school car park and are asked to wait in the playground when collecting their children.

Pupils who have permission to walk home do so. Pupils whose parents are delayed wait in the foyer while their parents are contacted. All of them know that, if the adult who should collect them has not arrived, they should come straight back into the building and stay with their teacher.

Leaving School during the Day

No pupil is allowed out of school for an appointment during the day, unless a known adult arrives to collect him or her and reports to the office first. Prior notice should be given to the school.

Security of Personal Property

Pupils should not bring anything of value to school. Individual staff are responsible for their own property.

Security of Equipment and Cash

Main items of school equipment, for example computers, TVs, white boards, are security marked. Any cash on the premises is kept in the safe, but money is banked regularly.

Security of the Building

An effective intruder alarm is in operation. This is always set when the school is empty.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

Site Managers, Caretakers, Principals and members of the Senior Management Team are designated key holders and are responsible for the security of the building.

Site Managers/Caretakers

It is the responsibility of the caretaker to check daily that all locks and catches are in working order, that the fire alarm has no faults and that the security system is working properly. Before leaving the premises, the Caretaker has a duty to ensure that all the windows are closed, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Contractors in School

When contractors are working in the school, the following precautions should be taken:

The Business Manager or Site Manager agrees a convenient time for the work to be completed – out of school time if possible – and school staff should be made aware of the work taking place and the Health and Safety issues. The SBM or Site Manager should check regularly that the work is being carried out safely. Contractors should report to the reception area on arrival and before leaving. Contractors should complete maintenance logs, when appropriate. Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access Outside School Hours

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. Staff should be made aware that some staff are working on the premises before and after school and their security has to be safeguarded. No person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked and the staff member should have access to a (mobile) 'phone. Curtains and blinds should always be closed in the evening, but especially if staff are working late. The alarm company is aware of normal opening/closing times and require notification of any changes to this in advance.

Reporting Incidents

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and Trust Board are notified.

Review of Policy and Procedures

The Trust Board reviews this policy and the procedures on a biannual basis. A risk assessment is completed annually.