



Queens Church of England Academy

Security & Keyholder Policy

**Adopted by the Leadership team
Approved by full Governing Body**

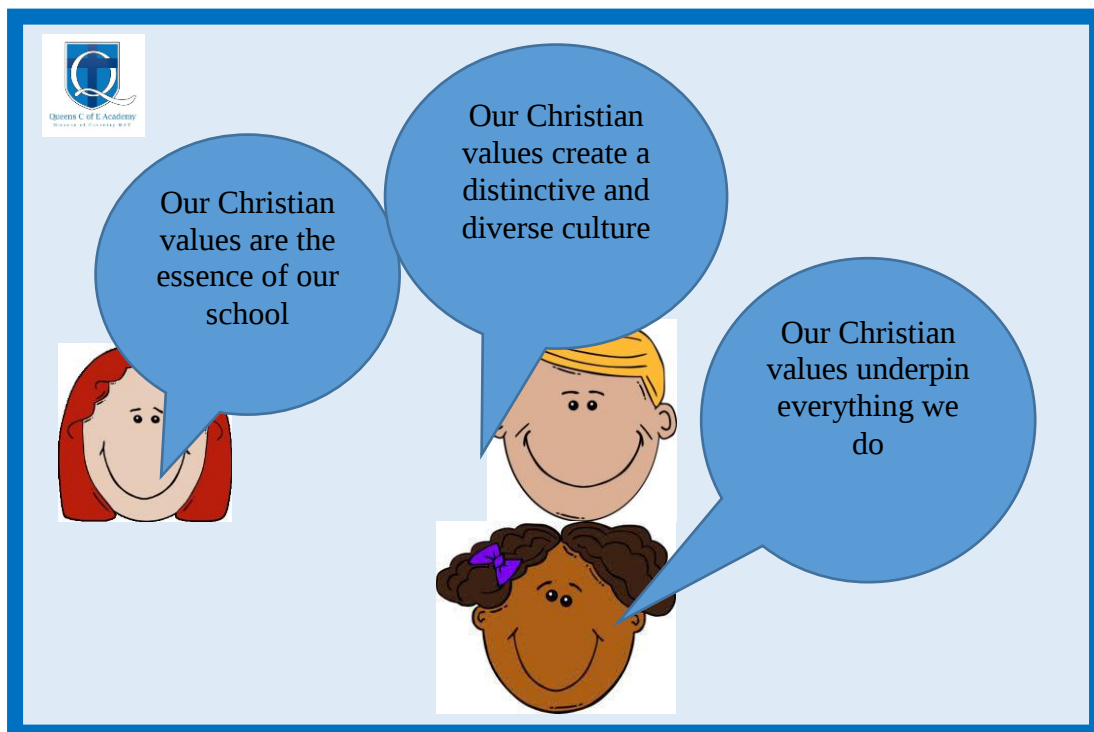
**October 2019
9 December 2019**

Signed by Chair of Governors

Paul Allred

To be reviewed

September 2020



INTRODUCTION

Queens CofE Academy is committed to providing a safe and secure working, teaching and learning environment for all staff, pupils, governors, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the school, which recognises the importance and relevance of risk management and security strategies.

The school understands that whilst there is a need to promote an open and welcoming environment, there also a responsibility to address all security and personal safety related issues. This will ensure protection of the schools staff, pupils, visitors and contractors, as well as its physical assets.

Arrangements

The Security Policy will be reviewed on an annual basis along with the Health and Safety policy, or sooner if change or alterations occur.

The security within the working environment is the responsibility of all those on site. Regular checks, reports, and self-assessments are carried out through the working year, the results of which are used to assist updating of the Security Policy.

Staff will be informed of the school's security arrangements both formally and informally and updated with any security issues if/ when they occur. This will be done through management team meetings and through the staff induction process for all new staff.

Keys

Keys for the school are given out under the agreement of the senior leadership team, limiting master keys to a restricted number where possible. Full set of keys to the building will be given out following agreement with the full governing body. Key security will be monitored on site by using a key holder book. All staff who have been allocated keys will appear on the list which should be updated if staff leave or further keys are issued. A Key Holders Agreement will be issued where keys are held by staff and a signed copy of the agreement will be kept by the Business Manager.

All spare keys are securely locked away and covered by the intruder alarm system out of school hours. All access to spare keys are logged.

Copying of keys is not allowed except with an instruction from a member of the Senior Leadership Team. Key security is the responsibility of the key holder, and must not be lent or given to other people.

Lost keys must be reported immediately to the Business Manager who will assess the security risk implications of such a loss. The Business Manager will determine what steps need to be taken to maintain the security of the school.

In the event of a security incident the Business Manager will launch an internal inquiry with which all key holders are expected to co-operate.

Types of Key Holder

The Headteacher, Deputy Headteacher, Assistant Headteacher, Business Manager, SLT, Caretaker and P Akre (Cleaner) are Permanent Key Holders.

Other members of staff may become Temporary Key Holders at the sole discretion of the Senior Leadership Team.

Each temporary key holder will have his or her name and the start and end dates for the key holding record in the Key Holders Log Book. Each entry in the Log Book will be witnessed by the Business Manager and signed and dated by the temporary key holder. The temporary key holder is responsible for ensuring the key is returned to the Business Manager by the due date and their responsibility will end with a witnesses signature in the log book.

Key Holders are responsible for ensuring windows are closed when rooms are unoccupied and closing the blinds at the end of the day. They are responsible for other staff/visitors to site who have gained access to the site as a result of their opening the school and are responsible for ensuring that all staff have left the building before locking again.

Vehicles on Site

Cars are parked in the tarmac area close to the staff entrance which is designated as the staff car park.

Cars should be locked whilst they are on the premises and articles likely to attract thieves stored out of sight. Laptops, even when in the boot, are not insured when in an unoccupied car. **School laptops should never be left in cars when unattended.**

Vehicles and deliveries should avoid entering the playground between 8.45 and 3.30 p.m. Where it is unavoidable to have a vehicle on the playground at busy times, they should drive carefully with an adult in front and at the rear to alert the children.

Trespass on Site

The school and grounds are private property and not for general public access. Any person who enters the site without permission or a bona fide reason is a trespasser, and should be asked to leave. If a trespasser refuses to leave the school premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should report this to the Headteacher/Business Manager and or/notify the police. Staff should avoid any confrontation with the offender. Signage, where appropriate, is in place around the site.

Break and Lunchtime Procedures

The Senior Leadership Team will make the appropriate arrangements for the supervision of pupils during break and lunchtime. This information will be given to all staff, including any part time/temporary staff on duty at such times.

Lone Working

In general working alone within the Academy is limited to working alone in certain parts of the building whilst other staff are on site. Where prolonged lone working takes place or there is a sole member of staff on site, a full risk assessment is undertaken to assess the risk. The following arrangements are in place to minimise the risk associated with working alone.

- the building has secure entry system and perimeter of site is fenced.
- areas of risk including violence, manual handling, the medical suitability of the individual to work alone and whether the workplace itself presents a risk to them are considered
- levels of experience and how best to monitor and supervise employees as required are considered
- systems are put in place to keep in touch with employees who are working alone

Staff undertaking tasks involving lone working should prepare a personal risk assessment. All lone working tasks should be discussed with the Senior Leadership Team. During school holidays, the Business Manager and Caretaker should be notified of anyone on site.

Personal Safety – Staff and Pupils

The Senior Leadership Team, on a regular basis, reviews all the current access control measures, to include limited access control out of school hours. Exterior lighting is installed by all access and egress areas including the car park and other vulnerable areas.

The Senior Leadership Team will deal appropriately, at the time, with any information the school receives which may affect the pupil's personal safety, passing on information, as and when required, to staff, parents and pupils.

All incidents breaching personal safety must be reported to the MAT. Staff will be made aware of their actions in the case of emergency through staff meetings/email and internal communication. A Business Continuity Plan is in place and includes written procedures to ensure lines of communication such as telephone numbers and named contacts are available and accessible during an emergency situation.

Criminal Damage

If criminal damage occurs on site, personal safety and security for the site may have been breached. All damage will be reported to the MAT and the police where required. A crime number should be obtained when any information is passed to the police. Any damage must be assessed to ensure that access control measures are still in place and that the damage will be attended to as quickly as possible.

Safety of Property

The Academy is protected by an intruder alarm system, which is serviced annually. The alarm is used at all times outside of the school day. The alarm zoning facility will be used during lettings and out of hours activities wherever possible to increase the security to unused areas/rooms, also adding to the personal safety of the staff at such times.

The Caretaker ensures that the alarm is in full working order by carrying out regular visual checks of the system.

All items belonging to the school of value is security marked using high visibility marking whenever possible. Items with a value in excess of £999 will appear on the Fixed Asset Register.

Containers such as bins, skips and storage are not located next to the building that might be used as a means of access.

Personal Property

All pupils are asked not to bring personal property of value into the school. Arrangements will be made, where necessary, for the safeguard of equipment brought into school by pupils when required for use in lessons, e.g. musical equipment. This will be with prior agreement between a member of staff and the pupil.

Staff are responsible for their own personal valuables brought onto site. Lockers are available for staff to keep personal valuables secure. No items of value should be left in vehicles in the car park.

The school is not responsible for the loss of personal items/valuables visitors bring onto site.

Security of Cash held on site

All cash on site will be kept to a minimum. Keys to any secure area including the safe will be limited to the Business Manager and other nominated staff. All cash is counted in a secure area. The academy has purchased Parent Pay and in so doing has limited the amount of cash brought onto site. Where cash or cheques are collected at school banking is undertaken regularly at the local branch of Lloyds Bank. Cash on site is covered within the insurance limit. Children are discouraged from bringing money on to site unless for a specific reason or for lunch/tuck.

Money received from children and from fundraising/social events should be passed without delay to the school office for safe keeping. Children are reminded by teachers that it is inappropriate to leave money on desks, in trays or in coats but kept securely on their person in a purse or other container. There may be occasions where the teacher feels it is appropriate to secure money for individuals themselves. This money should never be left unattended in the teacher's desk.

The maximum amount permitted to be held overnight in each safe is £500.

Insurance

The relevant level of insurance is in place to cover both the cost of loss or damage to the property and its contents. A current inventory of all relevant property will be available in the Fixed Asset Register held on site. This will be updated as and when required.

Verbal/ Physical Abuse to Staff or Pupils

All incidents will be recorded by the Senior Leadership Team and reported to the MAT and governors through the termly Head of School Report.

School Lettings/Extended School Use

The MAT has a robust Lettings Policy which we have adopted and will follow. This is distributed to all potential hirers. Arrangements for the school security will be discussed for each letting, highlighting any additional systems in place for the duration of the letting. Particular regard will be given to personal safety.

Extended school activities will be assessed with regard to any additional security arrangements and further details for extended school activities will be found within the Lettings Policy.

Fire Detection System/Arson Protection

Fire detection and fire alarm systems are tested annually with records kept. Fire drills are carried out on a termly basis, with records kept. Staff and pupils are made aware of any issues should current procedures change.

Combustible items are limited from both in and around the school and staff must follow the waste procedures for the site. Exercise books and papers are stored safely away from sources of heat and bulk buying is discouraged on flammable products.

Offensive Weapons on site

It is a criminal offence to carry an offensive weapon. The Headteacher/Learning Mentor will contact parents/carers and take appropriate action. If there is any doubt the police will be called to assess the situation.

The police will be called to deal with any person on site who is not a pupil and is suspected of having an offensive weapon. The offender will be reported to the Headteacher/Business Manager/police without confrontation by any member of staff. Personal safety of the staff member and children is paramount at this time. All incidents of this nature must be reported to the MAT.