1. Introduction

The University of Brighton Academies Trust (The Trust) is committed to providing a safe and secure working, teaching and learning environment for all staff, students, contractors and visitors whilst on site. It aims to develop, promote, communicate, and encourage a positive culture within the academy, which recognises the importance and relevance of Risk Management and Security strategies.

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

The policy will be regularly monitored and evaluated to ensure its effectiveness in providing a safe and caring environment for everyone in our school community. The security measures introduced will not only support the academy in ensuring the care and safety of pupils and staff but also enhance the learning and teaching opportunities for pupils by minimising disruptions to classroom routines and maximise learning and teaching time.

2. Responsibilities/Organisation

The Site Security Policy is to be used alongside the Trust's current Health and Safety Policy. As outlined in the Health and Safety Policy, roles and responsibilities will be nominated to the person through job role, position and/or title.

All Academies are required to establish Academy specific Site Security Policy statements and organisational arrangements to implement the Trust Site Security Policy which will incorporate the specific Academy needs and responsibilities. The Site Security Policy will be held centrally at each Academy site. The local policy statement will be reviewed annually or sooner following an incident or 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 locally through the working year, the results of which are used to assist with the further development of the Trust Site Security Policy.

The central Estates and Facilities Management Team (E&FM) will undertake an annual security review, the report from which will be shared with the Executive Team and Central Safeguarding lead.

Staff will be informed of the Trust Site Security Policy arrangements both formally, informally and updated with any security issues if / when they occur. This will be done through email, academy staff meetings, bulletins and or Trust meetings and through the staff induction process for all the new staff.

3. Arrangements

3.1. Access (Site)

Adequate arrangements to secure the site will be assessed by the Academy Leadership Team. A rolling review and inspection programme will be in place to ensure that any additions, improvements, repair and /or maintenance to the perimeter are addressed to prevent a breach. Current access/egress controls that are in place, such as gates and pedestrian entrances should be locked, whenever possible, both during and out of school hours. Any arrangements for lettings or extended school activities are arranged on a separate basis. Any issues to be reported to the Facilities Manager.

3.2. Access (Buildings)

All the appropriate signage is displayed throughout the site directing visitors, staff and students to the designated entrances that are to be used to access the building. All staff are encouraged to ensure that doors and windows to their areas are secured at the end of the working day and are checked by the facilities team.

On at least an annual basis, the academy leadership team will review the current measures to ensure they are appropriate and adequate. This process will assess all access control measures to the site with the view to improvement where necessary. All findings must be recorded and passed to the Facilities Manager.

All visitors will have restricted access to the academy, reporting to the main reception, using the academies signing in system at all times. All visitors are to wear a visitor badge/lanyard and will always be accompanied by a member of staff. Where badges are issued staff and visitors should always display them. Staff should be aware of the Trust security procedures and actively question all persons on site if they are un-badged / unknown. All contractors should be made aware of the Trust Security Policy. A nominated person will be in charge of the contractors, ensuring they are aware of any security related issues, which may be affected by their work. Assessment should be made of all areas if such work will breach the current access control measures in place. All students entering the academy later than the dedicated time of arrival must report to the Student services / Reception, registering in through the school system and process.

Any pupil leaving the site before the dedicated time should only be allowed to do so with prior arrangement through an appropriate member of staff and parents/guardians. No student should be allowed to leave the academy unless contact has been made with parents/guardians via written or verbal permission/agreement, or unless specific circumstances prevail.

Keys for the academy will be given out under the agreement of the Facilities Manager, limiting master keys to a restricted number where possible. Key security will be monitored on site by using a key inventory. All staff, who have been allocated keys, will appear on the list, which should be updated if staff leave, or further keys are issued. All spare keys should be securely locked away and covered by the intruder alarm system out of academy hours. All access to spare keys is logged.

All academy partners must provide the central E&FM team with access codes and a set of keys/fobs etc. to gain access to academy sites for emergencies or out of hours access requests that cannot be met locally. This information and keys/fobs will be stored securely and a system to record their use will be in place. Other than in an emergency, academy partners will be consulted on access requirements.

3.3.   Trespass on site

The Academy buildings 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 premises and grounds, causes a disturbance, or enters after being asked to leave, the staff member should notify the Police and report this to the Facilities Manager. Staff should avoid any confrontation with the intruder. Signage, advising of Illegal Trespass should be placed where appropriate, in and around the site. All incidents must be recorded and passed to the Academy SLT in the first instance.

3.4.   Break and lunch time procedures

The Academy leadership team will make the appropriate arrangements for the supervision of the students during break and lunch times. This information will be given to all staff, including any part time/temporary staff on duty at such times. These procedures should be in written form, known and available to all staff.

3.5.   Lone working

Staff undertaking tasks involving lone working should have a personal risk assessment in place. All lone working tasks should be discussed with the Academy leadership team. For more Information and guidance please consult the Trust, Lone Working Policy.

3.6. Personal safety – staff, students

The Academy leadership team with the Facilities Manager on a regular basis will review all of the current access control measures, to include limited access control out of academy hours. Exterior lighting should be present and working at all access and egress areas including car parks and other vulnerable areas. Information and instruction will be given to both staff and students regarding the importance of personal safety whilst on site. The students will receive information through inputs such as the 'Stranger Danger' message as and when required. This will be dealt with by the Academy leadership team appropriately at the time. Passing on any information as and when required to staff, parents and students.

All incidents breaching personal safety must be reported to the Trust and Head Teachers.

All staff should be aware of their actions in case of emergency. Written procedures are in place to ensure lines of communication such as internal/ external telephone lines, portable radios, personal attack alarms or any other system used on the academy site are adequate. Communication requirements are also addressed in the Terms and Conditions for the Letting Policy.

3.7. Safety of property

The Academy must be protected by an intruder alarm system, which is serviced annually by an appointed contractor.

The alarm should be used at all times outside of the academy day. Where possible, the alarm zoning facility will be used during lettings and/or out of hour's activities, increasing security to unused buildings/rooms also adding to the personal safety of the staff at such times.

The Facilities Management staff will ensure that the alarm is in full working order by carrying out regular recorded checks of the system.

All items of value belonging to the Academy should be security marked. This can be done by various means, with high visibility marking preferably used where possible. All items should appear on the Asset Management Register, which is updated as required.

3.8. Personal Property

All students and parents are asked not to bring personal property of value into the academy. Arrangements will be made for the safeguarding of equipment brought in to the academy by students when required for use in lessons (e.g. musical equipment). This will be in agreement with a staff member and the student. The academy accepts no responsibility or liability for the loss of a student's personal belongings.

Staff are responsible for all their own personal valuables brought onto site. These should be locked away securely at all times. Staff are reminded that no items of value should be left in vehicles in the car park. The academy accepts no responsibility or liability for the loss of a staff members personal belongings.

Visitors are to be reminded that the academy is not responsible for the loss of any personal item/s or damage to vehicles whilst parked on site. Academies are advised to provide adequate signage to reinforce this.

3.9. Security of cash being 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 nominated staff only. All cash should be counted in a secure area with adequate arrangements

made for cash collection or deposit. All staff handling cash including anyone taking cash to the bank should have a risk assessment for the task. All amounts of cash held on site should be covered by the nominated amount within the insurance criteria. Money will be banked at least on a weekly basis or as agreed with the Trust Finance Team.

Students will be discouraged from bringing money on to site, unless for a specific reason.

3.10. Risk Protection Arrangements (RPA)

Academies are members of the RPA. The RPA provides academies with the equivalent of insurance protection. Academies should operate an Asset Register as part of their Asset Management Plan, a current inventory of all the relevant property which will be held on site and a copy issued to the Trust Estates Department. This will be updated as and when required.

3.11. Verbal or physical abuse – to staff and students

The Trust and academy will follow the HSE guidelines. All such incidents must be recorded via the Trust - Accident Incident Reporting system.

3.12. CCTV

Where a CCTV system is in place on the Academy site, signage must be displayed throughout the site. The CCTV will be fitted by an approved contractor with the advised service/maintenance agreement in place. All images will be digitally recorded and stored securely within the systems hard drives. Automatic erasure should take place after 90 days. Where the images are required for evidential purposes in legal or Academy disciplinary proceedings, a cd-r disc recording is made and held by the IT Manager or Academy Leadership Team until completion of the investigation. Only persons trained in the use of the equipment must be authorised by the Head Teacher should access data. It is important that access to, and disclosure of, the images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled in order to ensure compliance with the Data Protection Act in respect of the use of CCTV (closed circuit television) surveillance systems.

Please see the Trust CCTV policy for further information and guidance.

3.13. Hiring of School Premises and Grounds / extended Academy use

Terms and Conditions for the Hiring of Academy facilities have been produced by the Trust to academies who in turn have distributed to all of the hirers during the booking process. All arrangements for the Academy 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 Academy activities should be assessed with regard to any additional security systems to be in place.

For more Information and guidance please consult the Trust Keyholding Policy.

3.14. Fire detection and prevention systems/ arson prevention

All of the current fire detection and fire alarm systems are tested by an appointed contractor with records kept. Fire drills should be carried out at least on a termly basis, with records kept.

Staff/students, where appropriate should be made aware through the Academy and Trust communication lines and advised of any changes to current procedures.

Access control will play a part in the arson prevention. Staff will be reminded of the need to limit the number of combustible items from both in and around the classrooms, in offices and corridors. At all times staff should follow the waste procedures for the site. Advice and guidance will be gained from Facilities Services when required and assessed as part of the Academy Annual Risk Management review process. All fire including arson, or an attempted arson attack must be reported to the Facilities

Manager and the Trust E&FM team.

3.15. Offensive weapons on site

It is a criminal offence to carry an offensive weapon. 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 student and is suspected of having an offensive weapon. The offender will be reported to the Head Teacher and Facilities Manager and/or Police without confrontation by any member of staff. Personal safety of the staff member is paramount at this time.

3.16. Bomb threats

The Trust understands that any form of bomb threat could have serious outcomes for all persons in and around the Academy area at such times. The Trust will formally set guidelines regarding this with any policies and procedures in place; this should be made available to all staff. The procedures should include nominated staff to deal with, reporting and if necessary, calling the police, organizing the evacuation and coordinating the whole emergency.

3.17. Reporting security incidents

All staff are aware that incidents of any security breach must be recorded/ reported through the Academy reporting procedure. This should then be passed on to the appropriate areas (Head Teachers, Facilities Manager, Trust, Leadership Team, Police/ Community Support Officer).

3.18. Additional security issues for the Academy

If any student displays behavioral issues which could create both personal safety and security issues, the Academy will assess this as an individual case. If any child presents a security risk, the appropriate staff should be aware of any additional procedures put into place this will be undertaken with the agreement of the management and the parent/ guardian of the child.

Where possible, the issue of personal safety and security of the Academy will be integrated in to the curriculum.

4. Emergency Contacts:

Police Emergency – (9) 999 Non-Emergency – (9) 101
Fire Services
Emergency – (9) 999 Non-Emergency – (9) 101
Ambulance (9) 999

5. Policy status and review

Written by:	Estates and Facilities Management Director
Owner:	Estates and Facilities Management Director
Status:	Approved Reviewed and amendments to central access, reporting routes and additional annual security review by central team.
Approval date:	V1 = 4/12/17 (R&A) V1.1 = July 2020 (minor updates)
Review Date:	As required or July 2023