Towngate Primary Academy Security Policy			
Date	**Review Date**	**Coordinator**	**Nominated Governor**
September 2020	September 2023	Headteacher	Chair of Governors

Introduction

We believe it is essential to have in place exceptional academy security systems to protect pupils, academy personnel, visitors and equipment. Parents need to feel confident that everything has been done to create a safe and secure working environment for their children. Our principal aim is to ensure the personal safety of the whole academy community.

We wish to work closely with the pupils and to hear their views and opinions as we acknowledge and support Article 12 of the United Nations Convention on the Rights of the Child that children should be encouraged to form and to express their views.

This policy is part of, and should be read in conjunction with, the academy Health and Safety Policy. The main aim is to ensure that quality learning and teaching takes places in a safe and secure environment. The allocation of duties for safety matters and the particular arrangements which we will make to implement the policy are set out below.

The policy will be kept up to date, to ensure this, the policy and the way in which it has operated will be reviewed every year by the Local Governing Board.

Aims

- To protect pupils, academy personnel, visitors, buildings, grounds and equipment from damage, arson and theft.

- To provide a secure environment for pupils, academy personnel and visitors to the academy.

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Roles and Responsibilities

Local Governing Board-The academy governors are responsible for:

- Ensuring that they are organised to exercise their responsibilities. (The Health & Safety Committee of Local Governing Board is responsible for this);
- Arranging to consult and inform all staff about security;
- Resource allocation and approving training for security in consultation with the Headteacher;
- Arranging to monitor and review the policy, including the frequency and nature of reports from the Headteacher;
- Identifying their own training needs to enable them to understand their responsibility for managing security.

Headteacher supported by the SBO is responsible for:

- Ensuring that this policy works, is understood by all staff and is reviewed annually;
- Ensuring that this policy is monitored as required by the Local Governing Board;
- Identifying training needs and arranging for training (see below);
- Ensuring that regular routine security checks and annual/periodic survey/risk assessments take place;
- Raising awareness of pupils to security and personal safety issues (see below);
- Developing and encouraging close links with others (see below).
- Ensuring that advice, support and information is obtained from Wakefield Council and other appropriate bodies.
- Ensuring that, in planning and providing new/improved accommodation, full regard is taken to security in the planning and design stages;

Individual Staff Members

All staff members have a responsibility for ensuring:

- The safety of the pupils in their care by not exposing them to unacceptable risks, protecting them from hazards, guarding them against assaults, including providing written risk assessments for visits, tips and activities as appropriate; to be counter signed by the Headteacher prior to such visits, trips and activities taking place;
- That property is safeguarded;
- That they know when to contact the police;
- How to implement the academy's emergency plan;
- Their own actions do not expose themselves or colleagues to unacceptable risks.

Involvement of Other Groups

The Headteacher is responsible for the development of strategies for ensuring that parents, police and the community are fully involved and consulted about security issues; and as appropriate receive a copy of this policy.

Pupils

The Headteacher is responsible for ensuring the raising of pupils' awareness in relation to:

- Their own personal safety and welfare and the safety of others in and out of academy (eg swimming, personal survival programmes, cycling/proficiency training, first aid courses, drug and health programme);
- The safe use of the accommodation (eg anti-bullying campaigns, academy councils);
- The appropriate parts of this policy and the expectations the academy has for the pupils to take responsibility and action
- 2 members of the Y6 Academy Council are responsible for support to the risk assessment process by undertaking a formal H&S walk around academy and updating the 'Pupil H&S Risk Assessment' form. This will be carried out twice yearly.

Arrangements

Risk Assessment

The Headteacher will ensure that a formal security risk assessment takes place at least annually as part of the health and safety audit (and at any time a significant change occurs) assessment should be recorded as an action plan, presented to the Academy Local Governing Board for approval.

Incident Reporting

All security incidents should be reported to the Headteacher and recorded on the serious incidents log which is kept in the academy office. A copy of this form should be sent to the local authority and reported, where appropriate, to the Local Governing Board.

All staff should ensure that the security incidents to be recorded include trespass, vandalism, theft and burglary, fire, attacks on staff or pupils, and drug / solvent abuse. In addition the Headteacher will ensure that the appropriate accident report form is completed. Particular attention should be given to the reporting of Report of Violent, Aggressive or Threatening Behaviour.

Training

As part of his/her responsibility for training the Headteacher will ensure that opportunities will be provided for:

(a) Specific training on security issues within the academy's overall development plan priorities; and
(b) Training of new staff including supply and temporary staff. This is a restatement of the commitment contained within the academy's Health and Safety Policy.

Personal Security

The Headteacher and governors will review measures for combating violence to staff and pupils. They will include:

(i) Ensuring priority is given to personal security training;
(ii) Fully co-operate and notify all assaults to the police, including full cooperation with the police in the exercise of their legal powers;
(iii) Ensuring appropriate legal advice is obtained from the local authority following incidents in which the police will not prosecute;
(iv) Sending formal letters to people making threats or verbally abusing staff as appropriate;
(v) Fully supporting staff who have been assaulted or suffered verbal abuse; and facilitate access to the local authority counselling service/ academy absence insurance counseling service (SAS);
(vi) Ensuring appropriate investigation.

General

No security policy will attain its desired end unless those whom it concerns are themselves committed to the need for positive care in their own work and instill into pupils and students a similar sense of responsibility for their own safety and that of others.

Local Security Practice

- Registers to be marked at the beginning of the morning and afternoon session.
- Visitors to academy (including parent helpers in classrooms, short term supply staff, contractors) to sign visitors book and wear identity badges;
- Visitors (including contractors) out of hours to sign-in and sign-out on the visitors book;
- Any people on the premises not wearing badges to be challenged;

- SBM, on behalf of the Headteacher, to ensure all DBS checks are made and the SCR is kept up to date
- All external doors to be secured between 9:00am and 3:15pm unless a class is working outside that area with a permanent member of staff;
- All security gates to be on buzzer system between 9:00am and 3:15pm.

It is important that we all maintain the levels of security at academy, it is not one person's responsibility, but everyone's. With tragic happenings in mind, please be on the look-out for anything out of the ordinary.

- All visitors to enter the building via the intercom fitted door on the main entrance;
- All planned absences for appointments etc part way through the day should be reported to the office, recorded in the pupil 'Leaving Academy' book and subsequently the lunchtime staff or teaching staff;
- No child should be removed from academy without prior knowledge of the classroom teacher and the office staff, or the lunchtime staff at lunchtimes;
- Staff working in the holidays or outside academy hours should adopt the lone working policy.
- Foundation stage pupils are 'personally handed over' to parents and carers at home time. The gate to the outdoor area is kept locked.
- Children who are not picked up on time are always supervised by an adult until someone comes to collect them, either by the class teacher, office staff or Alpha and Omega staff in the after academy club.

These practices should be maintained in alignment to the Adult Volunteer and Student Placement Policy, the Attendance and Truancy Policy, the Lone Workers Policy and the Uncollected Child Policy. This policy will be reviewed in accordance with the policy review document, every three years or sooner as necessary.

Headteacher:		Date:	
Chair of Governors:		Date:	