



SECURITY POLICY

Spring 2024

REVIEW DATE: SPRING 2026

CHANGES

January 2017:

Adopted by Discovery Multi Academy Trust, with appropriate minor amendments.

February 2018:

Revised

March 2019:

Revised

March 2020:

Reviewed

September 2021:

Reviewed

March 2023:

Reviewed

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I PURPOSE/OBJECTIVES

The MAT takes seriously its duties in regard to safety and security on each academy's premises, as well as during off-site activities. The MAT is committed to maximising the security of pupils, staff and visitors – as well as academy buildings and contents – through the implementation of this policy. The aim of this policy is as follows:

- To ensure the safety of pupils, parents/carers, staff and visitors
- To raise awareness of all staff (teaching, non-teaching, contracted and sub-contracted), parents, carers and children of the possibility of danger from unauthorised visitors
- To minimise the possibility of illegal entry to the site
- To set out the minimum standards for authorising visitors to the academy sites and establishing the identity and purpose of all visitors
- To protect academy buildings and contents
- To identify any incidents with a view to updating and improving safety and security procedures
- To implement ongoing improvements in the effectiveness of security measures and controls, monitoring and reviewing security measures.
- To ensure that staff are consulted and informed about security and receive appropriate training where required whether new or existing.
- To inform parents, carers and pupils of the Security Policy, to help to ensure that it is effective.

2 DUTIES AND RESPONSIBILITIES

The Board of Trustees will:

- Take account of security when considering MAT development plans.
- Ensure a Security Policy is in place and is monitored and reviewed annually
- Ensure that staff are aware of, and adhere to MAT security and participate in training where appropriate.
- Issued with ID badges/Fobs, and to display them whilst on the premises

The Chief Executive Officer (CEO) will:

- Ensure all staff, including sub-contracted personnel, are aware of the Security Policy and its contents
- Be responsible for the management and implementation of all security matters in the schools
- Identify and facilitate any staff training required to implement the Security Policy
- Ensure parents/carers are informed of the relevant academy's security arrangements.
- Ensure the Site Manager/Caretaker has the resources to carry out the duties required and implement the security measures.
- Ensure risk assessments are undertaken and reviewed as necessary
- Develop and maintain good links with the local police and Crime Prevention Officer and seek advice as considered necessary
- In the absence of the CEO, the Head of School will assume this responsibility

The Site Manager/Caretaker will:

- Assist the Head of School in the day-to-day implementation of the Security Policy
- Assist the Head of School in carrying out risk assessments
- Work and co-operate with all staff to ensure security remains a high priority within the schools

All members of staff will:

- Follow the guidance contained in the Security Policy
- Report to the Head of School any concerns regarding the security of pupils or colleagues, the schools or grounds
- Politely challenge any visitors not wearing a visitor badge
- Be alert for strangers loitering in the vicinity of the academy or cars with drivers parked near the academy for long periods of time, other than the usual pick up times. Any such sightings should be reported to the Head of School via the reception
- Be vigilant for any child wandering off on their own and encourage the child to join a group or play near other children
- Inform the Head of School / immediately if they have any concerns that someone on the academy's grounds is under the influence of alcohol or drugs.
- Ensure that parents and carers are notified of any change in arrival/collection times and locations for any off-site activities or after-school clubs they are responsible for, giving as much detail as possible
- Remind children regularly about the possible dangers of strangers and tell them to alert the nearest member of staff if they are worried
- All staff are to ensure they sign in/out using the dedicated academy method at the main reception entrance
- All staff are to report a loss of ID card/fob immediately to reception
- All staff are to ensure that all exit doors are closed during peak times when collecting children in the morning and releasing children to their parents in the afternoon from the playground
- All visitors must be escorted when proceeding internally around the academy premises when not in possession of a DBS Certificate.

Requirements of Parents and Carers:

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- Contact the office or Head of School if they have any security concerns.
- Adhere to the advice given when arriving with children at school and when collecting them.
- Be aware of the policies held at the following: [Trust Policies – Discovery Multi Academy Trust \(discoverymat.co.uk\)](https://www.discoverymat.co.uk/trust-policies)

3 ARRIVAL AND COLLECTION OF PUPILS

- Access to the relevant academy will be via the designated entry routes during the following times.

WESTON MILL COMMUNITY PRIMARY ACADEMY	8.30am to 9.15am	2.55pm to 3.30pm
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OAKWOOD PRIMARY ACADEMY	Monday-Thursday 8.20am-8.30am Friday 8.20am-8.30am	Monday-Thursday 3.15pm-3.30pm Friday 12.50pm-1.15pm
BEECHWOOD PRIMARY ACADEMY	Monday-Thursday 8.20am-8.30am Friday 8.20am-8.30am	Monday-Thursday 3.15pm-3.30pm Friday 12.50pm-1.15pm After school provision via reception 1.15pm-2.30pm 3.15pm-3.30pm via gates

- During periods outside of these times, access to the academy will be via the main entrance.
- All pupils will be received by staff via the nominated manned doors
- Pupils arriving after 0900 should enter via the reception so that their attendance may be recorded appropriately
- Parents and carers should ensure children are aware of the collection arrangements
- Parents and carers are requested to inform the office if there is an emergency or a change in the collection arrangements, or if they are significantly delayed in collecting a child
- Pupils will only be released to a known parent/carer at the end of the school day. Any children not collected will be taken to the reception, and the parent or carer to be informed
- Pupils in Year 3 and above will be allowed to leave school on their own merit via permission to Walk Home Form signed by the parent or carer. A nominal list of those with permission will be held by the class teacher
- Any pupil who is unsure of the arrangements or is not collected on time should report to the reception and wait until collected
- Children attending after-school clubs should be collected from the reception/community door by their parent or carer, who are to wait outside as children are released by a member of staff
- If a child needs to leave school early, they may do so only if pre-arranged by the parent or carer via a signed note or telephone call to the school office, and collected by a parent/carer, or someone acting on their behalf
- The person collecting the child is to report only to the reception, and not the classroom, and sign the child out of school

4 CHILDREN OF SPECIAL CONCERN

- The Head of School be informed of any special concerns regarding pupils e.g. children on the Child Protection Register, looked after children, those of divorced parents where there are concerns regarding residency, children who may run away and any who are subject to Care Orders
- Parents, carers 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 or sensitivity

5 SUPERVISION OF PUPILS

- During break time, it is the responsibility of all staff to supervise and safeguard children
- If a teacher requests that a child remains in class for any reason then it is their responsibility to make arrangements for the supervision of that child
- The academy will ensure that adequate supervision arrangements are made which at least comply with the Local Authority recommendations
- If an incident involving inappropriate behaviour or an intruder occurs during break time, the member of staff on duty will first ensure that all pupils return to the school building safely and report the incident to reception

6 VISITORS TO THE SCHOOL

- All visitors should report to the reception
- All visitors must sign in on the IPAD
- All visitors are to wear a visitor badge issued by the office staff
- All visitors are to be escorted by a member of staff at all times and are not to be given unrestricted access unless a fully enhanced DBS has been produced or they are listed on the Single Central Record
- Anyone not adhering to these guidelines will be challenged by all members of staff. Should a challenge present a threat to personal safety or suspicious behaviour in the vicinity of the academy, the police should be informed immediately and procedures for lockdown should be followed. The CEO and Facilities Manager are to be informed

7 SUPERVISION OF CONTRACTORS

Contractors and maintenance personnel should not have unsupervised access to children. They will be controlled as follows:

- All contractors will be expected to sign in at reception and will be issued with an ID badge which should be clearly displayed whilst on site. Contractors are escorted at all times, unless a fully enhanced DBS is carried or held on the Single Central Record
- Contractors will park in authorised parking areas only
- Contractors will only carry out work agreed at the start of the contract and at the times agreed

8 OFF-SITE VISITS AND ACTIVITIES

- A risk assessment should be carried out by the visit leader and shared with the nominated trained general risk assessor before an educational visit is made.
- Staff must closely supervise children at all times whilst off the academy premises and must be wearing a high visibility jacket.
- The wearing of full or part of the school uniform may be requested on educational visits
- The academy should be contacted if any pupil is injured or if the party is likely to be delayed. Parents/carers must be informed accordingly.

9 BUILDING SECURITY

- An effective monitored intruder alarm system is in operation and is always set when the academy / nursery is empty. This is further enhanced with a nominated security company who provides initial response

10 CCTV

In accordance with CCTV policy

11 KEY HOLDER STAFF

- Nominated Key Holders only have possession of keys to external doors. The Head of School must be informed immediately if any keys are lost so that replacement locks can be fitted.
- A nominated Key Holder may be required to respond if a breach in school which the school security has taken place.
- The nominated Key Holders for each academy are as follows:

BEECHWOOD PRIMARY ACADEMY	
Name:	Position:
Alison Nettleship	Chief Executive Officer
Lucy Stephenson	Facilities Manager
Paul Arnold	Head of School
External Security Firm	Scutum
Matt Meder	Site Supervisor
Nathan Beeney	Site Supervisor
Lee Veal	Site Supervisor
Karen White	Cleaner
Kelly Mason	HR Lead
Ilia Kudinov	IT Tech
OAKWOOD PRIMARY ACADEMY	
Alison Nettleship	Chief Executive Officer
Lucy Stephenson	Facilities manager
Katie Hammond	Head of School
External Security Firm.	Scutum
Nathan Beaney	Site Supervisor
Lee Veale	Site Supervisor
Matt Meder	Site Supervisor
Ilia Kudinov	IT Tech
WESTON MILL COMMUNITY PRIMARY ACADEMY	
Alison Nettleship	Chief Executive Officer
Lucy Stephenson	Facilities Manager
Kathryn Catherwood	Head of School
External Security Firm.	Scutum
Lee Veale	Site Supervisor
Alison Baskerville-King	HTA bfast club
Sharon seaman	HTA bfast club
Ilia Kudinov	IT Tech

12 VEHICULAR ACCESS AND CAR PARK

- All persons parking their vehicles on the academy site must clearly understand that they are responsible for the security of their vehicle and its contents; vehicles are parked entirely at the owner's risk

- The car park is for permanent staff and, subject to prior arrangement, temporary staff and contractors. Parents and carers are not to use the car park, even when attending a pre-arranged appointment
- Disabled parking is available and must be kept clear at all times.

13 PERSONAL AND SCHOOL PROPERTY

- Personal property will remain the responsibility of its owner. This includes staff and pupil personal property. Both staff and pupils are discouraged from bringing any valuable personal property to school, and do so at their own risk
- Lost property should be handed to the reception, where it will be kept for 6 months before disposal. The end of July and December will be the disposal times for lost property
- All items of value are to be registered within the Asset Management Register
- Each item is to be visibly labelled with a QR Code
- All items are to be well maintained and secure at all times, locked away when not in use and not left out in clear view
- Classrooms are to be secured, with windows closed, at the end of a working day

14 BREACHES OF SECURITY/VIOLENT INCIDENTS

A violent incident includes any incident in which a person is subjected to verbal abuse, threatening behaviour, harassment or actual physical abuse.

- Pupils should never confront or challenge strangers on site but alert a member of staff immediately
- Staff should only challenge an individual if they feel it is safe to do so, and where there is imminent danger to life. They should be alert to the potential risk of making such a challenge, and where appropriate, two members of staff should be involved
- Staff who have any doubts concerning anyone within the academy grounds, or believe a violent act may be committed, should not challenge the person. They should move the pupils calmly and quickly away from the area or person and inform reception immediately
- Staff should not attempt to detain or remove an intruder from the premises using force
- The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature, and the CEO informed

15 OFFENSIVE WEAPONS

- It is 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 MAT premises
- When it is reasonable to believe that a pupil is carrying an offensive weapon the parent(s)/carer(s) must be summoned and the CEO, the Head of School and police must be informed. The Head of School must ensure that there is a secure area provided whilst awaiting the police
- Under any other circumstances a search for offensive weapons should not be undertaken by anyone other than the police

16 THEFT, PETTY VANDALISM, MINOR CRIMINAL DAMAGE AND BURGLARY

- Vandalism or arson is usually found in areas that are not under regular surveillance and offer concealment e.g. recesses and doorways
- 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 premises 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

17 FIRE OR BOMB THREAT

In the event of a fire or bomb threat, the academy should be evacuated immediately in accordance with the Emergency Plan held at reception. The emergency services should be informed immediately. The Head of School/Assistant Head of School will take advice from the emergency services as appropriate.

18 RISK ASSESSMENTS

Whole Site Security Risk Assessments will be undertaken by the Facilities Manager, with PLP. These will identify any areas of concern and the appropriate controls will be implemented.

19 REPORTING AND RECORDING INCIDENTS

All pupil incidents are recorded on an accident and incident form. These are shared with the PIC and facilities manager and recorded on Share point.

- Trespass
- Aggressive behaviour by persons other than students around the premises
- Matters reported by pupils
- Any other incidents giving cause for concern
- The PIC/Facilities Manager will monitor regularly to see if any patterns are developing, and to consider the need for consequent action.

20 CONCLUSION

It is the responsibility of all staff to ensure that the procedures in this policy are complied with. The safety of everyone in the MAT is of paramount importance and will require the co-operation and commitment of all people using academy sites.

In the event of any incident, an inquiry will be carried out by the Leadership Team and discussed with all staff. An evaluation of the effectiveness of the procedures will be made, and the policy amended if necessary.

The policy will be evaluated annually during the summer term of each academic year, and Board of Trustees, parents and carers informed of any changes. New intake parents and carers will be informed of the contents of the policy during parent meetings, and pupils periodically reminded during assemblies.