

FIVE RIVERS Multi Academy Trust



Five Rivers Multi Academy Trust Security Policy

Policy start date: February 2018
Policy review date: February 2019



Contents

| | Page |
|---|-------------|
| 1. INTRODUCTION | 3 |
| 2. ORGANISATIONAL RESPONSIBILITIES | 3 |
| 2.1. Five Rivers Multi Academy Trust | 3 |
| 2.2. The Principal/Head of School | 3 |
| 2.3. Staff members | 4 |
| 2.4. Pupils | 4 |
| 3. ARRANGEMENTS | 4 |
| 3.1. Information and Communication | 4 |
| 3.2. Controlled access and egress during the school day | 5 |
| 3.3. Early Years External Areas | 6 |
| 3.4. People Management | 6 |
| 3.5. Control of Visitors | 6 |
| 3.6. Supervision of pupils | 6 |
| 3.7. Cooperation with third parties, extended services and community groups | 7 |
| 3.8. Supervision of contractors | 8 |
| 3.9. Lone Workers | 8 |
| 3.10. Physical security measures | 8 |
| 3.11. Trespass and Nuisance | 9 |
| 3.12. Serious Incidents or Threats | 9 |
| 3.13. Theft and Burglary | 10 |
| 3.14. Locking arrangements | 10 |
| 3.15. CCTV | 11 |
| 3.16. Cash Handling | 11 |
| 3.17. Items of Value | 11 |
| 3.18. Security of Equipment | 12 |
| 3.19. Data Security | 12 |
| 3.20. Personal Property | 12 |
| 3.21. Medicines | 12 |
| 3.22. Curriculum Activities | 13 |
| 4. Risk Assessment | 13 |
| 5. Monitoring and Review | 13 |



1. INTRODUCTION

Five Rivers Multi Academy Trust recognises and accepts its corporate responsibility to provide a safe and secure environment for children, employees and visitors to all of its academies.

Each academy's security procedures will operate within the framework described in this policy. Where appropriate the Trust will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

Five Rivers Multi Academy Trust will provide staff with enough resources, information and training to implement the security procedures. The Trust must be informed of breaches and failures of the policy, to enable them to take any corrective action necessary to ensure the safety of children and staff.

2. ORGANISATIONAL RESPONSIBILITIES

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

2.1. Five Rivers Multi Academy Trust

Five Rivers Multi Academy Trust will:

- ensure that each academy is aware of the security policy and that this has been implemented successfully;
- monitor the performance of the academies security measures;
- delegate the day to day implementation of the policy to the Principal / Head of School;
- review the policy on an annual basis.

2.2. The Principal/Head of School

The Principal/Head of School will:

- ensure arrangements within the academy comply with the security policy;
- ensure that all staff within the academy receive information, instruction and training in the security policy and its procedures;
- establish a system for reporting, recording and investigating 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.

2.3. Staff members

All staff members will:

- comply with this policy and the arrangements made by the Principal/Head of School to ensure the safety of children, employees and others on site;
- report immediately any breaches of the security policy to the Principal/Head of School.

2.4. Pupils

All pupils will:

- be encouraged to exercise personal responsibility for the security of themselves and others;
- cooperate with the arrangements made for the security of the school.

3. ARRANGEMENTS

Each academy must have adequate arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

3.1. Information and Communication

- All staff must be aware of the academy's security procedures, especially staff that have been given a specific role to play.
- All staff inductions will include an overview of their role within school security. This must be recorded on the employee's induction record.
- Security arrangements must be communicated to all third parties that use the premises and grounds. All site users will be expected to comply with the security arrangements as a condition of shared use of the building.
- Parents must be informed about the security arrangements and any part they are expected to play, for example, when visiting the school or at handover times.



3.2. Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present a risk to pupils or staff.

The extent of physical controls, such as fences, must be decided by a robust risk assessment of the physical environment, measured against the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk.

Access Control

Each academy must take all reasonable efforts to restrict access to the buildings and prevent unauthorised access to children and staff.

The access control measures for the academy are listed in Annex A.

Security of the Building

- An effective intruder alarm must be in operation for all buildings.
- Security lights must be on whilst the premises are occupied after dark.
- Class teachers are to make sure that their classroom is secure, windows closed and equipment switched off before leaving the premises.
- External doors must not be left open/unlocked.
- The buildings manager must ensure external gates are secured at the agreed times.
- The last key holder to leave the premises is responsible for securing the building if they leave after the premises team.

Alarm Call-Outs

If a key holder is contacted as a result of an alarm activation, they must wait a safe distance away from the school until the police arrive. If necessary, a member of SLT should be contacted for support.

External areas

All external areas within each academy, are to be secured by means of physical restrictions such as fencing and padlocked gates.



The physical restrictions and access arrangements for each academy are listed in Annex B.

3.3. Early Years External Areas

As pupils require access to the outside areas at all times, each academy must ensure that a secure outside area has been provided that has a suitable perimeter fence. This requires fixings that prevent pupils from opening gates and exiting the area without adult supervision.

3.4. People Management

Five Rivers Multi Academy Trust acknowledges its duty of care to ensure the safety of all our pupils. Critical to this, is the monitoring and control of all adults who come into contact with pupils. To ensure the safety of all pupils the following must take place in each academy:

- all staff must be fully vetted before joining each academy, including the taking up of references and checks with the Disclosure and Barring Service (DBS);
- a single central register of visitors to each site must be maintained by the Admin Staff/ Principal/Head of School;
- all regular volunteers, visitors and contractors must have DBS checks before working unsupervised with pupils, or moving unaccompanied around the academy;
- visitors to the academy must wear identification badges to enable the identification of unauthorised visitors by staff and pupils.

3.5. Control of Visitors

The control of visitors is a fundamental part of Five Rivers Multi Academy Trust's security policy. This ensures the safeguarding of both people and property. (Please refer to the Visitors Policy).

3.6. Supervision of pupils

Arrivals



Handover arrangements (including Breakfast Club) for the arrival of pupils at each academy are listed in Annex C.

Supervision during breaks and lunchtime

During the school day, all pupils are to be supervised by teachers or support staff when using the playground.

Leaving School at the End of the Day

Handover arrangements for the departure of pupils from each academy are listed in Annex C.

- Parents must give permission in writing, or verbally if they can be recognised and verified as legitimate, for any other person to collect their child from any of our academies.
- No pupil is allowed to leave an academy during the day for an appointment unless a known adult arrives to collect them from the School Office. The departure and return of pupils must always be logged by the Admin Team.

Taxis

- Drop off – taxi-cab drivers must inform the School Office of the arrival of children they have dropped off.
- Collection – all taxi-cab drivers must present security identification to the Principal/Head of School or/and office staff before any pupil is released.

3.7. Cooperation with third parties, extended services and community groups

Five Rivers Multi Academy Trust's security arrangements have taken into account any other third parties that use the academy's buildings or grounds. In most circumstances, the arrangements for the school will be equally applicable for the third parties. Additional security measures that apply to the groups listed, are given below.

All After School Clubs - are to be managed and supervised by existing school staff who have enhanced DBS checks.

Community use - community groups must sign a Letting Form that states that they have appropriate public liability insurance, child protection, first aid arrangements in



place and have received information regarding health and safety, security and emergency procedures.

3.8. Supervision of contractors

Contractors and maintenance personnel may not always have DBS clearance. However, if they have not been DBS checked, they must not have unsupervised access to children and must therefore be escorted on school grounds at all times. If the academy has been advised by his/her employer, that the contractor has a clear, current DBS check, and has received notification, in writing on headed paper, of the DBS reference number and date of check, they will be able to move around on site unaccompanied.

3.9. Lone Workers

Please see the *Lone Working Policy*.

3.10. Physical security measures

Five Rivers Multi Academy Trust has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. Each academy must review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment must take into account:

- the location and layout of the school;
- past incidents related to security;
- the performance of other security measures already in place or that could be implemented;
- the cost of physical security improvements and the availability of funding.

Where justified, by the consideration of the risk, each academy must ensure that physical security measures are installed. Where physical controls are not justified,



each academy must ensure that other controls are implemented to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they must be maintained as recommended by the manufacturer.

3.11. Trespass and Nuisance

In the first instance, members of the Senior Leadership Team within each academy, should consider the level of risk and may approach an unauthorised member of the public. If pupils are outside, it might be necessary to take pupils back to their classrooms. However, in any case where such measures fail to resolve the situation, recourse to the law will be considered. This extends to unlawful presence on site, individuals creating a nuisance or disturbance, verbal abuse of pupils or staff, as well as violence to any individual. Any such situation will be contained as appropriate at the time, but as this is a criminal offence the academy should always refer to the police.

3.12. Serious Incidents or Threats

In the event of any serious incident, staff should:

1. Stay calm.
2. Minimise the risk to themselves, the pupils and others.
3. Seek help as soon as possible.
 - The welfare, security and protection of the pupils, staff and visitors will take precedence over any other action required to contain the situation.
 - The Principal / Head of School or other senior members of staff must be informed. This person will then decide what action to take, which may involve contacting parents or the police.

All academies have received training in lockdown principles. In certain instances, those principles may need to be activated. Please see the **Stay Safe Policy**. After any such event, a detailed report must be prepared by a nominated individual, for presentation to the Trust. If required, an emergency meeting will be held by the



Five Rivers Multi Academy Trust to review, make recommendations and take appropriate action.

Statutory bodies, such as the Police, Local Authority, etc., will be informed and consulted as required. All academies should seek to follow best practice guidelines in its response and handling of threats and incidents.

3.13. Theft and Burglary

Schools are not immune from burglary or from theft of belongings, monies and the personal items of pupils. Each academy must take an active stance on this, with items of high value added to the school inventory and the speedy banking of all monies, so that large sums are not left on the premises.

Valuables left on any Five Rivers' premises should be stored in a locked cabinet. Suitable locks must also be used on doors and windows. Each academy must actively encourage personal security awareness. Pupils and staff must be discouraged from bringing items of value to school.

Any incident of theft will be investigated. Five Rivers Multi Academy Trust will not accept liability for the loss of personal belongings.

3.14. Locking arrangements

At various times throughout the day, security arrangements are required such as the locking of various entrances and exits.

Locking arrangements for each academy are listed in Annex D.



3.15. CCTV

All our academies make use of CCTV systems as part of their security procedures. These systems have the ability to record incidents to enable evidence to be presented to the appropriate authorities.

Each academy must ensure:

- adequate signage is present;
- data protection regulations are followed;
- they have registered with the ICO;
- members of the public cannot see any images being recorded;
- a log is kept of times the footage has been accessed.

3.16. Cash Handling

All academies are expected to avoid keeping cash on the premises wherever possible. Safes must be used and kept locked at all times. Staff must avoid handling cash in visible areas. Any money requiring banking should be taken at irregular times, particularly where substantial sums are involved.

More details are provided in the Financial Procedures Manual.

3.17. Items of Value

All items above the value of £50 (or desirable items) must be recorded in the academies asset register. Items of value, such as portable equipment with a value above £250, must not be left unattended in rooms where there is public access. In such locations, the room must be locked when it is vacated.

Wherever possible valuable items must not be left where visible from outside. The security risk assessment must take into account the location and security arrangements for high value equipment, for example ICT equipment.



3.18. Security of Equipment

All items of equipment within each academy, are the property of the academy and as such must be kept well maintained and secure at all times. Staff may be permitted to take some mobile equipment out of the building, but they must complete an authorisation form signed and authorised by an appropriate member of the senior management team.

3.19. Data Security

It is important that computer data used for administration is secure, as far as is practical and reasonable, from accidental or malicious damage or loss.

To ensure this:

1. Computers used in each academy must be equipped with up-to-date anti-virus software.
2. Frequent backups must be taken of important data which are stored off site. This will minimise the time needed to return to normal.

3.20. Personal Property

Personal property will remain the responsibility of its owner. This includes staff, pupils and visitors. All building users should be discouraged from bringing to school any valuable personal property.

Lost property should be handed to the School Office, where it will be kept for 6 months before disposal.

3.21. Medicines

There are on occasion when pupils may be prescribed medicines which must be taken during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the academy's medicine cabinet.

Arrangements for the administration of medicines are detailed in the ***Administration and Storage of Medication Policy***.



3.22. Curriculum Activities

Pupils should be made aware of security issues according to the level of their understanding. Where appropriate, they must be:

- encouraged to be security conscious e.g. never open external doors to adults other than known staff;
- discouraged from approaching any adult who they do not know and to tell a safe adult;
- taught how to take care of themselves and others.

Academies are encouraged to take advantage of any opportunity to heighten pupils' awareness of security issues. Pupils should be listened to and their fears and concerns respected.

4. Risk Assessment

A security risk assessment must be completed annually by each academy. The findings will be used in the review of this Security Policy.

5. Monitoring and Review

The Principal/Head of School must monitor the performance of this policy and report breaches, failings or security related incidents to Five Rivers Multi Academy Trust.

This policy will be reviewed annually by the Trust.



Specific security responsibilities for _____

| Security issue Specific Duties | Name | Specific Duties |
|---|---------------------------------|---|
| Agreeing and reviewing the school security policy | Five Rivers Multi Academy Trust | Agree policy Review every 12 months |
| Day to day implementation and management of policy. | | Inform staff Monitor performance Review arrangements |
| Securing school entrance/exits as detailed in this policy | | Opening and locking gates |
| Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, and fences). | | Part of normal duties to check physical integrity of security devices. |
| Control of visitors | | Issue badges Confirm Identity Ensure visitors are escorted at all times unless have current DBS check |
| Control of contractors | | Issue badges Confirm Identity Ensure visitors are escorted at all times unless have current DBS check |
| Security of money etc. | | Safe used for storing cash overnight No large amounts of cash kept at school Two staff to take cash to bank |
| Security risk assessment | | Review annually |



Annex A

Building access control arrangements

Name of Academy _____ **Name** _____

The access control features for the academy are as follows:



Annex B External Areas

Name of Academy _____ Name _____

The physical restrictions and external access arrangements for the academy are as follows:



Annex C

Supervision of pupils

Name of Academy _____ Name _____

The handover arrangements for the arrival and departure of pupils within the academy are as follows:



Annex D

Locking arrangements

Name of Academy _____ **Name** _____

The Locking arrangements within the academy are as follows: