

# Security Policy



*Believe, Succeed, Together*

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## **1.0 Purpose**

The purpose of this policy is to ensure that adequate on-site security measures are in place to protect information, people and property. New threats will emerge, and priorities will change, due to fluctuations in perceptions in society, availability of goods and information, and alterations to the environment.

## **2.0 Site**

The Academy has an enclosed but relatively large campus with the buildings well setback from the roads. It is bounded by the A127 on one side, Eastwood Park and housing on a second side, an A road with dual carriageway facilities, and more housing on a third side. The fourth side has school buildings on its boundary with no access for pupils.

## **3.0 Responsibility**

The Trust is responsible for overall management of security.

Day to day management of security is delegated to the Principal, Mr. N. Houchen, which, in turn, is delegated to Assistant Principal, Mr. S Sterling.

## **4.0 Security**

### **4.1 Site**

The Academy has a barrier at the front entrance and boundary fencing around the perimeter.

The site has an extensive alarm system, emergency lightning, CCTV coverage and electronic locks.

Mr. S. Sterling, and three full-time caretaking staff, are the nominated key holders and are contactable by the alarm monitoring company. All are fully conversant with any alarm codes and system-operating procedures.

Refer to the Health and Safety Policy.

Refer to the Critical Incident Policy.

Refer to [Procedure for Handling Bomb Threats](#)

### **4.11 Lockdown Policy**

If an intruder is known to be in the Academy, Reception should be notified immediately so that the intruder alarm can be activated and the emergency services contacted.

If the intruder enters through Main Reception, the on-duty receptionist must activate the intruder alarm and then get to a safe location.

In the event of a lockdown, the intruder alarm will be activated. This signifies an immediate threat to the academy. The intruder alarm will be a continuous change of lesson alarm bell.

#### **Actions**

- All pupils must stay in classrooms or enter the nearest classroom to their location.
- Visitors should move to the nearest safe place.
- Pupils and staff that are outside should move outside of the Academy perimeter.
- **DO NOT** lock any external doors.
- Classroom doors should be locked where possible.
- Windows should be closed, blinds drawn, lights off and pupils should sit quietly out of sight.
- Maglocks should be activated throughout the Academy.
- Staff should keep a calm atmosphere and be aware of the emotional needs of the pupils.
- Staff should not allow anyone out of the classroom during a lockdown.
- **DO NOT** respond to a fire alarm activation. The Academy will not use this method to evacuate.
- **DO NOT** respond to anyone at the door until the 'all clear' is announced by a known voice.
- Staff should take a register. Reception will email each class for an attendance report.
- Lockdown will remain until lifted by a senior member of staff or the emergency services.

#### **Discreet Communication**

Where staff have access to email, they should access their account and await further instruction. If not, they should wait in the locked room until instructed to move by a known voice.

#### **Change of Lesson**

If there is a lockdown during change of lessons, pupils should enter the nearest classroom and the procedures above followed.

#### **Outside Threat**

If the threat is outside the Academy, the intruder alarm will be activated and staff and pupils should follow the procedure above; however all external doors should be locked when safe to do so.

#### **Communication with Parents**

As soon as possible, and when safe to do so, an announcement will be made on the Academy regarding 'lockdown'. Parents will be reassured that the Academy is doing everything to ensure pupil safety and asked not to contact the Academy (all communication will be via the website). Parents should **NOT** come to the Academy but wait for further information.

## **4.2 Information**

Refer to the Data Protection Policy.

Refer to the Online Safety Policy.

### **4.3 Staff and Pupils**

Refer to the Recruitment Policy.

Refer to the Safeguarding Policy.

Refer to the Behaviour and Discipline Policy.

Refer to the Code of Conduct (Staff) Policy.

### **4.5 Visitors**

All visitors, including contractors, who report to reception, are to be asked to sign in and out, and issued with a Visitors Badge, which can easily be identified as having a red lanyard. Visitors are unable to access the Academy beyond the reception area due to restricted mag-lock access and secure gates to external areas. All visitors will be asked to wait in Reception, whilst the relevant member of staff is called to escort them.

All unknown and unescorted people on site during the school day are challenged and asked to report to Reception. Outside the school day, when visitors are attending activities on the school premises, it is recognised that this is impractical, but challenges will be made if someone is acting in a suspicious manner.

### **4.6 Academy Assets**

The Academy maintains a register of all major items of equipment (those over £500 purchase price or replacement value, as well as any item thought to be attractive). All such assets are marked indelibly with the Academy's name or other security labelling.

Cash is collected by the administrative staff, stored overnight in a safe, up to the limits specified by the insurance company, and banked regularly.

### **4.7 Personal Property**

The Academy accepts no responsibility for the safety of individuals' personal property (including motor vehicles and other means of transport), whether they be staff, pupils, parents, contract workers or visitors.

Where it is practical, the Academy will make available enhancements to security that can be used by individuals to assist in the protection of their property.

The Academy will endeavour to ensure such facilities are effective but accepts no liability for any breach of the system.

### **4.8 Members of the Public**

The Academy maintains a close liaison with the police. Incidents relating to trespass, public order offences and criminal damage, will be reported to the police.

#### **4.9 Parents**

On occasion, parents are banned from the Academy site.

Refer to the Complaints Policy.