Security Policy

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Statement of intent

The Khalsa Academies Trust is dedicated to ensuring the safety and wellbeing of all people within the school community by implementing effective security measures. The school recognises that security risks do not only take a physical form, therefore, e-safety and electronic control measures will also be used to effectively protect members of the school.

The aim of this policy is to inform staff, pupils, parents and visitors of the security arrangements and controls in place, and encourage them to help ensure that these are implemented effectively.

This policy and the associated procedures apply to all individuals entering the school premises.

1. Legal framework

1.1. This policy has due regard to legislation and national guidance including, but not limited to, the following:

- Section 547 of the Education Act 1996
- Section 40 of the Local Government (Miscellaneous Provisions) Act 1982
- DfE (2012) 'Advice on school security: Access to, and barring of individuals from, school premises'

1.2. This policy is intended to be used in conjunction with the following school policies:

- Abuse Threats and Violence Policy
- Health and Safety Policy
- E-security Policy
- Lockdown and Evacuation procedure
- Complaints Policy
- Safeguarding Policy
- Site Risk Assessment
- Data Protection Policy

2. Roles and responsibilities

2.1. The Khalsa Academies Trust is responsible for:

- Undertaking necessary security risk assessments in conjunction with the Headteachers.
- Monitoring the performance of the school's security measures.
- Reviewing the School Security Policy on an annual basis, amending procedures where necessary.
- Delegating the day-to-day implementation of this policy to the Headteachers.

2.2. The Headteachers are responsible for:

- Ensuring that all staff members are aware of the procedures set out within this policy and are provided with the required training.
- Informing parents, visitors and contractors of the school's security procedures.
- Establishing a system for reporting, recording and managing breaches of this policy.
- Budgeting for security measures effectively.
- Nominating specific staff members with designated security roles.

- Ensuring that security is taken into account when considering any proposed changes to the school premises.
- Undertaking necessary security risk assessments in conjunction with the Khalsa Academies Trust.
- Ensuring appropriate arrangements are in place for the storage of money at the school.
- Banking money on a regular basis, ensuring that large amounts are not kept on the school premises.
- Reporting any crimes to the police.

2.3. All staff members are responsible for:

- Securing windows and doors when rooms are not in use.
- Ensuring that visitors sign in and out at the school reception.
- Challenging any unidentified individuals.
- Securing valuable equipment after use.
- Ensuring the security of school equipment when taken off the school premises, such as laptops.
- Accessing the school premises in accordance with the school's Key Holder Policy.
- Acting in accordance with the school's Data Protection Policy, ensuring that data and information is secure.
- Reporting any security concerns to the Headteachers.
- Carrying their school ID with them at all times.
- Their own property which they bring to the school site.

2.4. The caretakers are responsible for:

- Maintaining the safe operation of physical and electrical security systems, including school fencing.
- Securing school entrances and exits.
- Liaising with the other members of the Site Team, ensuring that the school is effectively secured at the end of each day.
- Carrying out security checks on a regular basis and maintaining a record of these checks.
- Raising any security concerns with the Headteachers immediately.

2.5. Pupils and parents are responsible for:

- Reporting anyone without an ID badge to a staff member.
- Reporting any activity which they believe to be suspicious or of concern to a member of staff immediately.

3. Physical security arrangements

3.1. The caretaker will undertake daily visual checks of the school fencing, gates and locks, ensuring that they are maintained to a high standard.

3.2. School security alarms are tested on a monthly basis.

3.3. The Facilities Manager or other members of the site team ensures that the school alarm is set on a nightly basis.

3.4. Confidential information is stored in locked filing cabinets.

3.5. The school office will be secured whenever it is unattended.

3.6. CCTV cameras will be in use and monitored by the caretakers.

3.7. All visitors will be escorted to and from their destination within the school by a member of staff.

3.8. The school premises' security lighting will be maintained by the caretakers

4. E-security

4.1. See separate policy.

5. Equipment and belongings

5.1. All electronic equipment is stored in a secure location at the end of each day.

5.2. After using school equipment, staff members are responsible for ensuring that it is returned to the appropriate storage location and secured.

5.3. Staff members are responsible for any personal belongings, including teaching equipment, which they bring to the school premises.

5.4. Pupils, parents, visitors and contractors are responsible for their personal belongings, and the school is not liable for any damage or loss which may occur.

5.5. Pupils are advised not to bring valuable items to school unless absolutely necessary.

5.6. Where a pupil requires a valuable item to be brought to school, they can arrange with the Headteachers in advance for a secure place to store the item.

5.7. Any equipment which someone wishes to take off the school site will be approved by the Headteachers in advance, and a record of the loan kept.

5.8. Sporting equipment will be tidied away and secured inside the building at the end of use.

5.9. The school will provide an area for pupils to store bikes during school hours. Pupils are responsible for providing their own lock and effectively securing their bikes. The school is not responsible for any loss or damage which may occur.

5.10. Lost property will be stored in the school reception, where it will be kept until the end of the school year before disposal.

6. School events

6.1. During school events, all rooms except those required will be locked.

6.2. Unless needed for the event, all equipment will be securely stored away.

6.3. The event organiser is responsible for recording what equipment is being used for the event and ensuring that it is returned.

6.4. The event organiser and the senior caretaker will carry out an extensive risk assessment for each event.

6.5. During off-site events, the school premises will be secured.

6.6. Individual staff members will not be left alone on the school premises with a parent or visitor. Where necessary, a lone worker risk assessment will be carried out.

7. Access to the premises

7.1. The school premises are private property; however, parents of enrolled pupils have an 'implied licence' to access the school premises at specified times.

7.2. All staff members of The Khalsa Academies Trust will be issued with a staff ID badge during their induction process. Staff members must keep this on their person at all times.

7.3. Upon arrival at the school, visitors will be directed to the school reception where they must sign in, giving a reason for their visit, and wait for further direction from a member of the office staff.

7.4. All visitors are made aware of and are expected to act in accordance with, the school's Visitor Policy.

7.5. All visitors and contractors who are authorised to be on the school premises will be provided with a school ID badge which will be kept visible at all times.

7.6. The office staff are responsible for ensuring that contractors and visitors sign out when they leave and return their ID badge.

7.7. Anyone who does not have an ID badge or is suspected to be an intruder will be challenged.

8. Removing people from the premises

8.1. In the event of abuse or threats to staff, pupils, parents or visitors, the school holds the right to ban an individual from entering the premises.

8.2. Where an individual has accessed the premises in a way that exceeds their

'implied licence', the school has the right to remove them from the premises; this includes any individual causing a nuisance or disturbance.

8.3. Unidentified individuals who refuse to report to the school reception, become aggressive or are deemed to be a threat to the safety of pupils will be escorted from the school premises and, where necessary, the police will be called.

8.4. In terms of barring particular individuals from the school premises, a proposal to do so will be made in writing, and all parties involved will be given the opportunity to formally express their views.

8.5. Letters and documentation concerning barring an individual will be signed by the Headteachers.

8.6. Following formal representations being made by the parties involved, the bar will either be confirmed or removed.

8.7. All bars will be subject to review within a reasonable timeframe.

8.8. The Khalsa Academies Trust has the right to take civil action through the courts in order to stop persistent trespassers.

8.9. In the event that a crime is committed on the school premises, the school has the right to remove the individual in question from the site and report the incident to the police.

9. Reporting security concerns

9.1. Missing or stolen equipment will be reported immediately to a member of the senior leadership team.

9.2. Unidentified individuals will be challenged immediately and reported to the school reception.

9.3. Concerns regarding the security of the school and the associated arrangements will be reported directly to the Headteachers.

9.4. The Headteachers will discuss security concerns with the governing body in order to identify an effective resolution.

9.5. Complaints about the school's security measures will be dealt with in line with the school's Complaints Procedures Policy.

10. Emergency procedures

10.1. In the event of an emergency or a breach of security, the procedures outlined in the school's Lockdown and Evacuation procedure will be followed.

10.2. Staff members are aware of when it is appropriate to implement the procedures, which are outlined in the policy named above.

10.3. All staff members are made aware of the school's emergency procedures as part of their induction, including that in relation to security alerts, trespassers and unidentified objects.

10.4. All staff members have received training in the school's emergency procedures and are aware of what to do.

10.5. The Headteachers will ensure that the governing body is notified about any incidents and the need for emergency procedures.

10.6. In the event that emergency procedures are carried out, the Headteachers is responsible for ensuring that these are properly recorded.

11. Monitoring and review

11.1. A Site Risk Assessment will be conducted by the Headteachers and governing body on an annual basis.

11.2. This policy will be reviewed on a biennial basis by the governing body and Headteachers.

11.3. Staff members will be notified of any changes made to this policy or to the school's security system.