



FINHAM PARK  
MULTI ACADEMY TRUST

# SITE SECURITY POLICY

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# SITE SECURITY POLICY

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## **1. INTRODUCTION**

The Finham Park Multi Academy Trust is committed to providing a safe and secure working, teaching and learning environment for all staff, students, governors, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the school, which recognises the importance and relevance of Risk Management and Security strategies.

The Finham Park Multi Academy Trust understands that whilst there is a need to promote an open and welcoming environment, there is also a responsibility to address all security and personal safety-related issues. This will ensure protection of the Multi Academy Trust staff, students, visitors and contractors, as well as its physical assets.

This policy has been prepared after consultation with all staff and will be presented to Governors for their approval. Parents have been informed of the contents of this policy. The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the school in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for our pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

## **2. RESPONSIBILITIES/ ORGANISATION**

The Site Security Policy is to be used alongside the Finham Park Multi Academy Trust current Health and Safety Policy. As outlined in the Health and Safety Policy, roles and responsibilities will be nominated to the person through job role, position and/or title.

All Academies are required to establish Academy specific Site Security Policy statements and organisational arrangements to implement the Finham Park Multi Academy Trust Site Security Policy incorporating Academy needs and responsibilities. The Site Security Policy will be held at a central point on each individual Academy. It will be reviewed on a bi-annual basis along with the Multi Academy Trust Health and Safety Policy, or sooner if change or alterations occur.

The security within the working environment is the responsibility of all those on site. Regular checks, reports, and self-assessments are carried out through the working year, the results of which are used to assist with a rolling security plan and updating of the Multi Academy Trust Site Security Policy.

Staff will be informed of the Multi Academy Trust Site Security Policy arrangements both formally, informally and updated with any security issues if / when they occur. This will be done through Multi Academy Trust meetings and through the staff induction process for all the new staff.

## **3. ARRANGEMENTS**

### **3.1. Access Control (Site)**

Adequate arrangements to secure the site will be assessed by the Academy Leadership Team. A rolling programme will be in place to ensure that any additions and/or maintenance to the perimeter are addressed. Current controls that are in place, such as gates and pedestrian

entrances should be locked, whenever possible, both during and out of school hours. Any arrangements for lettings or extended school activities are arranged on a separate basis.

### **3.2. Access Control (Buildings)**

All the appropriate signage is displayed throughout the site directing visitors, staff and students to the designated entrances that are to be used to access the building. All staff are encouraged to ensure that doors and windows to their areas are secured at the end of the working day and are checked by the Site Services Staff.

The Academy Leadership Team, on at least an annual basis, will ensure the current measures are appropriate and adequate. This process will assess all access control measures to the site with the view to improvement where necessary. All findings must be recorded and passed to the Multi Academy Trust Head Teachers.

All visitors will have restricted access to the academies, reporting to the main reception, using the signing in system at all times. Where possible, visitors will be accompanied by a member of staff at all times. Where badges are issued staff and visitors should display them at all times. Staff should be aware of the Multi Academy Trust security procedures and actively question all persons on site if they are un-badged / unknown.

All contractors should be made aware of the Multi Academy Trust Policy for 'Safe Management of Contractors.' A nominated person will be in charge of the contractors, ensuring they are aware of any security related issues, which may be affected by their work. Assessment should be made of all areas if such work will breach the current access control measures in place.

All students entering the school later than the dedicated time of arrival must report to the Student services / Reception, registering in through the school system and process.

Any child leaving the site before the dedicated time should only be allowed to do so with prior arrangement through an appropriate member of staff and parents/guardians. No student should be allowed to leave the school unless contact has been made with parents/guardians via written or verbal permission/agreement, or unless specific circumstances prevail.

Keys for the school will be given out under the agreement of the Academy leadership team, limiting master keys to a restricted number where possible. Key security will be monitored on site by using a key inventory. All staff, who have been allocated keys, will appear on the list, which should be updated if staff leave, or further keys are issued.

All spare keys should be securely locked away and covered by the intruder alarm system out of school hours. All access to spare keys is logged.

### **3.3. Trespass on site**

The Academy building and grounds are Private Property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser and should be asked to leave. If a trespasser refuses to leave the premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the Head teacher and/or notify the police. Staff should avoid any confrontation with the offender. Signage, where appropriate, is in place around the site. All issues must be recorded and passed to the Multi Academy Trust Head Teachers.

### **3.4. Break and lunch time procedures**

The Academy leadership team will make the appropriate arrangements for the supervision of the students during break and lunch times. This information will be given to all staff, including any

part time/temporary staff on duty at such times. These procedures should be in written form, known and available to all staff.

### **3.5. Lone working**

Staff undertaking tasks involving lone working should have a personal risk assessment in place. All lone working tasks should be discussed with the Academy leadership team.

For more Information and Guide please consult the Finham Park Multi Academy Trust, Lone Working Guide.

### **3.6. Personal safety – staff, students**

The Academy leadership team on a regular basis will review all of the current access control measures, to include limited access control out of school hours. Exterior lighting should be present by all access and egress areas including the car park and other vulnerable areas.

Information and instruction will be given to both staff and students regarding the importance of personal safety whilst on site. The students will receive information through inputs such as the 'Stranger Danger' message as and when required.

This will be dealt with by the Academy leadership team appropriately at the time. Passing on any information as and when required to staff, parents and students.

All incidents breaching personal safety must be reported to the Multi Academy Trust Head Teachers.

All staff should be aware of their actions in case of emergency. Written procedures are in place to ensure lines of communication such as internal/ external telephone lines, portable radios, personal attack alarms or any other system used on the school site are adequate.

Communication is also be addressed in the Terms and Conditions for the Hiring of School Premises and Grounds.

### **3.7. Criminal damage**

If criminal damage occurs on site, personal safety and security for the site may have been breached. All damage must be reported to the Multi Academy Trust Head Teachers, the Academy Leadership team will contact the police gaining a crime number, where required. Any damage done must be assessed to ensure that access control measures are still in place. Temporary arrangements should be in place if the damage cannot be returned to 'full standard' straight away.

### **3.8. Safety of property**

The Academy is protected by an intruder alarm system, which is serviced annually by an appointed contractor. The alarm system is in line with the Multi Academy Trust All Risks Insurance Criteria.

The alarm should be used at all times outside of the school day. Where possible, the alarm zoning facility will be used during lettings and/or out of hour's activities, increasing security to unused buildings/rooms also adding to the personal safety of the staff at such times.

The Site Services staff will ensure that the alarm is in full working order by carrying out regular visual checks of the system.

All items belonging to the Academy of value should be security marked. This can be done by various means, with high visibility marking preferably used where possible. All items should appear on the Asset Management Register, which is updated as required.

### **3.9. Personal Property**

All students are asked not to bring personal property of value into school. Arrangements will be made for the safeguard of equipment brought in to the school by students when required for use in lessons (e.g. musical equipment). This will be in agreement with a staff member and the student.

Staff is responsible for all their own personal valuables brought onto site. These should be locked away securely at all times. Staff are reminded that no items of value should be left in vehicles in the car park. Visitors are reminded that the school is not responsible for the loss of any personal item/s.

### **3.10. Security of cash being held on site**

All cash on site will be kept to a minimum. Keys to any secure area including the safe will be limited to nominated staff only. All cash should be counted in a secure area with adequate arrangements made for cash collection or deposit.

All staff handling cash including anyone taking cash to the bank should have a risk assessment for the task. All amounts of cash held on site should be covered by the nominated amount within the insurance criteria. Money will be banked at least on a weekly basis or as agreed with the management team.

Students will be discouraged from bringing money on to site, unless for a specific reason.

### **3.11. Insurance**

The Finham Park Multi Academy Trust will ensure that the relevant level of insurance is in place to cover both the cost of loss or damage to property and its contents. As part of the Asset Management Plan, a current inventory of all the relevant property will be held on site. This will be updated as and when required.

### **3.12. Verbal or physical abuse – to staff and students**

The Finham Park Multi Academy Trust will follow the HSE guidelines. All such incidents must be recorded via the Finham Park Multi Academy Trust - Accident Incident Report Form available from the Principal First Aider or Multi Academy Trust Head Teachers.

### **3.13. CCTV**

Where a CCTV system is in place on the Academy site, signage must be displayed throughout the site. The CCTV will be fitted by an approved contractor with the advised service/maintenance agreement in place.

All images will be digitally recorded and stored securely within the systems hard drives. Automatic erasure should take place after 90 days. Where the images are required for evidential purposes in legal or Academy disciplinary proceedings, a cd-r disc recording is made and held by the Facilities Manager or Academy Leadership Team until completion of the investigation.

Only persons trained in the use of the equipment must be authorised by the Head Teacher should access data. It is important that access to, and disclosure of, the images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled in order to ensure compliance with the Data Protection Act in respect of the use of CCTV (closed circuit television) surveillance systems.

These measures will ensure that the rights of individuals are preserved, but also to ensure that the continuity of evidence remains intact should the images be required for evidential purposes e.g. a Police enquiry or an investigation being under taken as part of the Academy disciplinary procedure.

### **3.14. Hiring of School Premises and Grounds / extended school use**

Terms and Conditions for the Hiring of School Premises and Grounds have been produced by the management and distributed to all of the hirers during the booking process. All arrangements for the school security will be discussed for each letting, highlighting any additional systems in place for the duration of the letting. Particular regard will be given to personal safety.

Extended school activities should be assessed with regard to any additional security systems to be in place.

### **3.15. Fire detection and prevention systems/ arson prevention**

All of the current fire detection and fire alarm systems are tested by an appointed contractor with records kept. Fire drills should be carried out at least on a termly basis, with records kept. Staff/students where appropriate should be made aware throughout the Dissemination of Information Procedure, of any issues should current procedures change.

Access control will play a part in the arson prevention. Staff will be reminded of the need to limit the amount of combustible items from both in and around the classrooms and offices. At all times staff should follow the waste procedures for the site. Advice and guidance will be gained from Site Services when required, and assessed as part of the Finham Park Multi Academy Trust annual Risk Management assessment process.

All fire including arson or an attempted arson attack must be reported to the Multi Academy Trust Head Teachers, by using the Fire Report form (Appendix 1).

### **3.16. Offensive weapons on site**

It is a criminal offence to carry an offensive weapon. If there is any doubt the police will be called to assess the situation.

The police will be called to deal with any person on site who is not a student and is suspected of having an offensive weapon. The offender will be reported to the Multi Academy Trust Head Teachers and/or Police without confrontation by any member of staff. Personal safety of the staff member is paramount at this time.

### **3.17. Bomb threats**

Finham Park Multi Academy Trust understands that any form of bomb threat could have serious outcomes for all persons in and around the Academies area at such times. The Finham Park Multi Academy Trust will formally set guidelines regarding this with any policies and procedures in place; this should be made available to all staff. The procedures should include nominated staff to deal with, reporting and if necessary calling the police, organising the evacuation and coordinating the whole emergency.

### **3.18. Reporting security incidents**

All staff is aware that incidents of any security breach must be recorded/ reported through the Finham Park Multi Academy Trust reporting procedure. This should then be passed on to the appropriate areas (Multi Academy Trust Head Teachers, Leadership Team, Police/ Community Support Officer).

### **3.19. Additional security issues for the Finham Park Multi Academy Trust**

If any student displays behavioural issues which could create both personal safety and security issues, the Multi Academy Trust will assess this as an individual case. If any child presents a security risk, the appropriate staff should be aware of any additional procedures put into place.



This will be undertaken with the agreement of the management and the parent/ guardian of the child.

Where possible, the issue of personal safety and security of the Multi Academy Trust will be integrated in to the curriculum.

#### 4. EMERGENCY CONTACTS:

<b>Police</b>	Emergency – (9) 999 Non-Emergency – (9) 101
<b>Fire Services</b>	Emergency – (9) 999 Non-Emergency – (9) 101 Local (Canley) Fire Station 0121 380 7524
<b>Ambulance</b>	(9) 999



## 5. Appendix 1

# FIRE REPORT FORM

For the attention of the Multi Academy Trust Head Teacher

Date of Fire/ Incident:

Location within Grounds:

Possible cause:

Damage caused:

Preventative Action taken (if any):

Other useful information:

Person reporting incident: .....

Signature:.....

Date:

# SITE SECURITY POLICY

Written by Rui Martins

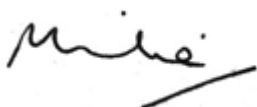
October 2015

To be reviewed

October 2018

Approved by Governors:

Signed:

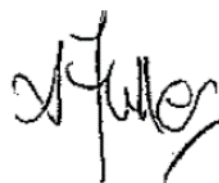


MARK BAILIE

Headteacher

Date: 17/11/2015

Signed:



ALETHEA FULLER

Chair of Governors

Date: 17/11/2015