Security Policy



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| Date Reviewed | June 2017 |
| Date Ratified by Trust |  |
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| Signature of CEO |  |
| Signature of Chair of Trust |  |

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# 1.0 Purpose

The purpose of this policy is to ensure that adequate on-site security measures are in place to protect information, people and property. New threats will emerge, and priorities will change, due to fluctuations in perceptions in society, availability of goods and information, and alterations to the environment.

# 2.0 Site

The Academy has an enclosed but relatively large campus with the buildings well setback from the roads. It is bounded by the A127 on one side, Eastwood Park and housing on a second side, an A road with dual carriageway facilities, and more housing on a third side. The fourth side has school buildings on its boundary with no access for pupils.

# 3.0 Responsibility

The Trust is responsible for overall management of security.

Day to day management of security is delegated to the Principal. Mr. N. Houchen, which, in turn, is delegated to Assistant Principal, Mr. S Sterling.

# 4.0 Security

## 4.1 Site

The Academy has a barrier at the front entrance and boundary fencing around the perimeter.

The site has an extensive alarm system, emergency lightning, CCTV coverage and electronic locks.

Mr. S. Sterling, and three full-time caretaking staff, are the nominated key holders and are contactable by the alarm monitoring company. All are fully conversant with any alarm codes and system-operating procedures.

Refer to the Health and Safety Policy.

Refer to the [Critical Incident Policy.](http://www.eastwoodacademy.co.uk/docs/Critical%20Incident%20Policy16.pdf)

## 4.2 Information

Refer to the [Data Protection Policy.](http://www.eastwoodacademy.co.uk/docs/Data%20Protection%20Policy16.pdf)

Refer to the [E-Safety Policy.](http://www.eastwoodacademy.co.uk/docs/E-Safety%20Policy16.pdf)

## 4.3 Staff and Pupils

Refer to the [Recruitment Policy](http://www.eastwoodacademy.co.uk/docs/Recruitment%20Policy16.pdf).

Refer to the [Safeguarding Policy](http://www.eastwoodacademy.co.uk/docs/SPv10.pdf).

Refer to the [Behaviour and Discipline Policy](http://www.eastwoodacademy.co.uk/docs/Behaviour%20and%20Discipline%20Policy16.pdf).

Refer to the [Code of Conduct (Staff) Policy](http://www.eastwoodacademy.co.uk/docs/Code%20of%20Conduct16.pdf).

## Visitors

All visitors, including contractors, who report to reception, are to be asked to sign in and out, and issued with a Visitors Badge, which can easily be identified as having a red lanyard. Visitors are unable to access the Academy beyond the reception area due to restricted mag-lock access and secure gates to external areas. All visitors will be asked to wait in reception, whilst the relevant member of staff is called to escort them.

All unknown and unescorted people on site during the school day are challenged, and asked to report to reception. Outside the school day, when visitors are attending activities on the school premises, it is recognised that this is impractical, but challenges will be made if someone is acting in a suspicious manner.

## 4.6 Academy Assets

The Academy maintains a register of all major items of equipment (those over £500 purchase price or replacement value, as well as any item thought to be attractive). All such assets are marked indelibly with the Academy’s name or other security labelling.

Cash is collected by the administrative staff, stored overnight in a safe, up to the limits specified by the insurance company, and banked regularly.

## 4.7 Personal Property

The Academy accepts no responsibility for the safety of individuals’ personal property (including motor vehicles and other means of transport), whether they be staff, pupils, parents, contract workers or visitors.

Where it is practical, the Academy will make available enhancements to security that can be used by individuals to assist in the protection of their property.

The Academy will endeavour to ensure such facilities are effective, but accepts no liability for any breach of the system.

## 4.8 Members of the Public

The Academy maintains a close liaison with the police. Incidents relating trespass, Public Order offences and criminal damage, will be reported to the police.

## 4.9 Parents

On occasion, parents are banned from the Academy site.

Refer to the [Complaints Policy](http://www.eastwoodacademy.co.uk/docs/CPv7.pdf)