

Academy Security Policy

October 2018



Saint Augustine Webster
Catholic Voluntary Academy



Mission Statement

The school will aim to:

- develop an awareness of God's love and presence in individual lives and to elicit a response to that;
- help pupils to develop a reasoned set of attitudes, values and beliefs allowing the individual to make sound and moral judgements in the light of personal commitment to the Lord, Jesus Christ;
- make prayer, worship and liturgy valued experiences;
- develop real links with home and parish;
- create caring relationships with all those children and adults who are involved in the school.

Academy Security Policy

This policy has been adopted by the governors of Saint Augustine Webster Catholic Voluntary Academy.

1. This academy security policy will be reviewed on an annual basis by the governing body of the academy.
2. The Governors' Health & Safety Committee monitors risk, and devises and implements security strategies.

The risk management group comprises of representatives from:-

- caretaking staff
- staff
- governors

The risk management group undertakes, on a regular basis, security risk assessments and will inform the governing body of any necessary improvements or remedial actions to be undertaken. The assessment will include:-

- the type and extent of actual risks occurring
- the type and extent of potential risks
- how changes (building work / management procedures) at the school might impact on security.
- identification of the cost of any problems that are occurring

3. The areas for consideration are (but not exclusive):-

- daytime security procedures
- key control
- cash handling
- personal property
- external site security – fences, gates, doors & windows
- storage areas
- marking of equipment
- intruder alarm systems
- security lighting

4. The head teacher retains overall day to day responsibility for security on academy premises, however, other members of staff have had specific responsibilities delegated to them to ensure the day to day management of site security.

- academy entrances – caretaker opens and locks the building
- control of visitors – Admin staff
- emergency procedures (fire alarms etc) – Head
- periodic risk assessments – H & S Committee

5. The academy has implemented the following arrangements:-

External Security

- New pathway constructed so that visitors are not walking through playground.
- Pedestrian gate and car park gates have intercom access, controlled from academy office.
- Staff have key fobs for entrance into academy.
- Gates to car park and driveway are always kept closed.
- No entrance into car park between 8.45am and 9am and between 3.30 and 3.45pm.
- Caretaker supervises the back gate behind school and gate linking to Berkeley Infants School in mornings and afternoons, 8.45 to 9.05am. These gates are locked during school day.
- Staff in playground from 8.30am. One supervises playground gate.
- Two members of staff on duty in both playgrounds at break times. Extra TA in playground for children with additional needs, when necessary.

Internal Security

- Admin Staff open the gates.
- All staff and volunteers DBS checked and had Safeguarding training.
- No access except through Office/Reception area.
- Visitors sign in and are asked for identification.
- DBSs are checked.
- Visitors wear stickers with their names on.

Security of Buildings

The Governing Body takes all reasonable steps to ensure that the school premises are safe and without risks to health.

Management responsibility for school security is shared between the LA, the Governing Body and the Headteacher.

A Risk Assessment Template System has been produced by the council's health and safety unit to assist schools. The Health, Safety & Welfare Unit in Human Resources also provides advice to schools on request and will reassess schools health and safety procedures at regular intervals. This will be about every two years.

The following guidance has been produced using Zurich Municipal's (the Council's Insurer) Guide to School Security and that prepared by the Council's Health and Safety unit.

1 External Site Security

1.1

- Fencing and gates are regularly checked for damage and repaired or replaced as soon as possible

- Where there are external doors to individual classrooms which do not have a push bar release, the external door handle has been removed so that the door can only be opened from the inside.

1.2 Security Lighting

Security lighting has been installed around the school, which can be seen from the roadway.

2. **Internal Security**

2.1 Daytime Security Procedures

- All visitors to use a single entry point which is clearly identified
- Secondary entrances around the academy are only open at peak times, for example arrival and departure of pupils.
- Visitors are escorted to and from their destination within the building
- The academy operates a signing in and out procedure
- All visitors are asked to produce evidence of their identity
- Visitor stickers are provided
- Members of staff are asked to challenge anyone who is not wearing an identity sticker

2.2 Key Control

- The number of staff with keys to external doors is kept to a minimum
- External and internal door keys have only been issued to the Head and Assistant Head. The caretaker has responsibility for opening and locking the building
- The caretaker and cleaning staff lock themselves inside the school when undertaking their duties before and after school hours.

2.3 Cash Handling

- Cash is not handled within sight of visitors
- The safe is robust and secure
- The safe key is retained by a designated member of staff
- Cash is not kept in a desk drawer or a cabinet. If not immediately required, it is locked in a safe
- When cash is taken to a bank, the risk of robbery is minimised by:
 - banking at different times of the day
 - banking on different days of the week
 - if possible, two members going to the bank

2.4 Personal Property

- Staff should be vigilant in taking responsibility for safeguarding their personal property. Handbags and personal equipment should not be left unattended or in unsecured rooms.

2.5 Marking of Equipment

It would be impractical to move all equipment to secure storage at night therefore we ensure that:

- all attractive items of equipment are intruder alarm protected
- all items of equipment are security marked with the name of the academy
- security marking is prominent and not easily moved. Our method of security marking is engraving.

2.6 Intruder Alarm Systems

- All staff who use the system receive adequate training
- A regular check is done to ensure that detectors in accessible places have not been covered. (Detectors can be deliberately covered prior to a break in).
- No cupboards, boxes, music speakers etc are placed in front of detectors
- Managers in the academy are aware of police protocol in responding to alarm calls.
- It is advisable for two key holders to respond rather than one person alone. If there are signs of anything suspicious, key holders will not enter the building and instead call the police. Key holders always carry a mobile telephone for communication in emergency.

2.7 Interview Rooms

Staff may be vulnerable when speaking to members of the public in a closed environment of an interview room. To minimise danger: -

- Seating should be arranged so that the member of staff has clear access to the door
- If there is danger of aggression the door will be left open
- Two members of staff may be present

October 2018

Review date: October 2019