



# Hollinsclough CE (VA) Academy

## Site & General Security Policy: 2019

### Mission Statement

*To encourage high levels of achievement through the enthusiasm and joy of learning, coupled with a creative curriculum and a holistic approach to education that reflects Christian values and supports our community. We guarantee accessibility and availability to all.'*

### *Developing potential*

#### **Introduction**

Our Academy can be clearly regarded as isolated. Over recent years we have put in place subtle measures to prevent children from leaving the site and in return reducing/preventing unauthorised access by others. These measures have included, a drystone wall between the car park and playing field in keeping with the local aesthetics, along with equivalent height locked gates and security doors to allow controlled access.

We remain conscious of the fact that we live in a world where the threats change on an all too frequent basis and as a result children can be exposed to or become the victim of a growing range of crimes. However, we believe that our current arrangements and the consequent risk potential is within acceptable and manageable tolerance. Our approach evolves, adapting the school to ensure that over time as we develop the site, changes are made that factor in these new threats in a manner that fits the aesthetics of school and its local context.

#### **Roles and Responsibilities**

Overall school security is the responsibility of the employer. Here at Hollinsclough CE Academy, this is the school governing body.

#### **Governing Body**

The Governing Body of Hollinsclough CE Academy drew up and agreed to this Security Policy with relevant stakeholders.

The school's Health and Safety Committee meets once a year (more frequently if required) to review safety, including security, and reports to the full Governing Body.

#### **Principal**

Our Principal is responsible for implementing the Security Policy. They will ensure that standard procedures are in place to minimise risk and that all staff are fully aware of the security arrangements and of their own responsibilities, receiving such training as is necessary to fulfil those responsibilities.

The Principal should ensure parents and older pupils are fully informed of the security policy and should be encouraged to help.

#### **Bursar**

Our Bursar is responsible for the security of the premises during the school day; if absent, a member of the leadership team assumes this responsibility.

Our Bursar will also undertake an annual review of security risk assessments, carry out routine security checks and will report to the Governing Body on a regular basis/at least annually.

#### **Staff**

Teaching and non-teaching staff are fully aware of the security procedures and know how to:

- protect pupils from harm
- guard against assault
- safeguard property
- contact the police/emergency services

New staff are informed of the school's security policy and of their responsibilities as part of the induction process.

#### **Pupils**

As the children progress through the school, they are made increasingly aware of our security procedures. They are encouraged to assist with these procedures when possible. The pupils will be taught about personal safety and their social responsibilities.

The Principal must be informed of any special concerns regarding pupils (e.g. pupils on the Child Protection Register/ looked after children/those who may be abducted/ those who may run away and any who are subject to Care Orders) and parents and outside agencies have a responsibility to ensure that this information is shared with the school. Relevant teachers will be informed in confidence, of any pupils who require special care and sensitivity.

## Parents/carers

The parents/carers of pupils at our school are kept fully informed of security procedures and of their responsibilities when visiting the school, in the:

- School Prospectus
- School newsletter
- Individual letters
- School website

## Police/Local Community

We value co-operation with and from the local police and community in assisting with our security arrangements for the school site and the surrounding area.

Where appropriate, the Police are called if there is an incident of a violent, aggressive or abusive nature. The Police should be called immediately when a child goes missing, for example after school. Do not wait until a search has taken place.

The Local Authority, with assistance from the Police, keep schools informed of current matters of concern, for example, if a stranger is spotted loitering outside schools.

## Security Strategies

We have a policy of welcoming visitors; however, we realise that problems can occur with/between angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the school community, especially the children, we have introduced procedures to limit access to the school site and to monitor activity.

## Closed Circuit Television (CCTV)

Here at Hollinsclough CE Academy CCTV cameras are present these cameras focus on the school grounds and if required specific internal areas of the school described below.

The main purposes for which the CCTV system is used are:

- **Support Whole Site Security, Safeguarding and Child Protection**
- **Visual Weather updates for parents** – overlooking the staff car park
- **Monitoring of behaviour** - *We also reserve the right to in exceptional circumstances for the cameras to be used for this purpose – following an official complaint from a parent – this complaint must be in writing and will be subject to the approval of the Chairman of Governors. Evidence gathered will be available to senior staff only*

Access to the Car Park camera is available to parents via the internet using a Guest account which is password protected; this account password is changed annually if the link is active.

This camera is the only camera available to the outside world and is only made available at the discretion of senior staff. This availability occurs from the first snowfall of the winter season, or 1<sup>st</sup> December (whichever comes first).

If activated, the camera will then remain available until 1<sup>st</sup> March at the latest. Availability after this date will be weather dependent and the school reserves the right to restrict or cancel the availability of the camera at any time if this feature is misused.

For the purposes of Child Safeguarding and Protection, any recorded images from other cameras due to their location are only available in school to senior school staff.

The positioning of CCTV cameras when installed will be restricted to the school grounds/building in the following locations;

- **External** – building perimeter, Car park, Pedestrian routes, open areas of the playground and playing field etc
- **Internal** – Classrooms, Kitchen, Staffroom, Office and Circulation spaces

***Cameras used can be either fixed to provide a single view or able to pan and tilt to take in other sections of the school ground or building.***

The person responsible for overseeing the system and its operating procedures is our Bursar – **Mr Stephen Malbon**.

Signage notifies visitors to the site of the use of CCTV by displaying signs over the main access doors. Any images viewed if recorded are held in a secure location and can only be accessed by those who are authorised to do so.

The medium onto which we would record images is computer hard disk.

Where recordings have taken place and unless they are required for **evidential purposes, the retention period of any images recorded by our CCTV footage is thirty days.**

Any footage that is over this period is destroyed by over-writing.

The location that will be used for viewing of any images will be the Hollinsclough CE Academy

Senior staff are authorised to view and access the images if any are made.

We will only release recordings / still images to third parties if required by law.

Should any images be required by the Police, we will co-operate fully. However, any request must be made in writing/email, using official headed paper / official police email.

During times of school closure, the CCTV system will continue to operate as normal and may be set to record at the discretion of senior school staff.

We reserve the right to extend/improve the system as and when required without further reference or alerts. All aspects of our CCTV use are subject to any current/future legislative provision including GDPR.

### **School Grounds**

Security fencing bounds the perimeter of the school grounds, and access to the school car park is restricted to staff, contractors and deliveries. All children enter the school grounds via the pedestrian gate. During the school day, the pedestrian gates are locked, during which time visitors and late arrivals should enter through the main car park and the school office.

Where practicable, parents/carers want to meet with staff, formal appointments must be made with the administration office. When attending appointments, parents/guardians should enter through the main entrance and sign-in.

If a stranger is seen on the school grounds, a member of staff should establish their identity and the reason for the visit. If the reason is not legitimate, the stranger should be asked to leave.

### **Access to the school buildings**

To prevent unauthorised or unknown visitors entering school security locks are fitted to all external doors (excluding the fire doors, which open only from the inside).

All office doors should be locked when not in use and all cloakroom/external doors closed at the end of break times.

All visitors to the school should report to the school office, which is clearly signed. In the first instance, a member of staff/Bursar will meet visitors; they will be asked to sign in and give the reason for their visit. The Bursar will then escort visitors to the member of staff requested – or asked to take a seat while the member of staff is contacted. The member of staff then comes to collect the visitor.

All visitors are expected to sign-in and if required wear a badge before they are allowed into the main part of the school.

No visitor is given unrestricted access to the school; (this includes parents). All children and staff are alert to unrecognised adults in the school. Children should report strangers to the nearest member of staff. If a stranger is noticed in school, staff should establish his or her identity and reason for the visit.

If at any time, an unsatisfactory reason is given, or proof of identity cannot be produced, then the member of staff concerned should ask for assistance from the nearest colleague. The unauthorised person is asked to leave and escorted from the premises, as they are committing a trespass. If that person refuses, becomes aggressive or damages property, no attempt should be made by staff to eject the intruder, and the police should be called immediately.

Parents/carers have permission to enter the school premises. However, they should act like any other visitor to the school, complying with the appropriate school arrangements. They should not roam at will around the school, enter classrooms or interfere with members of staff carrying out their professional duties.

If parents/carers wish to take their child/children out of school during the school day, they should report to the school office. A request to take a child out of school should normally be made in advance in writing or by email.

### **Trespass**

Our school is not a public place to which any member of the public is entitled to have access. Any person who enters without permission is a trespasser; trespassers are asked to leave.

If a parent/carer is causing a disturbance, becoming abusive or violent towards a pupil, member of staff or another parent, the Principal/Bursar is entitled to revoke a parental right to be on the school grounds.

In some cases the Police may be called if:

- The parent is asked to leave having been told 'I am revoking (withdrawing) your permission to be on the school premises and the parent still refuses to leave willingly

In the above cases a formal letter from the Principal/Bursar or Governing Body, confirming the parent's permission to visit the school has been revoked for a **fixed period**\* will be sent outlining the reason why the permission has been revoked, along with the duration of the fixed period and the remedy.

*\*Formal notification is important, as their human rights are being affected.*

Where appropriate, the police should be called if there is an incident that is causing concern of an aggressive, abusive or violent nature.

### **Entering and Leaving the school**

All children enter and leave the school by the Main Pedestrian entrance. If a child arrives after 8.45am, they should report to the office.

### **Supervision on school grounds**

All teaching staff are requested to be on the school site by 8.00am; pupils are permitted to arrive any time after 8am. Pupils are not allowed to leave the site without an authorised adult's permission. If a pupil absconds, the parent/carer will be informed, and if deemed necessary the police called. Staff are not permitted to pursue a pupil once they have left the school grounds.

If a teacher requests that a pupil remains in class for any reason, then it is the class teacher's responsibility to supervise that pupil. It is always advisable for staff to ensure that they are not alone with pupils for any length of time. It is good practice to always have another person present at all times to safeguard both staff and pupils from sensitive situations. Pupils must not be left alone in classroom areas. In the event of school staff having to take students home by car, another member of staff must always accompany them. – and such events should only occur in exceptional circumstances.

### **Leaving School at the End of the Day**

At the end of the school day, pupils leave by the main entrance/exit door once the presence of their parent/carer has been confirmed.

### **Leaving School During the Day**

No pupil is allowed out of school for an appointment during the day, unless a known adult arrives to collect them and reports to the office first. Prior notice should be given to the school.

### **Educational Visits**

Staff will closely supervise pupils during educational visits. The wearing of school uniform will be required on all school visits unless advised otherwise. The school should be contacted if any pupil is injured or the party is likely to be delayed, e.g. if the coach breaks down. Parents/carers will then be informed accordingly. If an injury occurs a member of staff supporting the event will remain with the pupil until the pupil's authorised adult (parent) arrives to take the pupil concerned to a medical facility for the appropriate attention. If emergency treatment is required parents/carers will be advised and asked to meet at the nominated medical facility, the member of staff will transfer with the pupil and remain with them until medical staff have acquired any relevant information to support treatment.

### **Security of Personal Property**

Children should not bring anything of value to school. Individual staff are responsible for their own property. It is advised that staff do not bring large amounts of cash nor expensive/valuable items into the workplace. Mobile phones, wallets, handbags etc. should never be left unattended – they should be kept in the office/designated drawer or locked away in their car.

### **Security of Equipment and Cash**

Main items of school equipment, for example, computers, TVs, videos, are security marked using a labelling system. Portable ICT equipment (e.g. laptops, digital cameras) are not to be left unattended in an insecure classroom or office. Such items must be locked away.

All monies collected by staff must be sent to the school office immediately for recording and banking. Money is banked as soon as possible and is collected by a contractor. The school has a safe for the storage of money. When dealing with sums of money, the personal safety of staff is paramount, and staff should never place their own personal safety at risk.

### **Security of the Building**

An effective monitored intruder alarm is in operation. This is always set when the school is empty.

Security lighting has been installed.

It is the responsibility of the last person leaving the site to ensure that all classrooms and offices are secure, the external doors and windows closed and locked, and equipment switched off, before leaving the premises. They are also responsible for locking the gates and setting the intruder alarm.

### **Safety of Key Holding Staff**

Key holders called to the school premises in answer to the intruder alarm must not enter the school premises unaccompanied. Emergency Services Unit will attend if the intruder alarm sounds to ensure that it is safe to enter the site. They will then call in school staff where necessary. If no reason for the alarm presents itself, they will set the alarm and leave a communication for the school.

Our Principal, Bursar, Senior Site staff member and our two teaching staff are designated key holders and as such are responsible for the security of the building – on the last person out principle.

### **Site Staff/Bursar**

It is the responsibility of our site staff to check daily that all locks and catches are in working order. Our Bursar ensures that the emergency lighting is working and that the fire alarm has no faults. The operation of the intruder alarm will also be checked, regularly maintained and results documented. These systems are monitored and maintained under an external contract.

Before leaving the premises, our site staff (or lone workers) ensure that all the windows are closed, that the doors are locked and secure, blinds/curtains are closed that the intruder alarm is set and that all gates are locked.

### **Contractors in School**

When contractors are working on site, the following precautions should be taken:

- The school will provide all contractors with relevant information regarding the building, such as the local asbestos management plan, asbestos locations, fire and emergency plans and details of first aid provision.
- When on the school site, contractors must sign in. Badges identifying the company for which they work, should be worn at all times.
- Contractors work on site will be subject to a specific risk assessment detailing how segregation between workers and pupils will be achieved. If contractors have to work in areas where pupils are present, pupils will always be under the direct supervision of a school staff member.
- Contractors will be expected to comply with acceptable and expected behaviour policy towards pupils.

### **Access Outside School Hours**

On occasion, staff, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. We are aware that some staff work in this manner, including before and after school and as such their security has to be safeguarded.

Ideally, no person should be in school on their own, if at all possible. If this is unavoidable, all the doors should be locked, and the staff member should have access to a (mobile) 'phone/walkie-talkie and if possible have a buddy system in place. Specific risk assessments and procedures for lone working are in place within the school and are reviewed annually.

Curtains and blinds should always be closed in the evening, especially if staff are working late.

### **Fire**

We acknowledge that a potential threat to our school is arson and to reduce the risk, we take the following precautions:

- Automatic fire detection and fire alarm are in place throughout the school. These are tested regularly and the results documented.
- Fire drills take place each term. All fire exits are kept clear at all times and neither left open nor locked from the inside.
- The school grounds are kept clear of litter and movable objects that could be used to start a fire or provide another threat to the school.
- The school refuse bins are located out of sight and due to their size represent a small threat to the building.

Also see Fire Risk Assessment

### **Bomb Threats**

Any warning our school receives about such a threat is treated seriously. It is worth noting that nearly all such instances are a hoax, especially when facilities or items mentioned are not present or have ever been present at our school. However, with the safety of the pupils and staff paramount, if a bomb threat is received the school, we will in all circumstances contact the Police, and their guidance sought based on the description of the threat. During this process school staff will be alerted, and preparations to evacuate all within the school building made. No evacuation should take place until the escape route/assembly point is declared clear/safe of/from any potential threat.

Staff should be vigilant at all times and report anything suspicious, for instance, suspect packets, unrecognised vehicles in the car park or persons in unauthorised areas.

### **Reporting Incidents**

All incidents of crime and losses are recorded, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The Police and LA are notified.

A review of incidents is shared with Governors.

### **Injury**

Health and Safety Executive must be informed of any serious injury caused to a pupil or member of staff.

### **Conclusion**

It is the responsibility of all staff to ensure that procedures agreed in this safety policy are complied with. In the event of an incident occurring, an enquiry into the incident will be carried out by a member of the Senior Leadership Team and then discussed with staff. An evaluation of the effectiveness of procedures will be made, and policy(s)/practice amended if necessary.

### **Equality Duty**

We have carefully considered and analysed the impact of this policy on equality and the possible implications for pupils with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

### **British Values**

Children who attend our academy experience an enabling environment in which they will develop self-knowledge, self-esteem, and self-confidence. Coupled with this they will develop the ability to distinguish right from wrong and to respect the civil and criminal law of England.

Within this enabling environment, your child or children will develop the ability over time to accept responsibility for their behaviour, show initiative, and to understand how they can contribute positively to the lives of those living and working in the locality of the school and to society more widely.

While with us, our parents can expect their children to acquire a broad general knowledge of and respect for public institutions and services in England, and to develop a personal character that is tolerant and can foster harmony between different cultural traditions, along with respect for their own and other cultures.

We firmly believe and encourage our pupils to show respect for other people; and for democracy and the support for participation in the democratic processes, including respect for the basis on which the law is made and applied in England.

To be part of our academy, it is unacceptable on the part of any stakeholder to promote discrimination against people or groups on the basis of their belief, opinion, or background.

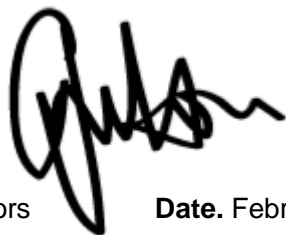
### **Implementation of this policy**

Our academy will manage the implementation of this policy with the support and guidance of the appropriate body/bodies as defined at the time of writing.

### **General**

This policy and its guidance will always reflect the present and future needs of all stakeholders and to support this we are always open to suggestions for changes and alterations of and to any specific individual provision/requirement to ensure full access to all.

**Signed.**



**Designation:** Chair of Governors

**Date.** February 2019

**Signed.**



**Designation:** Principal

**Date.** February 2019

This policy is to be reviewed by Governors during Autumn term 2022