



THE
NEW GUILD
TRUST

Security Policy

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1. Aim

Section 175 of The Education Act 2002 and The Education (Independent School Standards) Regulations 2003 places a duty on academies to safeguard and promote the welfare of children.

The New Guild Trust is committed to providing a safe and secure working, teaching and learning environment for all staff, pupils, governors, contractors and visitors whilst on academy school grounds. It aims to develop, promote, communicate, and encourage a positive culture which recognises the importance and relevance of Risk Management and Security strategies.

The New Guild 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 academy schools' staff, pupils, visitors and contractors, as well as its physical assets.

The New Guild Trust recognises that many of its pupils, visitors and staff, whether disabled or otherwise, have individual needs when accessing their academy school sites and facilities. As part of the ongoing commitment to the delivery of an inclusive educational service, it will endeavour to ensure, as far as possible, that disabled pupils, staff and visitors have easy access to the academy school main entrance and other parts of the school and reasonable adjustments are in place.

This policy is to be used alongside The New Guild Trust's Health and Safety Policy.

2. Responsibilities

The management of security and safety of pupils, staff, and visitors to all academy schools is the responsibility of the Local Community Governing Body and the Headteacher.

2.1 The Local Community Governing Body will:

- With available resources take all reasonable practicable steps in order to provide a safe and secure academy school environment.
- Make it clear that violence towards academy school staff and pupils or damage to, or theft of academy property will not be tolerated.
- Support those who are victims of assault or other crime.
- Expect all incidents effecting safety or security to be reported.
- Support action against those responsible for violence, damage or theft.
- Ensure that policies, instructions, guidelines and, where necessary, relevant training is provided to all staff.
- Expect all staff to fully support reviews or enquiries into incidents and offer for consideration any suggestions to improve safety or security.
- The Health and Safety Link Governors, in conjunction with the Headteacher/Head of School, conduct reviews of this policy annually and in response to incidents or new risks.

2.2 The Headteacher will:

- Be responsible for ensuring that relevant risk assessments are conducted.
- Ensure that all staff are made aware of relevant policies, instructions and guidelines and that necessary training is provided.
- Ensure that all incidents are properly reported and that any necessary review/enquiry is conducted.
- Offer and arrange support and counselling to any victims of violence or other crime.
- Consider any necessary disciplinary action.
- Support any external investigation and/or subsequent legal action against those responsible for violent or other criminal behaviour at the school.
- When appropriate, seek external advice and assistance

3. Personal Safety

3.1 The security within the working environment is the responsibility of everyone on site.

3.2 All staff should:

- Take care of their own safety and that of other staff, pupils and visitors.
- Participate in any relevant training and follow all policies, procedures, instructions and guidelines.
- Be able to recognise the potential for violence and the actions that may assist to prevent or defuse them.
- Take appropriate action to minimise the danger to staff and pupils in the event of a violent incident.
- Report all incidents of violence or threatened violence to the Headteacher and if relevant to a current pupil ensure the incident is recorded on CPOMS. Any incidents of violence or threatened violence relevant to a member of staff should be recorded by the Headteacher in CPOMS/StaffSafe.
- Fully co-operate with any official review or enquiry into an incident.

3.3 The academy school 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 academy school premises and grounds, causes a disturbance, or enters after being asked to leave; the staff member should report this to the Headteacher and/or notify the Police. Staff should avoid any risks as far as possible to their confrontation with the offender.

4. Access Arrangements/Control

Control of access to The New Guild Trust academy school premises should be exercised at all times.

4.1 The Headteacher in conjunction with the premises team must:

- Ensure that faults on door locks are attended to as soon as possible.
- Liaise with the Premises Manager/Assistant on a weekly basis to ensure that any perimeter or maintenance issues are addressed.
- Ensure that digital lock codes are changed periodically and in the event of them becoming known by non-authorized persons.

4.2 Year Group staff must:

- Be present at the designated external doors at the beginning and end of the school day to prevent unauthorised persons from entering.
- At the end of the school day during handover arrangements, staff must ensure that children leave with their responsible parent/carer. Staff must wait until all children have been collected. Any child who is not collected is taken back into the academy school and their parent(s) telephoned.

4.3 All staff must:

- Ensure that identity/name badges are clearly worn at all times whilst on academy school premises.
- Sign in/out on a daily basis, as required.
- Ensure that during the school day all visitors are directed to enter the academy school via the main entrance.
- Challenge (politely) any strangers seen on the academy school premises.
- Remain vigilant at all times whilst on the academy school premises, ensuring that all external doors are secure.

4.4 Arrangements for Visitors and Volunteers

- All visitors and volunteers, including Supply Agency staff, have restricted access to the school, reporting to the main entrance on arrival and using the signing in system at all times.
- All Visitors and Volunteers must wear a Visitor's Badge at all times whilst on academy school premises and return the badge to the Administration Office on signing out.
- All visitors will be escorted by a member of the administration team/site staff as appropriate at all times.
- Volunteers have proper checks in place and only exceptionally have unsupervised access to children.
- Visitors/Volunteers will not remove any items of academy school property without the express permission of the school leadership team.
- For their own safety, any authorised visitors or volunteers will be given appropriate information on the school's health and safety procedures, such as parking, fire safety and first aid.
- Staff should be aware of the school's procedures and actively question all persons on site if they are not wearing a badge and are unknown.

4.5 Arrangements for Pupils

- All pupils entering the school later than the dedicated time of arrival must report to the main entrance, 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. No child should be allowed to leave the school unless accompanied by an adult with parental responsibility or confirmed permission.
- Any child who is removed from the school site during normal school hours MUST be signed out by a member of the administration team.
- Should a child leave the academy school premises without permission then staff will follow The New Guild Trust's Missing Child Policy and Procedure.
- The Senior Leadership Team will make appropriate arrangements for the supervision of pupils during break and lunchtimes. Arrangements for each day is timetabled and available in the Staff Handbook and is displayed in the staff room. Any difficulties or issues must be notified to the Senior Leadership Team who may need to review processes.
- Children at play on the playground at break times are supervised by at least two members of staff.
- At lunchtimes, when doors onto the playground may be open, Lunchtime Supervisors are on duty at all times inside and outside the building.
- Security of Medicines – Arrangements for the administration of medicines are detailed in The New Guild Trust's Supporting Pupils with Medical Conditions Policy.

4.6 Arrangements for Contractors

- All contractors will be given a Visitor's Badge and be expected to wear it at all times.
- They will only park where authorised to do so.
- They will only carry out the work agreed at the start of the contract and at the times agreed.
- They will be supervised at all times by the school administration staff and Premises Manager/Assistant as appropriate; proportionate to their location and proximity to unsupervised children.
- The Premises Manager/Assistant 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.

4.7 Arrangements for Lone Working

- Lone Workers – please refer to The New Guild Trust's Lone Working Policy.

5. Physical Security Measures

- 5.1 All appropriate signage is displayed throughout the site directing visitors, staff and pupils to the designated entrances that are to be used to access the building.
- 5.2 All of these doors have access control measures in place for use during the school day.
- 5.3 Staff check these measures at regular times to ensure they are in working order and have not been compromised.
- 5.4 All staff ensure that doors to their area are secured at the end of the working day.
- 5.5 The academy school grounds are secured by perimeter steel fencing and brick walls, steel fencing that compartmentalises the grounds further and electronic access control.
- 5.6 Gates and pedestrian entrances are secured during and out of school hours.
- 5.7 Exterior lighting is present by all access and egress areas including the car park and other vulnerable areas.
- 5.8 Any arrangements for lettings or extended school activities will be arranged on a separate basis and authorised by senior management. Please refer to The New Guild Trust's Lettings Policy.

6. Keys

The security of all keys to the academy school premises is vital.

- 6.1 The Headteacher will:
 - Ensure that the number of keyholders is kept to a minimum.
 - Maintain a list of keyholders for the school building and safe.
 - Ensure that any necessary spare/duplicate keys are securely stored.

7. Intruder Alarm System (I.A.S.)

- 7.1 Designated keyholders must:
 - Always ensure that at all times when it is unoccupied that the school is properly secured and the I.A.S. is set.
 - Always follow the correct procedures when setting or unsetting the I.A.S. so as not to generate false calls.
 - Be fully aware of and strictly follow the security procedures in the event of being contacted and asked to respond to an activation of the I.A.S.
- 7.2 The Headteacher will:
 - Ensure that all designated keyholders are fully aware of all procedures associated with the I.A.S.
 - Investigate the circumstances of all false activations and ensure that any remedial action takes place so that the level of Police response is not jeopardised.
 - Ensure that the I.A.S. is regularly checked and serviced.

8. Academy Equipment/Assets

There are many items of valuable electrical/electronic equipment on site that is attractive to thieves.

- 8.1 The Headteacher should:
 - Ensure that all vulnerable equipment is security marked using an approved system and its description and serial number is recorded on the Equipment Inventory or Fixed Assets Register according to value. Please refer to The New Guild Trust's Fixed Assets Policy.
- 8.2 Staff who are responsible for IT equipment should:
 - Ensure that vulnerable equipment is sited and stored in areas that are secure.

9. Cash Handling – School Administration Office

9.1 The School Business Manager along with all administrative staff should:

- Never discuss cash handling or carrying procedures.
- Keep cash out of view.
- Ensure that cash is always placed in the school safe at the end of the day.
- Keep amounts to a minimum by regular banking and ensure that the total amount held does not exceed the insurance limit of £3,000.
- Avoid a pattern or routine if/when taking cash to the bank.
- Not risk their safety, if threatened.

10. Bomb Threats/Hoaxes and Suspect Packages

In the unlikely event of a bomb warning or discovery of a suspect package at the academy school, in the interests of safety, it must be assumed that there is no hoax involved.

10.1 The Headteacher/Head of School must:

- Ensure that the Bomb Threat Report Card is clearly displayed in the school office and Headteacher's Office giving initial guidance to staff on bomb warnings and suspect packages.

10.2 Staff receiving a bomb warning or discovering a suspect package should:

- Immediately inform the Headteacher or person in charge of the school who will decide on appropriate action.

10.3 Please refer to The New Guild Trust's Business Continuity Plan and Health and Safety Policy for further guidance.

11. Security of Information

- The New Guild Trust understands its legal obligations under the General Data Protection Regulations 2018 (GDPR) to protect the security of files and records, containing information relating to staff, pupils, parents and governors, that through necessity are retained and maintained in school. It is extremely important that this information is safeguarded. Care must also be exercised regarding incidents at school and information exchanged verbally relating to persons and incidents.
- All staff must ensure there is no unauthorised disclosure of information from records and files and that confidentiality about incidents or persons is maintained.
- All staff and volunteer helpers are made aware in their Induction programme of the need to maintain confidentiality and that the unauthorised disclosure of information may make them liable to disciplinary action or criminal proceedings under the General Data Protection Regulations 2018 (GDPR).
- Please refer to The New Guild Trust's GDPR Data Protection Policy and Technical Security Policy.

12. Policy Review

- This policy will be reviewed annually and in response to incidents or new risks.
- Any changes or issues that need to be highlighted to staff, will be notified through weekly staff meetings or emails as appropriate when they occur.
- This policy will form part of the Induction programme for new staff.