Security and Procedures Policy

1. Policy Statement

- The Trustees recognise and accept their corporate responsibility to provide a safe and secure environment for students, employees and visitors to Wellacre Academy. The Academy's security procedures will operate within the framework described in this policy.
- Where appropriate, the Trustees will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Trustee Board will provide staff with enough resources, information and training to implement the security procedures.
- The Trustee Board will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of students and staff.

2. Organisation

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

Trustees

- Trustees will ensure that the Academy has a security policy and that this has been implemented.
- Trustees will monitor the performance of the Academy security measures. This will be achieved –
    - By the health & safety governor monitoring performance on their visits
    - Via the site reports to the Resources Committee.
    - By all Trustees observing its implementation when they visit the Academy.
- Trustees will review the Academy's security policy in accordance with the set timings.
- Trustees will delegate the day to day implementation of the policy to the Principal.

Principal

The Principal will:

- Set up arrangements in the Academy that comply with the security policy agreed by Trustees.
- Ensure that all staff within the Academy receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of 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.

Staff

- All staff will comply with this policy and the arrangements made by the Principal to ensure the safety of students, employees and others on the Academy site.
- Those listed below have been given specific responsibilities for Academy security.

Security issue	Name	Specific duties
Agreeing and reviewing the Academy security policy	Resources Committee/ Business Director (BD)	Agree policy Review annually
Day to day implementation and management of policy	BM/Site Manager (SM)	Inform staff Monitor performance Review arrangements
Securing Academy entrance/exits as detailed in the policy	SM/Premises Team (PT)	Open & close Academy gates/entrances/exits as detailed in the policy
Checking the condition and maintaining safe operation of physical and electrical security devices (locks, key pads, fences & gates)	SM/PT	Part of normal duties to check physical integrity of security devices.
Control of visitors	BD, Payroll Officer (PO) & Receptionist	Issue badges via Inventry, check Single Central Record (SCR) and photo ID
Control of contractors	Receptionist/BM/SM	
Security of cash/cheques etc.	Finance Officer/Finance Assistant	Kept securely in Academy safe
Security risk assessment	BD/SM	

Students

- Students will be encouraged to exercise personal responsibility for the security of themselves and others.
- Students will cooperate with the arrangements made for the security of the Academy. Breaches of the Academy security arrangements are a breach of the Academy Behaviour Policy.

3. Arrangements

The Academy has agreed the following arrangements to ensure the safety and security of staff, students and other persons using the Academy premises.

Information & 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 induction will include the Academy's security policy and the Induction Checklist will be kept in personnel files.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the Academy's security arrangements as a condition of sharing use of the building.

Parents will be informed about the Academy security arrangements and any part they are expected to play. For example when visiting the Academy.

Controlled access and egress during the school day

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

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. Wellacre Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community and safeguarding students.

Buildings

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

The access control procedures for the building are –

- All exterior gates are locked during normal lesson times. Vehicle access is controlled by electronic gates and all visitors sign in via main reception. A small exit/entry gate is used by staff; this can be released by using an Academy ID badge.
- All visitors are signed in using Inventry and issued a visitor badge
- All regular visitors must produce an enhanced DBS along with photo evidence of their identity before they gain access to the Academy. All disclosures will be checked and added to the SCR by the BD or PO. Any DBS notification will be highlighted by the BD to the Principal before a visitor is allowed entry onto the Academy site.

Grounds

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control:

- Academy grounds are enclosed by a steel security fence; this is regularly checked by premises staff. Any breaches are dealt with immediately.
- Outside areas including the Astroturf and the Eco Centre are surrounded by security fencing.
- Staff will challenge anyone who is found on the grounds without an appropriate ID badge.

Control of visitors

The control of visitors is a fundamental part of the Academy security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors will be asked for a DBS and photo ID if they are working on site unsupervised.
- All visitors who have not provided an enhanced DBS certificate will be accompanied by a member of staff, or a member of their team who holds an enhanced DBS certificate, at all times.
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors, LA staff and any other person that is not school staff.
- All visitors with a DBS certificate will be given a green lanyard, those without will be given a red lanyard.
- Any person on site without a badge will be asked to accompany a member of staff to the reception or asked to leave the site.
- Any refusal will be reported immediately to the Principal. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information of the Academy's health and safety procedures such as parking, fire safety and first aid.

Supervision of students

The Academy's overall safeguarding strategy requires that, at all times, the security of students is achieved by competent supervision by authorised school staff. Before school, breaktime, lunch and after school students are always supervised and visitors challenged.

Cooperation with third parties, extended services and community groups

Our Academy security arrangements have taken into account any other third parties that use the Academy building or grounds. In most circumstances the arrangements for the Academy in general will be equally applicable for the third parties involved. Community groups use Academy facilities in the evening and at weekends. Their attendance is supervised by a Lettings Manager and their access restricted to specific areas of the building.

External companies use the ground & first floor of the Main Reception Building, they have no access to the main school site; ID badges restrict their access as necessary.

Supervision of contractors

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to students. They will therefore be controlled as follows:

- All will be given Academy badges and will be expected to wear them.
- All contractors with a DBS certificate will be given a green lanyard, those without will be given a red lanyard.
- If no enhanced DBS has been provided contractors will be supervised by a member of the premises team or a member of their team who holds an enhanced DBS certificate, whilst

on site. This does not mean watched continuously but in a way appropriate to their location and proximity to students.
- They will only park where authorised to do so.
- They will only carry out work agreed at the start of the contract and at the times agreed.

Lone workers

The Academy has lone work risk assessments for staff where there is a security risk due to the need to work alone.

Physical security measures

The Trustee Board has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and students. The Trustees will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take account of:

- The location and layout of the Academy.
- Past incidents relating 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 consideration of the risk, trustees will ensure that physical security measures are installed. Where physical controls are not justified the Trustee Board will ensure that other controls are implemented by the Academy to ensure the safety of staff and students.

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

Locking arrangements

At different times of the day the Academy security arrangements require the locking of various entrances and exits as detailed below.

- 08:35 - Site Team lock external gates
- 08:35 - Auto car gate closes
- 08:45 - Site Team lock bike sheds
- 14:50 - Auto car gate opens, site team unlock bike sheds and pedestrian gates
- 15.50 – **(WEDNESDAY ONLY)** Auto car gate opens, site team unlock bike sheds and pedestrian gates
- 15:30 – Auto car gate closes, site team lock pedestrian gates
- 16.30 – **(WEDNESDAY ONLY)** Auto car gate closes, site team lock pedestrian gates
- 19:00 – Monday – Wednesday & Friday, external keyholder (SMC) lock external doors, windows and arm the intruder alarm for the 3 buildings. Lock external gates on departure. On Thursday this lockup will be done at 19:30.
- Bank holidays – the gate will remain closed at all times.
- Intruder alarm is monitored by an external security company who responds to out of hours activations. SM will be notified if there is a break in or any damage found to the fabric of the building. SM will make it safe until a proper investigation and repair can be carried out.

CCTV

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout the Academy informs people of this.

Cash handling

The Academy will avoid keeping cash on the premises wherever possible. Safes are located in the finance and premises offices and are kept locked. All cash is handled in the finance office and banking is done at irregular times, particularly where substantial sums are involved. Cash handling procedures are documented in the Finance Manual.

Valuable equipment

All items above the value of £250 will be recorded on the Academy's asset management software.

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT.

Personal property

Personal property will remain the responsibility of its owner. This includes both staff and student personal property. Both are discouraged from bringing to the Academy any valuable personal property.

Lost property is handed into the main office where it is kept for six months before disposal.

Medicines

There are occasions when students may be prescribed treatment where medicines are needed during Academy time. Parents will provide such medicines in suitable and labelled containers. These containers will be kept in the Academy's medical room.

Arrangements for the administration of medicines are detailed in the Supporting students with medical conditions policy.

4. Risk Assessment

A security risk assessment will be completed annually by the BM/SM. The findings will be reported to the Principal and Resources Committee.

5. Monitoring and review

The principal will monitor the performance of this policy and report breaches, failings or security related incidents to the Resources Committee. Trustees will monitor performance via the BD.