



Site Security Policy

Date Agreed: 22nd May 2023. Reviewed 3rd May 2023.

Review Date: April 2025

The Good Shepherd Trust Site Security Policy

Revision Record

Revision No.	Date Issued	Prepared By	Approved	Comments
1	7 th April 2021	AJ		Minor amendments to reflect changes in personnel and structures and typos.
2	3 rd May 2023	SG		The Local Governing Committee changed to Local Committee

Academies Office, Larch Avenue, Guildford, Surrey GU1 1JY

A multi-academy trust for schools in the Church of England Diocese of Guildford

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This policy is prescribed by The Good Shepherd Trust and is non-statutory. All references to 'the Trust', includes all Trust schools and subsidiary organisations.

Within the Trust, all pupils, staff, parents, local committee members and visitors, should be able to work and learn in a safe and secure environment. Parents need to be confident that the academy that their child attends provides such an environment.

The Trust wishes to ensure that all children, staff, local committee members, visitors and volunteers are safe on every school site at all times. The personal safety of the whole academy community is paramount; The Trust takes the threat of assault, arson and vandalism very seriously. The Trust takes stringent measures to reduce the risks and will fully support members of staff, local committee members, visitors and volunteers or pupils who are the subject of assault. The Police are notified and legal action taken, if necessary.

Roles and Responsibilities

Overall security for each academy site, including any additional land under lease to the Trust (e.g. field) is the day to day responsibility of the Headteacher. The Local Committee is responsible for ensuring that the Trust's policy is adopted. The Headteacher, as well as the Site Manager/Caretaker is responsible for the operational implementation of this policy.

Headteacher

The Headteacher of each academy is responsible for implementing this Site Security Policy, supported by the Site Manager/Caretaker. They should 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 Headteacher should ensure that parents are fully informed of this site security policy (as a minimum via publication on the academy website) and are encouraged to help.

Site risk assessments of security should be reviewed every term and regular routine security checks should be undertaken. Where sites may be open to increased risk e.g. 'open' fields which have the potential to be occupied by travelling communities, risks should be assessed more frequently.

The Headteacher and Site Manager/Caretaker is responsible for the security of the premises during the school day; in their absence the Deputy Headteacher/Assistant Headteacher assumes this responsibility.

Staff

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

- Protect pupils from harm
- Guard against assault
- Safeguard property
- Contact the police/emergency services and Trust central team

- Implement the emergency procedures and academy emergency and lockdown plans.

New staff are informed of the academy's security policy, emergency and lockdown plans (and of their associated responsibilities) during the induction process.

Pupils

As the children progress through the academy, they will learn about site security through age appropriate teaching and take part in fire drills and lockdown practices, as appropriate.

Parents

The parents of pupils are kept fully informed of security procedures, and of their responsibilities when visiting the academy via the:

- Academy Website
- Newsletters
- Report to parents

Police/Local Community

The Trust values co-operation from the local police and community in assisting security arrangements for the academy site and the surrounding area. Local residents with concerns are encouraged to report incidents directly to the police.

The police are called immediately if there is an incident of a violent, aggressive or abusive nature.

The academy is informed and should inform other local institutions and the Trust central team as relevant on current matters of relevant site security concern, for example if a stranger is spotted loitering outside the academy or if the academy is placed into lockdown.

Security Strategies

Control of Access

The Trust has a policy of welcoming visitors to its academies; however, we realise that problems can occur with angry parents, disaffected young people, criminal trespass or even child abduction or assault. To minimise the risk to the academy community, especially the children, we have introduced procedures to limit access to the academy site:

- All visitors are to sign in using the entry screen, wear a Visitors Badge – photograph taken and included on the visitors badge when they sign in on the screen.
- Visitors will not have access to the school unless they have signed in.
- Staff advised to challenge anyone on site not wearing a school badge/ lanyard.
- Safeguarding statement shared with all visitors.
- All staff, visitors, DBS volunteers and contractors must sign in via the electronic signing in system and wear the appropriate lanyard.
- Visitors will not be given access to the school beyond the reception areas until the person they are visiting is available.
- Visitors must go through the school office and sign in if they require access to the school.
- School gates opened at 8.30am and closed at 8.45am and then opened again at 3.10pm and closed at 3.30pm. There is a member of the Senior Leadership Team operating the gates between these times.
- Safeguarding signs on external doors reminding visitors of 'no entry' and the need to go through the school office.

- The office team supervises any child who is not collected at the end of the day. Telephone call is made to the family member picking up the child. A member of SLT is on site every day until all children have been picked up from clubs.

School Grounds

The academy grounds are inside locked gates (Year 3 and 4 and Year 5 and 6 gates), and access to the academy car park is restricted to staff, contractors and deliveries. All children enter the academy grounds via the Year 3 and 4 and Year 5 and 6 school gates which are manned by Senior Leaders at the beginning and end of the school day. During the school day, these access points are locked, visitors and late arrivals should enter through main reception.

Parents are not allowed to drive their cars into the academy car park and are asked to wait in the areas outside the entrances when collecting their children.

If a stranger is seen on the academy grounds, including any fields or playing areas under lease to the Trust, a member of staff should establish his or her identity and the reason for the visit, as long as it is safe to do so. If the reason is not legitimate, the stranger should be asked to leave. Staff members should check they have left and ensure that they do not return. If they refuse to leave, become aggressive or do return, the police should be called.

Access to the Academy Building(s)

To prevent unauthorised or unknown visitors entering the academy, security locks are fitted to all external doors, apart from the main entrance to the academy, which has an automatic door release system which can be operated by office staff, once visitors have signed in using the electronic signing in system.

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

For arrangements on visitors to the school please refer to the localised Trust Visitors Policy.

Trespass

The Trust premises are not public places to which a member of the public is entitled to have access. Any person who enters without permission is a trespasser and will be asked to leave. Trespass is not a criminal offence; however, if a trespasser refuses to leave the academy premises, causes a disturbance or enters after being requested to leave, such behaviour could constitute a criminal offence and/or the person become banned from the site.

If a parent is causing a disturbance, becoming abusive or violent towards a pupil, Local Committee, member of staff or another parent, the Headteacher may revoke the parent's permission to be on the premises by taking the following action.

- The parent can be asked to leave
- If the parent still refuses to leave willingly, the police are called.
- A formal letter from the Headteacher, confirming the parent's permission to visit the school has been revoked and that there if they believe this has been issued incorrectly or unfairly, to make representation through the [Trust Complaints Policy](#).

The police should be called immediately if there is an incident that is causing concern of an aggressive, abusive or violent nature and the Trust informed via the Director of Education.

Entering and Leaving the Academy

All children enter and leave the academy by the Year 3 and 4 and Year 5 and 6 gates. The front door is to be used only if a child arrives late, when they should report (that they are late) to the office and be signed in.

All parents are asked to wait outside the school building in the morning and have access to the playground (Year 3 and 4 parents) at 3.10pm

Supervision of Academy Grounds

Children are supervised at all times when in the playground(s). Supervision is by teachers and support staff and midday supervisory assistants during lunchtime.

Leaving the Academy at the End of the Day

At the end of the academy day, children leave by the school gates. All pupils are aware that, if the adult who should collect them has not arrived, the class teacher should bring the children straight back to the school office. The school office will then communicate with the parents/carers and latterly other emergency contacts. No child is allowed to leave unless the academy staff are satisfied they are safe and have been collected by an authorised person.

Leaving the Academy During the Day

No child is allowed out of the academy for an appointment during the day, unless an authorised adult arrives to collect them and reports to the office first. Prior notice should be given to and agreed by, the academy in writing. The authorised adult should sign the pupil out for the appointment before the child is released.

Security of Personal Property

Children should not to bring anything of value to school. Individual staff are responsible for their own property.

Security of Equipment and Cash

Main items of academy equipment, for example computers, TVs, iPads, are security marked. Any cash on the premises is kept securely and banked frequently.

Security of Building

An effective intruder alarm is in operation. This is always set when the academy is empty. Individual areas can be isolated from the alarm circuit when an after-school activity is being held.

CCTV is installed as well as security lighting at all sites.

It is the responsibility of the class teacher to make sure that their classroom is secure, the windows closed and equipment switched off, before leaving the premises.

The Headteacher, the Deputy/Assistant Headteacher and Site Manager/Caretaker are designated key holders and are responsible for the security of the building.

Site Manager/Caretaker

It is the responsibility of the **Site Manager/Caretaker** to check daily that all locks and catches are in

working order, that the emergency lighting is working, that the fire alarm has no faults, and that the CCTV and security system are working properly.

Before leaving the premises, the **Site Manager/Caretaker** has a duty to ensure that all the windows are closed, that the CCTV is recording, that the doors are locked and secure, that the security alarm is set and that all gates are locked.

Contractors in the Academy

When contractors are working in any of the Trust Premises, the following precautions should be taken. Please see the Trust Visitors Policy for further information:

A convenient time for the work to be completed is agreed, where possible out of school time, and academy staff should be made aware of the work taking place and the Health and Safety issues. The Site Manager/Caretaker should check regularly that the work is being carried out safely.

Contractors should report to the reception area on arrival and before leaving, signing in and out. When on the academy site, badges, identifying the company for which they work, should be worn at all times. Contractors should complete maintenance logs, and sign the Asbestos Log book.

Contractors should take extreme care with building materials, ladders, tools and any other equipment. Health and Safety standards should be observed throughout the period of the contract. On completion of the contract, any relevant documentation should be obtained, for example electrical test certificates.

Access Outside School Hours

On occasion, staff, local committee members, pupils or contractors require access to the school out of normal school hours, in the evenings or at weekends and in the holidays. The Trust is aware that some staff work on the premises before and after school hours and their security has to be safeguarded.

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 work close to or have access to a mobile phone and notify someone when they arrive, when they expect to leave and when they do leave the premises.

The Site Manager/Caretaker or a nominated member of staff should stay on the premises when the academy is being used by club/group/agency and secure the premises afterwards.

Fire Detection Systems

Fire detection and alarm systems are in place throughout the school and tested regularly. Fire drills take place at least once each half term. All fire exits are kept clear at all times and are not left open. The academy grounds are kept clear of litter and movable objects that could be used to start a fire.

Offensive Weapons

It could be deemed a criminal offence to carry an offensive weapon or knife onto the site. Offensive weapons are defined as 'any article made or adapted for causing injury to the person, or intended by the person having it with him for such use by him or some other person.'

The Local Committee should ensure that relevant staff are trained to handle incidents involving an offensive weapon. If it is judged that the circumstances are innocent, the matter is dealt with on a

disciplinary basis. If there is any doubt, the Police are summoned and they assess the seriousness of the incident.

Staff are under no obligation to search a pupil whom they suspect is carrying an offensive weapon. If the child agrees to co-operate, a search might be the least inflammatory way to prevent violence. When a child refuses to co-operate, the search can be carried out only by the police. The Headteacher will make every effort to ensure a parent or guardian is notified as soon as possible, so they can be present during the search and subsequent investigation.

When the person suspected of carrying an offensive weapon is not a pupil at the school, or an incident occurs off the school premises, the police are informed and they carry out the search and an appropriate investigation.

Confiscation of Weapons

Staff must take possession of a knife or any weapon brought to the academy by a pupil.

The item is locked away; staff should either:

- Arrange for the parent or guardian to take the weapon away, if circumstances indicate this to be a reasonable course of action dependent upon the child's age or circumstances for bringing into school e.g. pen knife for 'show and tell'. However, in no circumstances should some weapons – e.g. flick knives and knuckle-dusters – be returned. When potential weapons are returned to parents, a record should be kept by the academy.
- Arrange to surrender the weapon to the police without delay and inform parents of any police involvement.

Bomb Threats

Any warning to the Trust or the academies within the Trust, received about such a threat is treated seriously, with the safety of the pupils and staff paramount.

If the academy receives a bomb warning, the Headteacher or in their absence the Deputy/Assistant Headteacher have specific and individual responsibilities and all staff have a duty to prevent panic among the pupils and their colleagues.

Staff should follow a strict procedure.

- Alert everyone in the academy by using the fire alarm system and evacuate the building.
- All staff and pupils should assemble on the playground well away from the academy car park and buildings.
- Call the police and Trust via your Director of Education
- Neither staff nor pupils should attempt to search the academy building.
- If the police request assistance from staff, it is an individual and voluntary decision whether to do so.
- An overriding priority is the supervision of the pupils.

Pupils should not return to the building, until the police declare that it is safe. If police declare that the site should be fully evacuated, pupils will be escorted to Guildford County Secondary School and parents contacted. The Emergency Grab Bag should be taken. The Trust should be contacted and the academy emergency plan should be enacted - no contact should be had with the media except through the [Trust centre](#).

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.

Incendiary Devices

Incendiary devices are generally designed to ignite after a pre-determined time. Staff should not handle a suspected device. The immediate vicinity should be evacuated, the police summoned and the Trust informed. See procedure listed above and in academy emergency plan.

Postal Bombs

If staff receive a suspicious package, which could contain an explosive device, they should put it down very gently and walk away. The package should not be immersed in water, nor should anything be placed on top of it.

Staff should evacuate the immediate area and raise the alarm before calling the emergency services and alerting the Trust. See procedure listed above and in academy emergency plan.

Reporting Incidents

All incidents of crime and losses are recorded in the academy Incident File, including information on the date, time, location, cost, staff, parents involved, action taken, and so forth. The police and Trust Head of Finance should be notified.

A review of incidents over the year is sent to the Trust Board of Directors via its officers or may be requested by the Trust at any other time.