



# St. Joseph's Catholic Academy

In our School, may there be prayer,  
learning and humour, hard work,  
faith and friendship.



# School Security Policy

Published Date: September 2024



Bishop Chadwick  
Catholic Education Trust

## Policy details

Approved by:	Local Governing Committee
Last reviewed on:	September 2024
Next review due by:	September 2025

## Policy statement

- The Governors recognise and accept their corporate responsibility to provide a safe and secure environment for children, employees and visitors to St Joseph's Catholic Academy. The school's security procedures will operate within the framework described in this policy.
- Where appropriate the Governors will seek any necessary expert advice to determine the security risks and precautions required to deal with them.
- The Governing Body will provide staff with enough resources, information and training to implement the security procedures.
- The Governing Body will, where appropriate, be informed of breaches and failures of the policy to enable them to take any corrective action as is necessary to ensure the safety of children and staff.

## Organisation

The following groups and/or individuals have responsibilities for ensuring the security of the school.

### 2.1. Governors

- The Governors will ensure that the school has a security policy and that this has been implemented.
- Governors will monitor the performance of the school security measures. This will be achieved –
  - By the health & safety governor monitoring performance on their special interest visits
  - Via the Headteachers reports to governors
  - By all governors observing its implementation when they visit the school.
- Governors will periodically review the school’s security policy.
- Governors will delegate the day to day implementation of the policy to the Headteacher.

### 2.2 Headteacher

The Headteacher will:

- Set up arrangements in school that comply with the security policy agreed by governors.
- Ensure that all staff within the school receive information, instruction and training in the security policy and procedures.
- Establish a system for the reporting, recording and investigation of breaches of the policy and take reasonable steps to prevent reoccurrence.
- Ensure that all visitors, contractors and agency staff adhere to the security policy.
- Monitor the implementation of the policy and security arrangements.

### 2.3 Staff

- All staff will comply with this policy and the arrangements made by the Headteacher to ensure the safety of children, employees and others on the school site.
- Those listed below have been given specific responsibilities for school security.

Security issue	Name	Specific Duties
Agreeing and reviewing the school security policy	Senior Leadership Team	<ul style="list-style-type: none"> <li>• Agree policy</li> <li>• Review every 12 months</li> </ul>
Day to day implementation and management of policy.	Headteacher / School business manager / Health and Safety lead	<ul style="list-style-type: none"> <li>• Inform staff</li> <li>• Monitor performance</li> <li>• Review arrangements</li> </ul>
Securing school entrance/exits as detailed in this policy	Site Team	Lock gates 8.30-9.05am and 3.00-3.30pm
Checking the condition and maintaining the safe operation of physical and electrical security devices (locks, gates, key pads, fences).	Site Team	Part of normal duties to check physical integrity of security devices.

Control of visitors	Admin staff / Site Team	Issue lanyards as appropriate to DBS. No DBS visitors must be escorted at all times by staff.
Control of contractors	School business manager / Site Team	Issue lanyards as appropriate to DBS. No DBS visitors must be escorted at all times by staff.
Security of money etc	Admin staff	Locked in safe
Security risk Assessment	Headteacher / Health and Safety lead	Review annually and inform govs of findings to use as part of policy review

## 2.4 Children

- Children will be encouraged to exercise personal responsibility for the security of themselves and others.
- Children will cooperate with the arrangements made for the security of the school. Breaches of the school security arrangements are a breach of the school's Behaviour Policy.

## Arrangements

The school has agreed the following arrangements to ensure the safety and security of staff, pupils and other persons using the school premises.

### 3.1 Information and Communication

All staff must be aware of the school's security procedures, especially staff that have been given a specific role to play.

All staff inductions will include the school's Security Policy and will be recorded on the employees training profiles. Records of which are kept in the school's Risk Register.

These arrangements will be communicated to all third parties that use the premises and grounds. All will be expected to comply with the school's security arrangements as a condition of shared use of the building.

Parents will be informed about the school security arrangements and what is expected of them, e.g. when visiting the school or at handover times.

### 3.2 Controlled access and egress during the school day

Controlled access is a combination of measures to ensure that unauthorised visitors do not present an unacceptable risk to pupils or staff.

The extent of physical controls, such as fences, has been decided by a robust risk assessment of the likelihood of visitors presenting a risk and the reasonableness of the control measures needed to reduce this risk. St. Joseph's Catholic Academy has, through risk assessment, balanced the need to remain a welcoming environment to the community

and safeguarding pupils. The risk of pupils absconding and the potential for injury while doing so should be taken into account when designing, installing and maintaining physical controls.

#### EXAMPLES;

- Are there any trees growing through or close to any fences which make the fences easy for a child to climb across?
- Are there any posts or street furniture such as road signs or litter bins located so close to any of your fences / gates which make them easy for a child to climb across?
- Are there any risks associated with barbed wire, chainlink fences or broken glass on any of your boundary walls or fences which you can identify, and are they in sound condition, without breaches or other defects.
- Are there any gaps under fences / that would enable a pupil to crawl or roll underneath them?

#### **Buildings**

The school will take all reasonable efforts to restrict access to the building to prevent unauthorised access to children and ensure the personal safety of staff.

The access control procedures for the building area;

The main building has only one single entrance through the school day. The single entrance is via reception desk. Only authorised visitors can access the school through reception doors.

All doors which maintain the secure line, except the main reception entrance, are locked down through school day. Staff must enter / exit only via main reception through main door.

Any unauthorised visitors are challenged by staff.

Secure line is checked bi-annually on top of general observation by staff in these areas e.g. site team, PE department.

Staff are aware of number lock code for gates in case of evacuation / fire drill.

#### **Grounds**

The following parts of the school have been secured by means of physical restrictions such as fencing and electronic access control.

We have a secure fence around the school fields which is 6-7 foot high. Different fences and gates are different heights.

Four gates have number code padlocks. Staff know the number code for these padlocks in case of fire evacuation. Local football team senior staff know the code as do Trivali, the Trust grounds contractor.

The following areas are accessible by the public but the risk is controlled with our school's supervision arrangements and how the school deals with visitors.

- No area of the school is open to the public through the school day.
- Parents can access site for football matches after school and on weekends.

### **3.3 Early Years Outside Areas**

As pupils require access to the outside areas at all times the governors have ensured that a secure outside area has been provided that has a suitable perimeter fence at least 4ft high. This has fixings that prevent an early years pupil opening the gate to exit this area without adult supervision.

Where this area is adjacent to where members of the public have unsupervised access consideration has been given to improved fencing where required. The extent of fences will be decided by risk assessment.

### **3.4 Control of Visitors**

The control of visitors is a fundamental part of our school's security policy for the safeguarding of both people and property.

Our policy is that:

- All visitors must report to reception on arrival
- All visitors are signed in and issued with a badge to wear at all times.
- Any visitor without a DBS must be with a member of staff at all times
- Any person on site without a badge will be asked to accompany a member of staff to the reception desk or asked to leave the site.
- Any refusal will be reported immediately to the Headteacher. Any aggression will be reported to the police.
- Visitors will not remove any items of school property without the express permission of school staff.
- For their own safety any authorised visitors will be given appropriate information on the school's health & safety procedures such as parking, fire safety and first aid.

### **3.5 Supervision of pupils**

The school's overall safeguarding strategy requires that at times the security of pupils is achieved by competent supervision by authorised school staff.

#### **Locations where supervision is part of our safeguarding procedures –**

Lunch and break time duties. Staff are on a weekly rota to supervise students during social times. This is reviewed and updated constantly by the lead teacher of duties.

#### **Times of the day when supervision is part of our safeguarding procedures –**

Students are supervised from 8am until 3pm. Students may be in the building post-3pm for extra-curricular clubs, homework club, intervention and detentions. These are supervised by the staff running these activities.

### **3.6 Cooperation with third parties, extended services and community groups**

Our school security arrangements have taken into account any other third parties that use the school building or grounds. In most circumstances the arrangements for the school in

general will be equally applicable for the third parties involved. Below are the additional security measures that apply to the groups listed.

Community use – community groups use the school sports hall, fields and main hall at weekends, after school and in school holidays. All contracts are managed by the business manager and site team is also a point of contact. None of these groups use the school during the school day.

### **3.7 Supervision of contractors**

Contractors and maintenance personnel will not always have been DBS checked as they should not have unsupervised access to children. They will therefore be controlled as follows:

- All will be given school badges and be expected to wear them.
- They will only park where authorised to do so.
- Will only carry out work agreed at the start of the contract and at the times agreed.
- Will be supervised at all times by school staff. This does not mean watched continuously but in a way proportionate to their location and proximity to unsupervised children.

### **3.8 Lone Workers**

Our school has Lone Working Risk Assessments for staff where there is a security risk due to the need to work alone.

### **3.9 Physical security measures**

The governing body has considered the need to use physical measures such as fencing and electronic access controls to ensure the safety of staff and pupils. The governors will review the provision of physical security measures on a regular basis in the form of a security risk assessment.

The risk assessment will take into account:

- The location and layout of the school
- Past incidents related to security
- The performance of other security measures already in place or that could be implemented.
- The cost of physical security improvements and the availability of funding.

Where justified by consideration of the risk governors will ensure that physical security measures are installed. These physical controls are not justified the governing body will ensure that other controls are implemented by the school to ensure the safety of staff and pupils.

Where electronic controls are installed, for example alarm systems, they will be maintained as recommended by the manufacturer.

### **3.10 Locking arrangements.**

At different times of the day the school security arrangements require the locking of various entrances and exits as detailed below.

Car Park 3 gate and 2 gates beside D block are locked at 9am by the caretakers. These are reopened at 3pm.

Student entrance – can only be open until 9am. It is staffed by the attendance officer and site team 8.40-9.00.

Gate to service yard is unlocked as needed for delivery drivers. It is locked immediately behind them to maintain the secure line. This is completed by site team and catering team.

### **3.11 CCTV**

The CCTV system is part of our security procedures. The system has the ability to record incidents to enable evidence to be presented to the appropriate authorities. Signage throughout school informs people of this.

### **3.12 Cash Handling**

Schools should avoid keeping cash on the premises wherever possible. Safes should be used and kept locked. Avoid handling cash in visible areas, any money requiring banking should be done at irregular times, particularly where substantial sums are involved.

### **3.13 Valuable equipment**

Items of valuable portable equipment with a value above £250 will not be left unattended in rooms where there is public access. In such locations the room will be locked when it is vacated. Wherever possible valuable items will also not be left where visible from outside.

The security risk assessment will take into account the location and security arrangements for high value equipment, for example ICT equipment.

### **3.14 Personal Property**

Personal property will remain the responsibility of its owner. This includes both staff and pupil personal property. Both are discouraged from bringing to school any valuable personal property.

Lost property should be handed to the school office where it will be kept to the end of the half term before disposal / donated to charity.

### **3.15 Medicines**

There are occasions when pupils may be prescribed treatment where medicines are needed during school time. Parents will provide such medicines in suitable and labelled containers. These containers will be locked in the schools medicine cabinet in the first aid room. The key is available from Laura Gee or Carly Curry.

Arrangements for the administration of medicines are detailed in the medication in school policy.



## **Risk Assessment**

A security risk assessment will be completed annually by the Health and Safety lead. The findings will be used in the review of this security policy.

The risk assessment will use the format in the Health and Safety Team School Health & Safety Policy & Procedures Manual.

## **Monitoring and Review**

The Headteacher will monitor the performance of this policy and report breaches, failings or security related incidents to the Chief Governor.

Governors will monitor performance via the Headteachers termly report to governors and when visiting school.

This policy will be reviewed annually by Health and Safety lead.



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