Policy	Security Policy
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Approved by	Audit Committee
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This document consists of:
- Trust Policy on Security
- Template for Academy Security Procedures, for completion and approval locally for each Academy (Annex 1)

Background

1   Introduction

1.1 The Eastern Multi-Academy Trust ("the Trust") recognise and accept their corporate responsibility to provide a safe and secure environment for pupils, employees and visitors to their academies. The academy's security procedures will operate within the framework described in this policy.

1.2 Where appropriate the Principal of each academy will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

1.3 The Trust/Principal of each academy will provide staff with enough resources, information and training to implement the security procedures.

1.4 The Trust/Principal of each academy 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 members of the academy's community.

2   Organisation

The following groups and/or individuals have responsibilities for ensuring security arrangements are adhered to:

2.1   Trust Directors (Trustees)

2.1.1 The Trust Directors will ensure that each academy has security procedures which are
        compliant with this policy and have been implemented.

2.1.2 The Directors will monitor the performance of the academy security measures. This will
        be achieved:
        •   By the Health & Safety Director monitoring performance;;
        •   By all Directors observing its implementation when they visit the academy.

2.1.3 The Audit Committee will periodically review the academy security policy.

2.2   Academy Governors - Behaviour, Attendance and Safety monitoring

2.2.1   Each academy will have a Governor committee which will ensure that the academy
          has security procedures which are compliant with this policy and have been
          implemented.

2.2.2   Governors will monitor the performance of the academy security measures by:
          •   the academy's Health & Safety Governor monitoring performance on
                  their special interest visits;
          •   the Principal's Reports to Governors;
          •   observing its implementation when they visit the academy.

2.2.3   The committee will periodically review the academy security procedures.

2.2.4   Day to day implementation of the policy is delegated to the Principal of the Academy.

2.3   Principal

2.3.1   The Principal will set up arrangements in the academy that comply with the security
          policy.

2.3.2   The Principal will establish a system for the reporting, recording and investigation of
          breaches of the policy and take reasonable steps to prevent reoccurrence.

2.3.3   The Principal will ensure that systems are in place to ensure that all visitors,
          contractors and agency staff adhere to the Security Policy.

2.3.4   The Principal will ensure that procedures are in place to monitor the implementation
          of the policy and security arrangements.

2.4   Staff

2.4.1   All staff will comply with this policy and the arrangements made by the Principal to
          ensure the safety of pupils, employees and others on the academy site.

2.4.2   Those listed below have been given specific responsibilities for academy security.

Security Issue	Name	Specific Duties
Agreeing and reviewing the Trust Security Policy	Trust Audit Committee	• Agree policy • Review at least every 3 years
Agreeing and reviewing the Academy Security Procedures	Local Governing Body	• Agree procedures • Review every 12 months
Day to day implementation and management of policy & procedures	Principal	• Inform staff • Monitor performance • Review arrangements
Securing Academy entrance/ exits as detailed in procedures	Academy Premises Manager / Business Managers	Locking external doors and making site secure
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads and fences etc)	Academy Premises Manager / Business Managers	Part of normal duties to check physical integrity of security devices
Control of visitors	Local Academy Staff	Issue passes
Control of contractors	Business Manager / Premises Manager	
Security of money etc	Business Managers	
Security Risk Assessment	Principal	Review annually and inform LGB of findings

2.5   Pupils

2.5.1   Pupils will be encouraged to exercise personal responsibility for the security of themselves and others.

2.5.2   Pupils will co-operate with the arrangements made for the security of the academy. Breaches of the Academy security arrangements are a breach of the academy's Behaviour Policy.

3   Arrangements

3.1 Risk Assessment

Risk assessments will be undertaken to identify any hazards and the appropriate control measures required. These assessments will be reviewed at least once a year or upon significant change of circumstances. ~~To further aid the identification of security risks,~~ a risk management security analysis will be undertaken on an annual basis by the Principal.

3.2 Staff Induction

All members of staff whether permanent or temporary will be briefed on the academy's security and emergency arrangements and any significant hazards presents as part of their

induction and thereafter on a regular basis. The contents of this security policy will be brought to their attention.

3.3   Information and Communication

3.3.1 All staff must be aware of the academy's security procedures, ~~especially staff that have been given a specific role to play.~~

3.3.2 All staff induction will include the Trust's security policy and local academy security procedures.

3.3.3 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.

3.3.4 Parents will be informed about the academy's security arrangements and any part they are expected to play. For example, when visiting the academy or at handover times.

ANNEX 1 - ACADEMY SECURITY PROCEDURES

These procedures have been developed to support the Trust Security Policy and must be complied with by all staff, pupils and visitors to the Academy.

Risk Assessment

A security risk assessment will be completed annually by the Principal; the findings will be used in the review of these Security Procedures.

The risk assessment will take into account:

- The location and layout of the Academy;
- Past incidents related to security;
- The location and security arrangements for high value equipment, for example ICT equipment.
- 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.

Monitoring and Review

The Principal will monitor the performance of this policy and report breaches, failings or security related incidents to the LGB committee.

The LGB committee will monitor performance via the Principal's Report to the committee and when visiting the Academy.

This policy will be reviewed annually by the Principal and Business Manager of the Academy.

Controlled Access and Egress during the Day

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

The extent of physical controls, such as fences, has been decided by a risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. The Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community whilst ensuring the safety of all our pupils and staff.

The Academy will take all reasonable efforts to restrict access to the buildings and grounds to prevent unauthorised access to pupils and to ensure the personal safety of staff. The access control procedures for the buildings are:

The main building has only single access entrance via reception desk. Only authorised visitors are allowed access via intercom on wall outside

- The main building has a reception desk and access control. Signage directs all visitors to this entrance. It is impractical to have access control on all other blocks and so pupils will be safeguarded in these other blocks by other methods such as

supervision. At lesson changes the entrances to these blocks are supervised. Unauthorised visitors will be challenged by staff;

- Designated entrances, restricted for staff use have had security access control systems installed;
- The Academy has close links with local police and the Community Police Officer. Police will patrol the Academy on request;
- The Academy operates an efficient electronic attendance/registration system which allows us to monitor absenteeism and truancy – first day response;
- The Academy operates a signing in/signing out system for all parents and visitors/pupils who are late/leaving early. Pupils out of lesson take their planner with them, duly authorised by their class teacher;
- Pupils who wish to leave the site during the school day must have written permission, sighted by appropriate staff;
- Premises staff closely monitor the movement of vehicles whilst present on the Academy premises and are responsible for contractors on site;
- Contractors are expected to comply with Academy procedures at all times;
- Waste disposal vehicles and most contractor vehicles have restricted access to the site to avoid times when pupils and staff are moving around our site.

The following areas are accessible by the public but the risk is controlled with our Academy's supervision arrangements and how the Academy deals with visitors. The access arrangements for the grounds are:

- School Field - Access to school field for PE – always under control of staff. Staff would professionally challenge any person not wearing a photo ID or Academy visitor badge;
- Lunchtime - Children use school field that could be accessed by a person walking past the authorised entrance, always under control of staff. Staff would professionally challenge any person not wearing a photo ID or Academy visitor badge.
- Playground - Our main access route to the reception is adjacent to the playground. This area is only used under staff supervision at break and lunch and staff would professionally challenge any person not wearing photo ID or Academy visitor badge.
- Auxiliary Blocks - These cannot be secured by electronic means. Supervision rota for breaks and lunchtime.

Control of Visitors

The control of visitors is a fundamental part of our Academy's Security Policy for the safeguarding of both people and property. Our policy is that:

- All visitors report to the reception desk on arrival. Staff are encouraged to use the Reception Meeting room when conducting interviews with visitors;
- All visitors are issued with a badge to be worn at all times. This includes parents, helpers, contractors and any other person that is not Academy staff;

- Visitors on site will be accompanied by a member of staff to their destination and will be returned to Reception by a member of staff in order to 'sign out' of the Academy

Visitors are those people that are issued with a pass from Reception;
- 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 Academy property without the express permission of Academy staff;
- For their own safety any authorised visitors will be given appropriate information on the Academy's health & safety procedures such as parking, fire safety and first aid;

Supervision of Pupils

The Academy requires that at times the security of pupils is achieved by competent supervision by authorised Academy staff.

Locations where supervision is part of our safeguarding procedures:

- Playground and fields – the access is the main reception adjacent to the playground. Children are always supervised in this area and visitors professionally challenged. As communication is not easily possible whilst on the fields, supervisors in this location will use a walkie-talkie, supplied by the Academy office.

Times of the day when supervision is part of our safeguarding procedures:

- Start of school day – as the grounds have open access, duty teams are deployed in designated areas from 08.20 am to 08.30 am;
- Lesson changes – due to multi-block nature of the site, access control is not possible for every individual building during lesson changes. At these times staff will be on duty rota;
- Lunchtime – all parts of the Academy site without access control are supervised by duty teams – see rota for details;
- Duty teams are also deployed at the end of the school day.

Co-operation with Third Parties, Extended Services and Community Groups

Our Academy security arrangements have taken into account any other third parties who 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 use/extended school activities – although not extensive, community groups may use facilities at the end of the school day. When inside the building, access to the rest of that block is restricted. Risk assessments, as part of induction arrangements, are carried out. No hirer will be allowed to use the Academy facilities unless they fully comply with the security risk assessment.

Visitors in unauthorised locations will be professionally challenged by staff. Only personnel with DBS clearance will be allowed on site for extended school activities.

Supervision of Contractors

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

- All will be given school badges and be expected to wear them;
- They will only park where authorised to do so;
- They will carry out work agreed at the start of the contract and at the times agreed;
- They will be supervised at all times by Academy staff; this does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

Lone Workers

Each Academy has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone; staff at high risk will receive appropriate training.

Physical Security Measures

The Principal will consider the need to use physical measures such as fencing and electronic access controls and CCTV to ensure the safety of staff and pupils. The LGB will review the provision of physical security measures on a regular basis

Where justified by consideration of the risk, Governors will ensure that physical security measures are installed. Where physical controls are not justified the Governing Body will ensure that other controls are implemented by the Academy to ensure the safety of staff and pupils.

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. These are:
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CCTV

The CCTV system is in operation throughout the buildings. The Governing Body will consider installing further CCTV systems where justified by consideration of the risk. Signage informs people that CCTV is in operation.

Cash Handling

Staff should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Staff should avoid handling cash in visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

Valuable Equipment

In accordance with the Trust Finance Policy all items with a value over £2000 plus 'attractive' or portable assets with a value over £500 will be recorded in the Academy asset register.

Items of valuable portable equipment with a value above £500 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.

Personal Property

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

- Lost property should be handed to the Academy office where it will be kept for six months before disposal.

Crime Prevention

Everyone should be reminded it is their responsibility to prevent crime, including:

- Guarding against assault and theft of personal belongings;
- Safeguarding school property.

Everyone should be told:

- The Academy's policy on reporting assaults, disturbances, theft, damage and burglary;
- The cost of crime in school.

Staff and pupils should be encouraged to offer ideas on good practice. Every suggestion should be considered and if any proposals are not taken up, then the reasons for their rejection should be explained to the proposers. Co-operation comes from personal involvement and this is a powerful means of encouraging individuals to share in the task.

Members of Norfolk Police operate a police/school liaison service - where appropriate outline local approach

Medicines

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the Academy's medicine cabinets. Arrangements for the administration of medicines are detailed in the First Aid and Medical Policy.

Emergency Procedures

During any breach of security or violent incident the safety of pupils and staff is of paramount importance.

- Pupils are not to confront/challenge strangers on site but to report the situation to a member of staff immediately

- The level of staff response to an incident will depend upon the seriousness of the situation and the risks involved

- Staff should only challenge an individual if they feel it is safe to do so

- Staff who have serious doubts concerning a visitor/intruder or believe a violent act/damage may be committed should not challenge the person but inform the Principal, senior member of staff or reception who will contact the police on 999. They should observe from a safe distance/concealed position noting details of the intruder

- If approached by a person about to offer violence, staff should move away and retreat to a safe distance

- Staff should not attempt to detain or remove an intruder from the premises using force

- If it is considered an intruder is about to enter the premises and commit a violent act, access points should be secured to prevent unauthorised entry (Fire escape routes must still be maintained). The police should be called immediately

- The emergency services should be called on 999 if assistance is required

- The academy will develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary

- In the event of a bomb threat/hoax refer to the Critical Incidents Policy and procedures

Evacuation & Relocation Arrangements

Signals	
Signal for fire evacuation	
Signal for bomb evacuation	

Signal for all-clear	

Assembly points - bomb evacuation

Bomb evacuation assembly point A	
Bomb evacuation assembly point B	

Assembly points - fire evacuation

Fire evacuation assembly point A	
Fire evacuation assembly point B	

If the Academy has been evacuated and pupils are not able to return to the Academy (or go home) it may be possible to relocate temporarily to another building (e.g. buddy school or place of safety).

Pre-identified buddy school / place of safety / rest centre

Name of premise	
Type of premise	
Contact name and details of key holder(s)	

Address	
Directions / map	
Estimated travel time (walking, with pupils)	
Estimated travel time (by coach, with pupils)	
Capacity	
Capacity (sleeping)	
Facilities / resources	
Notes	

Shelter

Signals	
Signal for shelter	
Signal for all-clear	

Upon hearing the shelter signal, take the action below.

Initial response - shelter
Ensure all pupils are inside the Academy building.
If appropriate, move pupils away from the incident (e.g. to the other side of the building).
Dial 999, if appropriate. Dial once for each emergency service that you require.
If sheltering from an environmental hazard (e.g. a smoke plume) ensure all doors and windows are closed and ventilation / air circulation systems are switched off.
Check for missing / injured pupils, staff and visitors.
Reassure pupils and keep them engaged in an activity or game.
Notify parents / carers of the situation.
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.

Lockdown

Signals	
Signal for lockdown	
Signal for all-clear	

Lockdown	
Rooms most suitable for lockdown	
Entrance points (e.g. doors, windows) should be secured	
Communication arrangements	▢ Two-way radios ▢ Classroom telephones ▢ Mobile phones ▢ Instant messaging / email ▢ Other.

Upon hearing the lockdown signal, take the action below. If someone is taken hostage on the premises, the Academy should seek to evacuate the rest of the site.

Initial response - lockdown

Ensure all pupils are inside the Academy building. Alternatively, ask pupils to hide or disperse if this will improve their safety.
Lock / secure entrance points (e.g. doors, windows) to prevent the intruder entering the building.
Dial 999. Dial once for each emergency service that you require.
Ensure people take action to increase protection from attack: ▪ Block access points (e.g. move furniture to obstruct doorways) ▪ Sit on the floor, under tables or against a wall ▪ Keep out of sight ▪ Draw curtains / blinds. ▪ Turn off lights ▪ Stay away from windows and doors.
Ensure that pupils, staff and visitors are aware of an exit point in case the intruder does manage to gain access.
If possible, check for missing / injured pupils, staff and visitors.
Remain inside until an all-clear has been given, or unless told to evacuate by the emergency services.