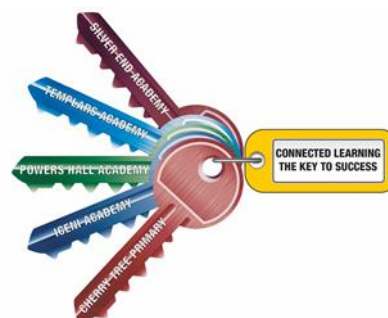




CONNECTED LEARNING Security Policy

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CONNECTED LEARNING SECURITY POLICY

Responsibilities

The Board of Trustees will hold schools to account to:-

- - ensure a security policy is in place and is monitored and reviewed bi-annually.
- - ensure that staff are aware of, and adhere to school security and participate in training where appropriate.
- - ensure that all visitors are issued with ID badges and will display them whilst on the premises.

The Headteacher/Head of School of each academy school:

Will have delegated responsibility for the day to day security of the School and for ensuring:

- All staff appreciate the importance of security and understand their school's policy/procedures and their own responsibilities
- Staff training needs are kept under review and training arranged as and when necessary
- New staff are informed of their school's security policy/procedure.
- Parents and pupils are informed of the security policy/procedure and encouraged to help ensure that each academy school has a safe school culture
- Regular reports will be made to the Local Governing Body.
- Advice will be sought from the police where necessary
- All crimes will be reported to the police

The School Business Manager/Site Manager of each academy school will:

- Maintain the security systems and equipment.
- Carry out regular routine security checks.
- Maintain a record of all security checks.
- Record security lapses, bring these promptly to the attention of the Headteacher/Head of School, and review security procedures as and when required.
- Raise awareness of security issues.

Staff at each academy school:

Whatever the arrangements for delegating certain functions, there is a clear message that good security involves everyone in the School

Staff should be aware of and conform to operational procedures that affect security eg.

- Key control procedures
- Visitor monitoring – Any person on site without a badge will be escorted to the Reception by a Member of Staff or asked to leave the site.
- External door monitoring
- New employees will be informed of this during their induction training.
- All staff will be issued with ID badges and will display these whilst on the premises.

Pupils at each academy school:

- Will be encouraged to exercise personal responsibility for the security of themselves and others
- Will co-operate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the School's Behaviour Policy.
- Must report any persons on site that are not familiar to them and are not wearing either the official school ID badge or a visitor ID badge. Students should not approach any stranger who is not wearing a badge but report all strangers immediately to the nearest member of staff.
- Signs and assemblies/meetings will regularly remind them of their role.

Physical Security Measures

The Board of Trustees has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils.

Considerations have been:

- The location and layout of each academy school

- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the available funding.

All electronic controls will be maintained as recommended by the manufacturer.

Lockdown Procedures and measures are available in the Trust's Policy by that name.

Trespass

Trespass may give rise to a criminal offence under section 547 of the Education Act 1996 and section 206 of the Education Act 2002 (see section 6).

Each academy school is a private place. Any person who is not included in the following categories, and enters without permission, is a trespasser and may be asked to leave:

- a)** Members of staff - unless suspended for health or disciplinary reasons
- b)** Registered pupils - unless excluded for disciplinary reasons
- c)** Parents or guardians responsible for a student at the School - unless prevented for legal reasons.
- d)** Others - Governors, suppliers, contractors and authorised users of the premises for 'out of hours' activities.

Visitor Access Control

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff. Each academy school works hard to balance the need to remain a welcoming environment to the community and the safeguarding of pupils. They operate a simple workable access control system and therefore:

- Consider everyone who is not a member of staff or student as an intruder until they have gone through the visitor reception procedure.
- Provide visitors with a waiting area until they can be dealt with

Identifies legitimate visitors and monitors:

- a) Their arrival and reason for their visit by requiring them to sign in, provide photo identification and complete the safeguarding documentation/DBS details.
- b) Movement around the School
- c) Departure time
- d) All visitors will be given an ID badge, which they will wear as long as they are on site and carry the safeguarding documentation with them.
- e) Visitors will not remove and items of school property without the express permission of the school staff.

Supervision of Pupils

The Trust's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

Times of the Day when supervision is part of our safeguarding procedures

- Breakfast Club, Entrance through Reception at 8.00, supervised by Office Staff
- Start of school day, side gate is opened 8.30-8.40 to allow access onto the Playground. This is monitored/supervised by the Site Manager or another member of staff.
- End of Day, side gate is opened 3.10 to allow departure. Gate is supervised by Site Manager or Member of Staff.
- All pupils are aware that if a parent is not there to collect them, they must come into Reception to wait.

Offences Not Involving Assault

Section 154 of the Public Order Act 1994 makes it an offence to use threatening, abusive or insulting words or behaviour, or disorderly behaviour, within the hearing or sight of a person to whom it is likely to cause harassment, alarm or distress, even when no intent is involved.

Each academy school may decide that incidents in or around their school, which might technically amount to committing the offences listed above, are best dealt with internally without involving the police.

Each academy school should be aware of, and will act on where appropriate, the criminal offences contained in the Protection from Harassment Act 1997.

Should any visitor to an academy school behave in a verbally abusive manner, they will be asked to leave the building and grounds or the police called.

An incident that involves physical force.

In the event of any person assaulting or battering another person, (staff, pupil, governor, other adults or children involved in school activities):

- The School may restrain the assailant with reasonable force to protect the victim.
- In all but minor cases the School will refer to the police any assaults which appear to involve bodily harm. The School will also report to the police incidents which take place in a public place off School premises, but in circumstances where the School has responsibility for any of those involved whether they be members of staff or pupils.
- Where possible those involved should make an immediate note of witnesses or others in a position to provide evidence of the assault.
- The School will be ready and willing to provide a substantive account of what led up to the incident.

Offensive Weapons

It is now an offence under Section 139A of the Criminal Justice Act 1988 (as inserted by Section 4 of the Offensive Weapons Act 1996) for anyone to carry an offensive weapon or knife on the School premises.

When it is reasonable to believe that a pupil is carrying an offensive weapon it may be appropriate for a senior member of staff to search the pupil if the student agrees to co-operate. In such an event there should be a witness present. Searches must be undertaken by a member of staff who is of the same gender as the student being searched.

When a student declines to co-operate, the parents / guardians must be summoned after the matter has been referred to the Headteacher/Head of School, followed if necessary by referral to the police.

Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police.

Personal Property

Pupils are discouraged from bringing valuable items to school and in the event that they do so the School accepts no liability. If this is unavoidable on some occasion then special arrangements should be made in advance with the Headteacher/Head of School regarding temporary safe keeping.

Staff are responsible for their personal property but are provided with lockers for their safekeeping.

Theft, Petty Vandalism, Minor Criminal Damage and Burglary

Criminal incidents of this sort require reporting to the police, and could possibly be likely to require an emergency response where an intruder is still present on the premises. This is when the school is locked and the alarm is set off.

When an intruder is thought to be present on the premises police help must be sought immediately.

Reporting and Recording Incidents

Each academy School will maintain an Incident Register. This will contain simple but accurate details of all events, which, while quite minor in nature, could be significant if they recurred and became persistent. All staff are expected to record on an Incident Form, as attached at Appendix A:

- Trespass
- Aggressive behaviour by persons other than students around the School building
- Matters reported by pupils
- Any other incidents giving cause for concern
- The School Business Manager at each academy school will retain the completed forms in an Incident Register
- At each academy school the Headteacher/Head of School and SBM will check the Incident Register regularly to see if any patterns are developing and to consider the need for consequent action

Site Security

All staff are responsible for the security of buildings and property.

- At the end of the school day each member of staff should ensure that all windows and external doors are securely fastened prior to a check by site staff.
- All staff are responsible for keeping buildings clear of all materials that can be used for arson or vandalism.
- Adequate security lighting is installed and maintained/monitored by site staff.
- Risk assessments are in place and are reviewed by the health and safety representatives annually.
- Property of each academy school is marked clearly and permanently and this is publicised, and recorded on Inventory/Asset Register.

Locking Arrangements

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

Main Gate – Unlocked 8.30-8.40, 3.10-3.20 (Supervised)

Main Building – Access by key pad for staff, or via Reception for Visitors

Contractors

- Contractors on school sites are required to observe the Trust's security policy/procedure, and this is overseen by the relevant site staff.
- Building materials and equipment must not be left lying around.
- When not in use scaffolding should not be giving access to previously secure roof areas.
- Alarm systems must not be disrupted.
- As far as possible, contractors and workers called to the site to undertake specific tasks are screened in the same way as School staff.

Cash Handling

- Cash should be collected on a daily basis both in the office and the classrooms.
- All cash collected in class should be sent to the School Office in the registers.
- Cash collection is recorded and held in either the Office or Finance Safe until banking.
- Cash is taken by a member of the office staff to the bank on a regular basis.

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, and complete a permission form. These containers will be kept in the school office/fridge and only administered to the pupil by a First Aider. Full arrangements for the Administration of medicines are detailed in the Medical Policy.

INCIDENT REPORT FORM

Includes trespass, nuisance or disturbance on school premises, verbal abuse, sexual or racial abuse, threats, aggression, physical violence and intentional damage to personal property.

This form should be completed as fully as possible. A member of staff should complete the form for an incident involving or witnessed by a pupil. Please use continuation sheets if necessary.

1. Member of staff reporting incident:

Name:

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Work Address:

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Position.....

2. Personal details of person assaulted/verbally abused (if appropriate)

Name:

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Work Address:

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Position: (if member of staff)

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Class:

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Age: Gender:

3. Details of trespasser/assailant(s) (if known)

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4. Witness(es) (if any)

Name:

.....Gender.....Age.....

Address:

Postcode.....

Other Information:

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Witness(es)

Name:

.....Gender.....Age.....

Address:

Postcode.....

Other Information:

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Relationship between member of staff/pupil and trespasser/assailant

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5. DETAILS OF INCIDENT

a) Type of incident (e.g. if trespass, was the trespasser causing a nuisance or disturbance and how; if assault, give details of any injury suffered, treatment necessitated, etc.)

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b) Location of Incident (attach sketch if appropriate)

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c) Other details (describe incident, including, where relevant event leading up to it; relevant details of trespass/assailant not given above; if a weapon was involved, who else was present.

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6. Outcome: (e.g. whether police called; whether trespasser was removed from premises under section 547; whether parents contacted; what happened after the incident; any legal action)

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7. Any further information/sketches, etc. (as attachments)

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Signed: **Dated:**