Trinity MAT

Trinity Multi Academy Trust

Policy:	**Trinity Multi Academy Trust Security Policy**
Date of review:	May 2018
Date of next review:	May 2020
Lead professional:	Chief Financial Officer
Status:	Non Statutory

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Security Policy

Status – Non Statutory

1   Introduction

1.1   The Board of Directors (BoD) recognise and accept their corporate responsibility to provide a safe and secure environment for students, employees and visitors to any academy or institution within Trinity Multi-Academy Trust. Each academy's security procedures will operate within the framework described in this policy.

1.2   Where appropriate the Local Governing Body (LGB), delegated by the BoD, will seek any necessary expert advice to determine the security risks and precautions required to deal with them.

1.3   The LGB of each academy will provide staff with enough resources, information and training to implement the required security procedures.

1.4   The LGB will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of members of the academy's community.

2   Links with other policies or legislation

2.1   This policy works coherently and alongside our Health and Safety Policy. The Health and Safety Policy includes details on lone working, risk assessments and the fire evacuation procedure which is specific to each academy.

2.2   This policy aims to ensure each academy works under the Health and Safety at Work Act 1974 and recognises it has a legal duty to ensure, so far as is practical, the health, safety and welfare of its employees, towards its students, and the public who uses its premises from time to time is maintained.

2.3   This policy also links with the academy's Child Protection and Safeguarding policies and Keeping Children Safe in Education guidance (latest version September 2018).

3   Consultation

3.1   This document has been prepared in consultation with the Health and Safety Executive (CFO) and the Health and Safety Co-ordinator (Group Premises Manager).

3.2   The policy is approved by the Board of Directors (via the Audit Committee) after consultation with any relevant staff and security companies where applicable.

4   Roles and Responsibilities

4.1   Responsibilities of the Board of Directors

4.1.1   The BoD will ensure that the LGB of each academy implements this policy in each academy. They will monitor the performance of the LGB in ensuring this policy is carried out specific to the academy security measures. This will be

achieved via the reports submitted to LGB, the Audit Committee and monitoring of the operational risk register (via escalation).

4.2   Responsibilities of the LGB

4.2.1   The Governors will ensure that the academy adheres to the security policy and that it has been implemented. They will monitor the performance of the academy security measures. This will be achieved via the reports submitted to Governors and monitoring of the operational risk register.

4.2.2   Ensure all Governors observe its implementation when they visit the academy.

4.2.3   Governors will periodically review the academy security policy.

4.2.4   Governors will delegate overall control of the security policy to the Principal with day to day implementation controlled by the Premises Manager (or equivalent).

4.3   Responsibilities of the Chief Financial Officer (CFO)

4.3.1   The CFO will set up arrangements in the academy that comply with the security policy agreed by Governors ensuring the Group Premises Manager assists local Site Managers to comply.

4.3.2   The CFO will establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.

4.3.3   The CFO will ensure that all visitors, contractors and agency staff adhere to the Security Policy.

4.3.4   The CFO will monitor the implementation of the policy and security arrangements. Any instances where the policy is not adhered to will be reported to the Principal, and in turn to the LGB.

4.4   Responsibilities of Academy Employees

4.4.1   All employees will comply with this policy and the arrangements made by the Principal of each academy and Site Manager to ensure the safety of students, employees and any other visitors on the academy site.

4.4.2   Those listed below have been given specific responsibilities for academy security.

Security Issue	Name	Specific Duties
Agreeing and reviewing the academy Security Policy	Board of Directors	• Agree policy • Review every 24 months
Day to day implementation and management of policy	Principal/Site Manager	• Inform staff • Monitor performance • Review arrangements
Securing academy entrance/exits as detailed in this policy	Site Manager	Opening/Locking external doors and making site secure/open when required.
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads and fences)	Site Manager	Check physical integrity of security devices on a daily basis when opening and locking doors.

Control of visitors	Reception/ All staff	Issue visitor badges and request signing in. All staff are expected to be vigilant and challenge visitors who are not escorted.
Control of contractors	Site Manager	Ensuring contract work is booked in and workers sign in and out in holiday periods.
Security of money, banking etc.	CFO	Ensuring monies are kept in a safe for banking.
Security risk assessment	CFO / Group Premises Manager	Review bi-annually and inform Audit Committee of findings to use as part of policy review.
Property	All staff	All staff are expected to keep academy property safe, and locked up. All staff are expected to look after their own possessions.

4.5   Responsibilities of Students

4.5.1   Students will be encouraged to exercise personal responsibility for the security of themselves and others.

4.5.2   Students will co-operate with the arrangements made for the security of the academy. Breaches of the academy security arrangements are a breach of the academy's Behaviour for Learning Policy and will be dealt with accordingly.

5   Daily Arrangements and Security in each academy

5.1   Controlled access and egress during the day

5.1.1   Controlled access is a combination of measures to ensure that unauthorised visitors are not allowed access to our buildings and therefore there is no risk to students or staff.

5.1.2   Each academy will take all reasonable efforts to restrict access to the buildings and grounds to prevent unauthorised access and to ensure the personal safety of its students and staff. The access control procedures for the buildings are:

- Every main building has only one single access entrance via the main entrance reception desk. Only authorised visitors are allowed access through main reception into the buildings;
- Designated entrances, restricted for staff use have security access control systems installed;
- Each academy has close links with local police and the community police officer;
- Each academy operates a signing in/signing out system for all parents and visitors/students;
- Students who wish to leave the site during the academy day must have written permission, sighted by appropriate staff and must sign in/out

- General expectations around each academy access:
  - Each main reception desk is staffed until an appropriate time;
  - The site team closely monitor the movement of vehicles whilst present on each academy premises and are responsible for contractors on site;
  - All contractors are expected to comply with academy procedures at all times;
  - Waste disposal vehicles and contractor vehicles have restricted access to the site to avoid times when students and staff are moving around our site, mainly at the start and end of the school day.

5.2 Post-16 students

5.2.1 We operate a slightly more relaxed approach to our sixth form students as they are at a more responsible age. They can leave the building at break and lunch if they prefer, but still have to return in time for their timetabled lessons to avoid getting a late mark.

5.2.2 They wear a lanyard specific to each academy and this should be worn at all times holding their access/ID card.

5.2.3 Sixth form students have a different access assigned to their cards which allows entrance and exit of the buildings at break and lunchtime. At all other times students must leave via the main reception.

5.3 Visitor procedures

5.3.1 The control of visitors is a fundamental part of each academy's Security Policy for the safeguarding of both people and property. Our policy is that:

- All visitors must report to the reception desk on arrival. Staff are encouraged to use a meeting room when conducting meetings with visitors (if available);
- All visitors are issued with a visitors badge on an appropriate lanyard, depending on their reason for visiting, and the level of identity checks the academy has carried out. All visitors must wear their badge;
- Visitors on site will be accompanied by a member of staff to their destination and will be returned to reception by a member of staff in order to 'sign out';
- Any person on site without a visitors badge will be asked to accompany a member of staff to reception or asked to leave the building;
- Any refusal should be reported immediately to a member of SLG. Any aggression will be reported to the police;
- Visitors will not remove any items of academy property without the express permission of academy staff;
- For their own safety, visitors are given information on the academy's child protection, fire safety procedures and first aid assistance.

5.4 Supervision of Students

5.4.1 Detailed information on the expectations for those who supervise students is contained in Child Protection and Safeguarding Policies.

5.4.2 To ensure student safety throughout each academy day, site gates are locked and a secure perimeter fence is in place around academy grounds. Each academy has their own protocols in place for key times during the

school day depending on the make-up of their specific building. There must be a process in each academy that allows safe access into the buildings for the start of the school day, a process to lock down any external doors, supervision of any doors that are open and utilised at break/lunch time and a process to open doors at the end of each academy day for the safe egress of students.

5.5   Co-operation with Third Parties, Extended Services and Community Groups

5.5.1   All academy security arrangements take into account any other third parties who use the academy building or grounds. In most circumstances the arrangements for the academy in general will be equally applicable for the third parties involved.

5.5.2   Community use/extended academy activities – community groups may use facilities at the end of the academy day. When inside the building, access to all other parts of the building will be monitored by the Sports and Lettings Manager (or equivalent member of staff).

5.5.3   Risk assessments, as part of induction arrangements, are carried out. No hirer will be allowed to use the academy facilities unless they fully comply with the security risk assessment. Visitors in unauthorised locations will be professionally challenged by staff.

5.5.4   All other external users must complete our external usage form agreeing to our rules and conditions in agreement with the Sports and Lettings Manager (or equivalent role).

5.6   The day to day security processes for each academy are documented and reported bi-annually to the Audit Committee. There is an example in Annex 1 below highlighting the level of detail required in such a report

6   Risk Assessment

6.1   A security risk assessment will be completed annually by the Site Manager along with the Group Premises Manager; the findings will be used in the review of this Security Policy and submitted accordingly to the Principal of the academy.

7   Monitoring and Review

7.1   The CFO will monitor the performance of this policy and report breaches, failings or security related incidents to the Principal, the Governing Body and the Board of Directors as appropriate.

7.2   LGB members will monitor performance via the Principal's report to the Governing Body and when visiting the academy.

7.3   This policy will be reviewed bi-annually by the CFO and BoD.

Date adopted by Board of Directors	May 2018
Date for full implementation	May 2018
Date for review	May 2020
Lead Professional	CFO

Annex 1 – Trinity Academy Halifax Example

CCTV
- The academy has a CCTV system in operation throughout the buildings and grounds. The Governing Body empower the control and review of this system with the CFO who will review annually with the Site Manager for suitability. Signage informs people that CCTV is in operation in many areas of the site.

- An off-site monitoring contract (CCTV monitoring, tannoy and direct police link) will be set up to ensure the security of the academy in hours when the academy is not in use.

Access Control
- Authorised staff and visitors are issued with an access card when they start employment at the academy. This card is also for door access around the building. All external doors are set on a magnetic lock and staff can (upon swiping their card on the reader) unlock the magnet for 3 seconds to use the specific door. All door access is managed internally via the site team and is mainly used to ensure safeguarding of our students and assets during the school day.

- All students are issued with a similar card but do not have the required access for any of the external doors. At times, and where appropriate, we can permit the access for sixth form students on specific doors if required for teaching and learning purposes.

Fire Alarm and Sprinkler System
- The academy has a fire alarm system throughout the building that can be activated at any time by staff or students via the fire alarm push-pads. The building also has several heat and smoke sensors directly linked to the fire alarm panel. Upon experiencing heat or smoke they will put the building and alarms into full evacuation mode and also alert the fire service.

- Our buildings also have a full sprinkler system which is started on experiencing levels of heat within an area, which in turn breaks the stop on the sprinkler head and starts the flow of water to restrict a fire. This links to the main fire panel and would set off the alarms in full evacuation mode which would alert the fire service accordingly.

- Upon the setting off of the academy fire alarm all magnetic locks through the building are released to ensure the safe regress of staff and students to our muster point which is the MUGA.

Intruder Alarm
- The academy buildings have intruder alarms which are dual censored readers in any area where there is an accessible door. In the event of a forced entry, the system would recognise the first movement through the door and then the second movement as they walk down the corridor. Sensors have been updated to dual sensors in areas which could be susceptible to break-ins.

- If a movement is picked up when the building is closed it is linked directly to the police and also contacts our site team via ADT. If two consecutive movements are picked up this would result in a police call out along with our site team to give key access as required to deal with the potential break-in.

- The alarms are set once the full building is locked and are turned off as the site team enter the building in a morning.

Cash Handling
- Staff should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked and only accessed by the responsible staff. Staff should avoid handling cash in open and visible areas; any money requiring banking should be done at irregular times, particularly where substantial sums are involved. This is processed and collected through G4S to avoid any risk to staff handling cash out of the academy buildings.

- The academy promotes the use of BACS payments and ParentPay to minimise the need for cash transactions. ParentPay is used for payments of school dinners, trips and any other extra payments (e.g. extra music lessons).

- Our catering system is a cashless system, operated by ID cards. The academy does accept cash, via revaluation machines, but strongly promotes ParentPay to reduce the amount of cash that requires banking on a weekly basis from the revaluation machines.

Valuable Equipment
- All items above the value of £1,000 will be recorded in the academy fixed asset register.

- Portable items of value above £250 will not be left unattended in rooms where there is public or unsupervised student access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside and will be locked within a classroom in some form of lockable cupboard.

- The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment and a separately managed asset register is kept for ICT equipment.

Personal Property
- Personal property will remain the responsibility of its owner. This includes both staff and student personal property. Both are discouraged from bringing any valuable property to the academy.

- Lost property should be handed to Student Services where it will be kept for two months before disposal.

Crime Prevention
- All staff, students and visitors should be reminded it is their responsibility to prevent crime, including:
    - Guarding against damage and theft of personal belongings;
    - Safeguarding academy property;
    - Any instances of damage and/or theft should be reported to the appropriate member of staff, if unsure this should be reported to a member of SLG.

- The West Yorkshire Police operate a police/academy liaison service, where officers will visit our academy wherever appropriate.